



# Fall Events Guide

OCTOBER 20 - 24

Annual Dinner  
Leadership Development Training  
Conference and Career Fair



[equaljusticeworks.org](http://equaljusticeworks.org)

# What are Fall Events?

**I**n October 2015, Equal Justice Works will welcome Fellows, alumni, sponsors, law school professionals, and other members of the legal services community to Washington, D.C. for a series of events focused on mobilizing the next generation of lawyers committed to equal justice. At our Annual Dinner, we will celebrate the past year's accomplishments and honor lawyers going above and beyond to make quality legal representation available to vulnerable individuals. Class of 2014 and 2015 Fellows will attend our Leadership Development Training, where they will participate in a series of workshops designed to help them maximize the impact of their Fellowships and gain the skills they will need for long and successful careers in public interest law. At the Conference and Career Fair, law students and lawyers will have the opportunity to meet with public interest employers from across the country. LDT is required for all Fellows, but we hope you can join us for all the events!



ANNUAL  
DINNER

# At-a- Glance

# Annual Dinner

**OCTOBER 20, 2015**

Each October we host our Annual Dinner to honor a lawyer with our Scales of Justice Award. The award is given to a lawyer whose career exemplifies the values that we hold dear at Equal Justice Works. This year, the award will go to Brackett



B. Denniston III, the Senior Vice President and Secretary and General Counsel for General Electric Company (GE). We will also highlight the work of Equal Justice Works Fellows and alumni who are making a difference in the lives of their clients. Each of our honorees demonstrates the compassion, dedication, and commitment to equal justice that we work to cultivate and promote among the next generation of public interest lawyers.

■ **October 20**

*Reception:*

6:00pm

*Official Program:*

7:15pm

**Renaissance  
Washington, DC  
Downtown Hotel**

999 Ninth Street NW  
Washington, DC 20001

- Hundreds of lawyers, donors, law school reps, and legal aid professionals from across the country
- EJW's primary fundraising event
- Scales of Justice Award presentation
- Tickets available at **[www.annualdinner.info](http://www.annualdinner.info)**



# Leadership Development Training

**OCTOBER 20–22, 2015**

Building a cadre of public interest leaders is part of the mission of Equal Justice Works. Our Fellows represent a great diversity of issue areas, geography, and personal backgrounds. It is our goal to provide our Fellows with support and opportunities to connect with one another and acquire the skills needed to succeed in their projects and throughout their careers. With this goal in mind, Equal Justice Works holds a Leadership Development Training (LDT) every year for all current Fellows. This three-day training includes a combination of general sessions on fundamental legal skills, specialized workshops on particular areas of law, and networking events. Joining us as speakers and presenters will be over 20 Equal Justice Works Fellowship alumni who have gone on to lead their communities and shape social justice.



**LEADERSHIP  
DEVELOPMENT  
TRAINING**

## At-a- Glance

- **October 20-20**  
**Renaissance**  
**Washington, DC**  
**Downtown Hotel**  
999 Ninth Street NW  
Washington, DC 20001
- Information, resources, and training for Fellows
- Fundamental Skills Workshops
- Break-out sessions on topics like nonprofit management or pro bono clinics
- Networking and community-building opportunities
- Registration for LDT will be through the 2015 Fall Event Registration starting the week of July 6.

# Conference and Career Fair

**OCTOBER 23–24, 2015**

Equal Justice Works remains dedicated to helping students committed to public interest careers achieve their goals. To do this, we host the Equal Justice Works Annual Conference and Career Fair – the largest national public interest legal career fair in the country. The Conference and Career Fair (CCF) brings together 1,200 law students with more than 140 public interest employers from around the country under one roof. Students will attend two days of interviews, workshops, networking, and other career opportunities.



CONFERENCE  
AND CAREER  
FAIR

## At-a-Glance

- **October 23-24**  
**Crystal Gateway Marriott**  
1700 Jefferson Davis Highway  
Arlington, VA 22202
- Informal setting for public interest employers and students to meet
- Students from over 165 law schools
- Approximately 140 public interest employers interviewing for 1,000 internships and full-time positions
- Fall timeframe is a desirable time to meet excellent candidates
- Register at <https://myinterfase.com/equaljusticeworks/employer/>

## National Institute for Trial Advocacy (NITA) Trial Skills Training

The National Institute for Trial Advocacy (NITA) is the nation's leading provider of legal advocacy skills training. A 501(c)(3) not-for-profit organization based in Boulder, Colo., NITA pioneered the legal skills learning-by-doing methodology over 40 years ago and has since remained the ultimate standard in continuing legal education (CLE).



Equal Justice Works and NITA are collaborating to offer a two-day Trial Skills training in Washington, D.C. on October 18-19, 2015, preceding the Leadership Development Training (LDT). Enrollment is free and available to 32 current Fellows. The program, developed especially for Equal Justice Works Fellows, will give participants the opportunity to acquire or practice openings, direct and cross examinations, impeachment, and closing arguments. Attendees will partner with another Fellow to present a half-day trial using NITA's learning-by-doing method.

In order to prepare for this intense program, participants will be required to watch up to five hours of online instruction videos in their spare time. The Trial Skills training is truly a unique opportunity and should not be missed.

Please note that there is limited space for this optional training. Registration will be based on a first-come, first-served basis. You can sign up as part of the 2015 Fall Event Registration process, which will be available to Fellows starting the week of July 6.

## Important Dates/ Tentative Fall Events Schedule

Saturday, October 17	<b>NITA Trial Skills Training Registration</b> 2-5pm Renaissance Washington, DC Downtown Hotel
Sunday, October 18	<b>NITA Trial Skills Training Day 1</b> 8:30am-6:15pm Renaissance Washington, DC Downtown Hotel
Monday, October 19	<b>NITA Trial Skills Training Day 2</b> 9:30am-12:30pm Renaissance Washington, DC Downtown Hotel
Tuesday, October 20	<b>LDT Registration</b> 8:30-11am Renaissance Washington, DC Downtown Hotel  <b>LDT Day 1</b> 11:30am-4pm Renaissance Washington, DC Downtown Hotel
	<b>Annual Dinner</b> 6-9pm Renaissance Washington, DC Downtown Hotel
Wednesday, October 21	<b>LDT Day 2</b> 9am-5:30pm Renaissance Washington, DC Downtown Hotel
Thursday, October 22	<b>LDT Day 3</b> 8:30am-4:15pm Renaissance Washington, DC Downtown Hotel
Friday, October 23	<b>CCF Registration</b> 7:30am-6pm Crystal Gateway Marriott, Arlington  <b>CCF Day 1 Interviews &amp; Programming</b> 8:30am-8pm Crystal Gateway Marriott, Arlington
Saturday, October 24	<b>CCF Registration</b> 8am-2pm Crystal Gateway Marriott, Arlington  <b>CCF Day 2 Interviews &amp; Programming</b> 9am-3pm Crystal Gateway Marriott, Arlington

# Travel Guide – Equal Justice Works Fellows

**F**or all 2014 and 2015 Fellows attending LDT, Equal Justice Works will cover air transportation, hotel reservations, and a modest stipend for meals and incidentals. Below is a detailed description of travel procedures and policies. Please read the following information carefully and contact us with any questions.

## Booking Air and Ground Travel

This year, Equal Justice Works' travel team will be reserving and purchasing ground and air transportation for Fellows.

- 1.) As part of the Fall Events Registration process starting in July, we will reach out to each Fellow to set up an August phone appointment with a representative from our travel team.
- 2.) During the phone appointment, each Fellow will select a flight or train itinerary from the options our travel team representatives will have predetermined based on availability and cost-effectiveness.
- 3.) Once each Fellow selects a flight or train itinerary from the options provided, the travel team will purchase the itinerary and send the confirmation information.

All travel reservations will be booked based on the following parameters:

- **Dates:** This year, we will not be accommodating early arrivals or late departures. All itineraries offered through our travel team will arrive on either October 19 or 20 depending on what travel options are available for Fellows coming from different locations (exception: the 32 Fellows taking part in the NITA Trial Skills Pre-LDT Training will arrive October 17). For departures, Fellows have two options: to depart directly following LDT on October 22 or 23, or to depart after CCF on either October 24 or 25.

Any Fellows who would like to deviate from these dates must reserve and pay their own flight/train arrangements. Equal Justice Works will then provide a reimbursement equal to the value of the itinerary offered by the travel team, for the dates specified above.

- **Class and airline preferences:** Per Equal Justice Works policy, all itineraries offered by the travel team will be in economy class. Our travel team will offer the most cost-effective itineraries, regardless of airline. If you would prefer to travel first class or to travel on a particular airline that does not offer one of the most cost-effective options, please book your flights directly and we will reimburse you the value of the itinerary offered by the travel team.
- **Route:** All travel departure points will be based on your current location at the time of travel. All itineraries will be round trips from the point of departure to Washington, D.C. and back. Equal Justice Works will not reserve itineraries with extra stops or multiple destinations.
- **Reimbursements:** If you choose to purchase your flight or ground travel directly, we will reimburse you via check. Please submit a proof of purchase and itinerary to **travel@equaljusticeworks.org**, as well as your mailing address and your full legal name.

## Meals and Stipends

During your stay in Washington, D.C., we will provide you with the majority of your meals through the hotel or at the LDT and Annual Dinner events. Equal Justice Works will also provide each Fellow with a modest stipend to cover both the meals not provided and incidental costs. We will not provide additional funds beyond the stipend.

AmeriCorps Fellows, please keep your receipts for travel to and from the airport (both in your home city and in Washington, D.C.) and for checked bags. These receipts must be submitted to your host sites for reimbursement.

## Hotel Reservations – LDT

As part of our Fall Events, Equal Justice Works will reserve and fund hotel rooms at the Renaissance Washington DC Downtown Hotel for all 2014 and 2015 Fellows participating in LDT. The Fall Event Registration process will begin the week of July 6. Fellows will be asked for programmatic and logistical information, including hotel preferences. Please note that Equal Justice Works will cover the costs for two Fellows to a double sleeping room.

When completing your Fall Event Registration, please indicate your roommate preference, including whether you would prefer a single room versus a shared double room. If a Fellow elects to have a single room, the Fellow will be responsible for half of the room charges (\$142 per night). We will not be able to accommodate any changes to these preferences after your Fall Event Registration is submitted.

Please review the following guidelines for hotel reservations:

- **Dates:** Equal Justice Works will cover hotel costs only for the dates associated with the LDT (see below for information on CCF hotel reservations). Based on the travel itineraries offered by our travel team, we will cover stays checking in on either October 19 or 20, and checking out on either October 22 or 23 (exception: the 32 Fellows taking part in the NITA Trial Skills Pre-LDT Training will arrive October 16). If you would like to arrive earlier or leave later, you will be asked to make your reservation independently by visiting <https://aws.passkey.com/g/51249121>. We will then reimburse you for the nights of your stay directly associated with LDT at the reimbursement rate of \$142 per night.
- **Roommates:** We will make every effort to accommodate roommate preferences as indicated in the Fall Event Registration. However, we can only place roommates together who have the same travel dates. Please confirm with your potential roommate that you have the same travel dates before submitting your Fall Event Registration. If you do not list a roommate preference, or if we are unable to accommodate your roommate preference, we will pair you with another Fellow based on your general preference indicated in the registration form.
- **Single rooms:** If you would prefer a single room, please let us know via your Fall Event Registration. For those who prefer single rooms, please make your reservation and pay directly via this link: <https://aws.passkey.com/g/51249121>. Equal Justice Works will reimburse half of the price of the room for Fellows who choose a single room.
- **Hotel incidentals:** When you arrive at the hotel, all incidentals will be turned off. This means you will not have to put down a credit card for the room, and that the long distance phone, pay-per-view, and similar services will not be available.  
  
If you wish to turn on incidentals, please provide the hotel with a credit card to charge. Fellows staying with roommates should note that only one credit card will be accepted per room. If you decide to turn on the incidentals, please discuss with your roommate first.
- **Other room preferences:** If you have any special needs or disabilities that need accommodation, please contact us directly. We will not accommodate requests for adjoining rooms.

## Hotel Reservations – CCF

Equal Justice Works will not cover hotel for Fellows attending the Conference and Career Fair. If you are staying for CCF and would like to stay in the same facility as the event, please make your reservation by visiting <http://www.equaljusticeworks.org/law-school/conference-and-careerfair>.

Please note that, as mentioned above, CCF is not in the same hotel as LDT. LDT is at the Renaissance

Washington, DC Downtown Hotel, located in central Washington, and CCF is at the Crystal Gateway Marriott, located right across the river in Arlington, Va. The Metro ride from the Renaissance Downtown to the Crystal Gateway Marriot is about half an hour, and both hotels are located close to Metro stations. The Crystal Gateway Marriot is also close to the DCA airport – just two stops on the Metro Yellow or Blue Lines.

### Contacts

#### Travel and Hotel

[travel@equaljusticeworks.org](mailto:travel@equaljusticeworks.org)

#### Annual Dinner

[development@equaljusticeworks.org](mailto:development@equaljusticeworks.org)

#### Leadership Development Training

[LDT@equaljusticeworks.org](mailto:LDT@equaljusticeworks.org)

#### Conference and Career Fair

[careerfair@equaljusticeworks.org](mailto:careerfair@equaljusticeworks.org)