



# DRI's Counsel Meeting Program

**Strong partnerships between corporations, insurers, and outside counsel are critical to the success of the defense bar.** To help facilitate meetings to foster these partnerships, **DRI's Counsel Meeting Program** was created.

This easy-to-use program offers a turnkey solution allowing companies and insurance carriers to meet with their outside counsel while attending a DRI seminar. Hosting your counsel meeting through the program gives your organization access to complimentary meeting space with A/V, coffee, complimentary registrations for the DRI seminar, travel expenses for designated company representatives, and more.

DRI's Counsel Meeting Program eliminates the costs of hosting these meetings and facilitates more consistent and timely communications between clients, counsel, and carriers.

Packages	Collaborate	Connect	Cultivate
Registered Attendees	5 - 15	16 - 30	31 - 50
A/V (Screen, Projector, Cables)	✓	✓	podium, podium mic, and 1 table mic
Coffee Break	✓	✓	✓
Comped Seminar Reg	1	2	3
Travel for Company Rep	1	2	3
Meeting Room	✓	✓	✓
Value	\$5,000 +	\$8,000 +	\$10,000 +

## Custom Package

For meetings expecting more than 50 attendees, DRI can help design a custom Counsel Meeting package. Please contact [panelcounsel@dri.org](mailto:panelcounsel@dri.org) or call (312) 698-6276.

## Responsibilities of the Meeting Host:

1. Submit the DRI Counsel Meeting Confirmation Form.
2. Submit your invite list to [panelcounsel@dri.org](mailto:panelcounsel@dri.org). Include every invitee's name and email address, as well as all members of the firm who may be attending.
3. Send out invitations or request that DRI send out invites on your behalf. If you send the invitations, CC [panelcounsel@dri.org](mailto:panelcounsel@dri.org). We request that all invites are sent at least 60 days prior to the seminar.
4. Book hotel and travel on your own. Book through the DRI room block booking link for the discounted room block rate. For transportation, be advised that the maximum reimbursement limit is \$500.
5. Promote the DRI seminar to your invited counsel. Meeting participants must be registered attendees of the on-site seminar. All exemptions to this policy must be pre-approved by DRI.
6. Provide DRI with the names of complimentary registration recipients associated with hosting your meeting.
7. Following the seminar, submit receipts to [panelcounsel@dri.org](mailto:panelcounsel@dri.org) for reimbursement.

DRI will provide registration updates, upcoming deadlines, and room assignments to the counsel meeting hosts as soon as they become available.

All questions concerning the Counsel Meeting Program should be directed to [panelcounsel@dri.org](mailto:panelcounsel@dri.org).

