

NCBA CLE Program Speaker Guidelines

Manuscripts:

- Your manuscript must be a substantive document, typically more than a page, including cites to case law, statutes, articles or other credible references.
- Generally speaking, outlines or agendas are not considered substantive program materials.
- Your draft manuscript must be submitted to your CLE Planner 8 weeks prior to the program start date.
- Your final manuscript is due 2 weeks before your program to your NCBA CLE team, unless otherwise indicated.
- You will be sent a speaker acknowledgement for review and signature, outlining permission for the NCBA to use the material in your presentation and for all other future rebroadcasts and publications.

Presentation Materials:

- Any presentation materials you have are due to your NCBA CLE team 2 weeks before your program.
- Due to logistical constraints, revisions made after submission will be accepted following the program.
- Presentations should be submitted in PowerPoint format only, using the “widescreen” layout.
- Slides with limited or no animation work best for online viewers.
- Please advise your NCBA CLE team if you have any special AV requirements (polling, wireless mic, etc.) and if you prefer not to distribute your PowerPoint to attendees through their online materials packet.

Presenting:

- Arrive at least 30 minutes before your presentation.
- At your presentation time, a brief introduction will be given using the biography submitted before the program.
- In most cases, you will speak in the auditorium at a lectern. If speaking outside the NCBA's building, you will have access to a computer from which your PowerPoint will run, and a microphone.
- Please repeat questions from the audience.
- Speak for all of your allotted time. If you are running short, the NCBA will not be able to award full credit to attendees.
- Have 2–5 questions prepared that can be asked at the conclusion of your presentation to fill any remaining time allotted for your presentation.

Expense Reimbursement & Complimentary Program Registration:

- You may be eligible to seek reimbursement in a predetermined amount for expenses directly related to your program participation.
- Detailed receipts are required, and requests must be made no later than 60 days after the program.
- Speakers, panelists and moderators may receive complimentary registration.
- Speakers and panelists, provided they meet the minimum presentation requirements, may be eligible for additional CLE credit.