



LegalWriting
institute

#LWI2024 Biennial Conference

July 17-20, 2024

Indiana University

Robert H. McKinney School of Law

Indianapolis, Indiana

Conference Leadership

Budget Chair: Carolyn Williams, University of North Dakota

Sponsorship Chair: Heidi K. Brown, New York Law School

Registration Chair: Tessa L. Dysart, University of Arizona, James E. Rogers
College of Law

Law school sponsorship opportunities

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In accordance with our conference theme—*The Best is Yet to Come*—the 2024 Biennial Conference of the Legal Writing Institute (LWI) will look ahead with cautious optimism, exploring the myriad ways legal writing professors and our students can flourish into the future.

1. About the conference

The 2024 Biennial Conference will be held at Indiana University Robert H. McKinney School of Law in Indianapolis, Indiana, on July 17-20, 2024. This conference traditionally draws over 450 attendees from around the country, including law faculty members and administrators. The conference will feature many opportunities to meet and talk with law professors who teach and write about legal communication, legal research, and a range of other lawyering methods and skills.

As part of LWI’s mission to foster the exchange of ideas and to provide a forum for research and scholarship about legal writing and legal analysis, LWI has hosted a national conference every other year since 1984. **In fact, the 2024 Biennial is the 40th anniversary of the conference!**

3 #LWI2024 Biennial Conference Sponsorship Opportunities

LWI has close to 1,000 registered members representing all ABA-accredited law schools in the United States, as well as members from other countries, other academic institutions, independent research-and-consulting organizations, and the practicing bar.

On Friday, July 19, 2024, the conference will offer Bench and Bar programming, followed by a Reception/LWI 40th Anniversary Celebration at the Madam Walker Legacy Center in Indianapolis. CLE credits will be offered for the day of Bench & Bar programming.

2. Sponsorship levels

<p style="text-align: center;">Papyrus Sponsor \$5,000</p> <ul style="list-style-type: none"> • Recognition as Bench & Bar Reception/LWI Biennial 40th Anniversary Celebration sponsor at Madam Walker Legacy Center • 15 free registrations for the Bench & Bar day of programming • Recognition on the conference website • Recognition on the program sponsor page • Recognition on the mobile app 	<p style="text-align: center;">Scroll Sponsor \$3,000</p> <ul style="list-style-type: none"> • Recognition as a beverage sponsor (specialty cocktail/mocktail) at the Bench & Bar Reception/LWI Biennial 40th Anniversary Celebration at Madam Walker Legacy Center • 10 free registrations for the Bench & Bar day of programming • Recognition on the conference website • Recognition on the program sponsor page • Recognition on the mobile app
<p style="text-align: center;">Quill Sponsor \$2,000</p> <ul style="list-style-type: none"> • Recognition as a lunch sponsor on Bench & Bar day of programming • 7 free registrations for the Bench & Bar day of programming • Recognition on the conference website • Recognition on the program sponsor page • Recognition on the mobile app 	<p style="text-align: center;">Codex Sponsor \$1,500</p> <ul style="list-style-type: none"> • Recognition as a celebration dessert sponsor at the Bench & Bar Reception/LWI Biennial 40th Anniversary Celebration at Madam Walker Legacy Center • 5 free registrations for the Bench & Bar day of programming • Recognition on the conference website • Recognition on the program sponsor page • Recognition on the mobile app
<p style="text-align: center;">Stylus Sponsor \$1,000</p> <ul style="list-style-type: none"> • Recognition as a coffee break sponsor OR General Scholarship Fund sponsor (for student attendees to Bench & Bar day of programming) • 3 free registrations for the Bench & Bar day of programming • Recognition on the conference website • Recognition on the program sponsor page • Recognition on the mobile app 	<p style="text-align: center;">Lexicon Sponsor \$750</p> <ul style="list-style-type: none"> • Recognition as a sponsor of one of several “Serve Saturday” Service Projects or a Shuttle to one of the “Serve Saturday” sites • 2 free registrations for the Bench & Bar day of programming • Recognition on the conference website • Recognition on the program sponsor page • Recognition on the mobile app
<p style="text-align: center;">Friend of LWI \$500</p> <ul style="list-style-type: none"> • Recognition on the conference website • Recognition on the program sponsor page • Recognition on the mobile app 	

3. Information for sponsors

Conference Dates: July 17-20, 2024

Registration: As noted above, sponsors at the various levels will receive the following numbers of free registrations for the day of Bench & Bar programming (including breakfast, coffee breaks, lunch, and the Reception/LWI 40th Anniversary Celebration at the Madam Walker Legacy Center in Indianapolis):

- Papyrus: 15 free registrations for the Bench & Bar day of programming
- Scroll: 10 free registrations for the Bench & Bar day of programming
- Quill: 7 free registrations for the Bench & Bar day of programming
- Codex: 5 free registrations for the Bench & Bar day of programming
- Stylus: 3 free registrations for the Bench & Bar day of programming
- Lexicon: 2 free registrations for the Bench & Bar day of programming

Additional attendees beyond the foregoing numbers can register for the Bench & Bar day of programming for \$100 per attendee, which includes breakfast, coffee breaks, lunch, and the Reception/LWI 40th Anniversary Celebration at the Madam Walker Legacy Center in Indianapolis.

We will provide a link for registration as soon as the link is live. CLE credits will be offered for the day of Bench & Bar programming.

Sponsorship application & agreement

1. Sponsor information

- Name:
- Company name (if any):
- Mailing Address:
- City, State, Zip:
- Phone:
- E-Mail Address:

2. Sponsorship level

The Sponsor agrees to sponsor an aspect of the Bench & Bar portion of the 2024 Biennial Conference of the Legal Writing Institute at the level selected below. The Legal Writing Institute has described the benefits indicated for that sponsorship level in the brochure. Please check the box for your sponsorship level:

- Papyrus Sponsor: \$5,000
- Scroll Sponsor: \$3,000
- Quill Sponsor: \$2,000
- Codex Sponsor: \$1,500
- Stylus Sponsor: \$1,000
- Lexicon Sponsor: \$750
- Friend of LWI: \$500

3. Sponsor products and services statement

The Sponsor plans to promote the following products and/or services at the conference (in approximately 40 words):

4. Terms of payment

The Sponsorship Chair—Heidi K. Brown, New York Law School—will send the Sponsor an invoice which will identify the available payment methods and deadline. Acceptance as a sponsor will not occur until full payment is received.

5. Eligibility and sponsorship policy

- **Thematic connection.** LWI will accept sponsorships only from organizations that provide products or services with the potential to advance legal research and writing (or the well-being of law students, professors, lawyers, and other members of the legal profession).
- **Non-discrimination.** LWI does not accept sponsorships from organizations that fail to comply with LWI's [non-discrimination policy](#).
- **Legality.** Sponsors must not market products or services that are harmful or illegal.
- **Non-endorsement.** LWI does not endorse, directly or by implication, any products, services, or ideas promoted by sponsors.

6. Shipping, storage, and waste

Shipping. Boxes shipped to the site must bear the following information: (1) sponsor name; (2) conference date, and (3) the Conference Site's shipping contact person: Amber Morgan Walker.

The Conference Site will only store boxes received between July 15 and 20, 2024. Sponsors must make their own arrangements for any return shipping. Any boxes to be shipped from the conference must be properly sealed and labeled with pre-paid USPS or UPS shipping labels (not FedEx unless the Sponsor arranges for pickup directly with FedEx, as the law school does not have a FedEx contract), shipping address, and return address. Neither packing services nor packing materials will be available. Sponsors should bring their own packing, sealing, and labeling materials. The site is unable to accept forms of payment. Boxes for shipment must be delivered to the

Dean's Suite on the second floor of the law school building. Any materials not packed for shipping will be discarded within three business days of the close of the conference.

7. Advertising artwork and copy

Mobile app, web, and print materials. By April 1, 2024, Sponsors must provide logos for the conference program, website, mobile app, and signage. Logos must fit these parameters: 1MB, 300x300 pixels, in JPG or PNG file format.

8. Covid-19 Protocols

Sponsor must ensure that any person attending the conference on its behalf, including all Sponsor's exhibition staff, follows the public health protocols, including COVID-19 protocols, the Legal Writing Institute, Indiana University Robert H. McKinney School of Law, our host venue(s), and Indianapolis and/or Indiana may require at the time of the conference.

Sign and date:

For Sponsor

Signature of authorized agent
Print name:
Dated this _____ day of _____, 20____

For Legal Writing Institute

Signature of authorized agent
Print name:
Dated this _____ day of _____, 20____

Thank you & how to reach us

Thank you for your interest in sponsoring the 2024 Biennial Conference of the Legal Writing Institute. If you have any questions about sponsorship, please reach out to the sponsorship chair, Heidi K. Brown (Associate Dean for Upper Level Writing at New York Law School) at **LWIBiennialSponsorship@gmail.com**.