I. GUIDELINES FOR PREPARATION

A. Written Materials

Acceptable Content

Both MCLE regulators and program attendees expect high-quality, substantive materials for each CLE program. For multi-panel programs, substantive materials are expected for each session; MCLE regulators will deny CLE credit for a session that doesn’t have specific and substantive course materials.

Strong written materials help programs meet basic standards to be accredited. To meet standards, a program should have the following characteristics:

• Designed for and targeted to attorneys
• Organized program of learning with significant intellectual or practical content
• Primary objective must be to increase each attendee’s professional competence as an attorney
• Deals with matters directly related to the practice of law, professional responsibility, or the ethical obligations of attorneys
• Conducted by an individual or group qualified by practical or academic experience (including at least one attorney in good standing who actively participates (NY rule))
• Conducted substantially as planned, including the named advertised faculty, subject to emergency withdrawals and alterations

Substantive materials provide analytical insight into the program topic and can be used as a take away for attendees. Acceptable materials include, but are not limited to:

• Articles
• Essays
• White papers
• Detailed outlines
• Detailed presentation slides

Additional materials can be included as well, but are not acceptable on their own.

These include:
• Forms
• Checklists
• Court decisions
• Briefs
• Bill
• Press releases
• Code excerpts
Inadequate course materials can jeopardize CLE accreditation for both the specific program and ABA programs in general.

Program attendees love having strong written materials as a program take away. They find checklists and forms to be particularly useful even though they cannot stand alone as program materials.

**Submission Format**

Written materials should be provided in editable, electronic files. These formats include:

- Microsoft Word
- WordPerfect
- PowerPoint
- Non-scanned PDFs or website URLs can be submitted as additional materials

By providing electronic formats, ABA-CLE can convert files electronically to provide accessible and searchable documents for attendees. A scanned PDF is generally not an acceptable format because it:

- is not searchable
- has a large file size
- looks unprofessional

**B. Copyright**

Program faculty may submit articles that previously appeared elsewhere provided that they either:

- retain the right to provide us permission to include it or
- provide appropriate permission in writing from the copyright holder, including any permission language that needs to accompany the materials.

Publishers generally receive a significant number of reprint requests.

For materials previously published by the ABA, request permission to reproduce from the ABA Copyright and Contracts department: copyright@americanbar.org.

For case materials provided from Westlaw and other research services, we must request and receive reprint permission from Thomson Reuters or the copyright holder. Though case materials are public domain, the rights holder generally holds the copyright to headnotes and other secondary analysis within the materials. Public versions of case materials can be reproduced without permission issues.

**C. Faculty Biographies**

All faculty and authors are asked to submit a short, narrative biography upon confirmation of their participation. Biographies should:

1. Be no more than ten lines in length and
2. Discuss your position and accomplishments relevant to the program topic.
Biographies not meeting these guidelines will be edited for length. We will not print resumes or full-length law firm biographies.

Biographies should be submitted via e-mail in the body of the e-mail or as an editable Word or WordPerfect document.

Sample biography:

Bill Jones is a partner in the Washington, D.C., law firm of Farmer & Brown, specializing in white collar criminal defense. Mr. Jones served as Deputy Assistant Attorney General in the Tax Division for the Department of Justice from 1983-1987. He also served as an Assistant U.S. Attorney for the Southern District of New York. Mr. Jones is a Fellow of the American College of Trial Lawyers and the American College of Tax Counsel. He is a frequent speaker at white collar crime institutes and seminars. He is a frequent contributor to and is actively involved with many white collar criminal publications.

D. Additional Required Documents

1. Speaker Release Form: All speakers and moderators are required to sign a standard ABA speaker release form for his/her participation in the program, granting the ABA a non-exclusive license to publish and/or audio tape and/or videotape your materials and comments for purposes of the program at which it is used and for dissemination of materials to non-registrants. The author is free to use the materials again in other presentations he/she may make, without gaining permission from the ABA to do so.

2. If previously published materials are used to supplement original materials, an ABA Permission to Reprint Form must be completed. [Only necessary to complete when materials are previously published or are not your own work.] Please note: you must obtain reprint permission even if the publisher is another ABA entity or the speaker themselves.

II. ON-SITE RESPONSIBILITIES

A. Speakers must be in the room 30 minutes prior to the start of their presentation to confer with other speakers, test equipment, etc.

B. Each room will have a head table with chairs for the amount of speakers and one tabletop microphone for every speaker, podium with microphone, and a projector and projector package. Speakers are not permitted to order any AV equipment without prior approval from ABA staff.
Use of Supplemental Materials for CLE Credit

Legal briefs, articles authored by others, and materials downloaded from a website cannot be used as your panel’s primary course materials. These types of documents may be used as supplemental materials provided you have obtained advance written permission to use them from the copyright owner.

Legal Briefs: Legal briefs filed with a court are considered public record and can be used as supplemental materials. Legal briefs are not acceptable documents as the sole token of your panel’s course materials.

Materials Previously Published (including Material Authored by the Speaker): Materials previously published, including materials written by the speaker, must be submitted with a consent to use from the publisher. This may be submitted as an email from the publisher stating:

1. Name of Article
2. Name of Author
3. Written permission allowing the ABA to distribute this article at the meeting as supplemental course material
4. Originator attribution language (e.g., “Originally published by the Texas Law Journal, Vol. 77, 1908. Used with permission.”)
5. Written permission allowing the ABA to post the article online as supplemental course material

Materials Downloaded from a Website: Materials downloaded from a website must be submitted with advanced written consent to publish from the author/copyright holder and the website publisher, which many times are one in the same. This may be submitted as an email from the author/publisher stating:

1. Name of Article
2. Name of Author
3. Name of Publisher
4. Website URL
5. Written permission allowing the ABA to distribute a hard copy of this article at the meeting as supplemental course material
6. Written permission allowing the ABA to create a link to article from the ABA webpage as supplemental course material
7. Originator attribution language (e.g., “Originally published by the Texas Law Journal, Vol. 77, 1908. Used with permission.”)

PowerPoint Presentations: Most state CLE certifying boards consider a PowerPoint presentation to be supplemental material. More and more state CLE boards have begun to reject such documents as submissions for the primary course materials. Although the Forum suggests that your panel not submit PowerPoint Presentations as your primary course material document, should you wish to do so, please provide an outline of your panel’s discussion topics as the primary portion of your materials in order to ensure attendees receive the most credits for attending your session. Also, please be aware that the use of videos, logos, trademarks, and other licensed graphics/materials embedded in your PowerPoint presentation cannot be posted to the ABA website.
or shared in hard-copy with your session attendees unless advance written permission has been granted by the owner of such licensed videos, graphics or other material.

Thank you very much for all of your hard work!