



GUIDELINES FOR WRITTEN MATERIALS

- **Each speaker, whether sole presenter or member of a panel or roundtable discussion, must provide a written outline or synopsis of his or her presentation in order for our attendees to receive Continuing Education Credit.**

Your materials will be printed and bound by CLE INTERNATIONAL and provided to all seminar attendees and faculty members, and also made available to those who cannot attend.

Please Submit Any One or More of the Following:

- PowerPoint Slides
- A paper or detailed outline on the topic
- Supporting Documents (Court filings, sample contracts, government reports, etc.)
- Articles published elsewhere. **Please obtain copyright license** to reproduce

- Please refrain from including lengthy opinions or regulations that attendees may easily find on their own. Feel free to include website addresses or citations to these items

How Much to Submit

- If you are speaking alone or with one other person: 5-15 pages
- If you are speaking with at least two other people: 3-7 pages, or your entire panel can submit 5-15 pages as a group

How to Submit

- We prefer that you **email** your materials to beverly@cle.com or tom@cle.com. Otherwise, you may mail them to us on a CD. Please do not fax materials
- Word, Word Perfect, PDF and PowerPoint files are all acceptable
- Materials will be printed in black and white, so color pages may not reproduce well

- **Word and Word Perfect Documents**
 - If possible, format in Times New Roman, 11pt. Footnotes should be in Times New Roman, 10pt.
 - Remove all headers and footers
 - Remove all pagination
 - Remove all section breaks

- **PowerPoint Slide Tips**
 - Color does not reproduce well
 - Use a large sans serif font such as eterna
 - Limit each slide to a few lines of text, using 10 lines as a maximum
 - Dark letters on a white background are easiest to read

In order to allow sufficient time for printing and distribution, please send your materials at least six weeks before the seminar. We will distribute the materials to all speakers in advance of the program and we encourage all speakers to review their materials for accuracy and familiarize themselves with the topics and issues covered by the other faculty members to avoid duplication and overlapping of presentations.

By submitting your materials you give CLE INTERNATIONAL a non-exclusive license to use them for distribution and sale but you will retain the copyright. Past experience makes it clear that the written materials will continue to be used as valuable references long after the seminar is over.

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