

# NCBA CLE Program Materials Checklist



## A. SPEAKER ACKNOWLEDGMENT (required)\*

Completed at least 8 weeks before program

Signed via Adobe Sign

\* NCBA CLE Speaker Acknowledgments signed after Nov. 14, 2017, will not be resent for electronic signature.

## B. PROFESSIONAL BIOGRAPHY (required)

Submitted to the NCBA at least 8 weeks before program

MS Word file type (.doc or .docx, unprotected; separate document)

250 words (approximately 8–12 sentences)

Includes background, education and professional experience related to presentation topic, and link to professional website

For additional information, refer to [CLE Biography Guidelines & Tips](#).

## RESOURCES

The NCBA provides speakers with a variety of tools to help make your job easier. We encourage you to use the convenient templates referenced below, which are pre-formatted to follow NCBA guidelines.

Please note that submissions that do not adhere to the guidelines outlined in this document and in the [CLE Speaker Guide](#) may be altered accordingly.

[MS Word Manuscript Template](#)

[PowerPoint Presentation Template](#)

[Manuscript Style Guide](#)

[Outline Sample](#)

## C. MANUSCRIPT (required)

Draft submitted to planners and the NCBA at least 8 weeks before program

Final submitted to the NCBA at least 2 weeks before program

MS Word file type (.doc or .docx, unprotected)

Topic outline with alphanumeric prefixes — A. 1. a. (1) — using built-in Word heading styles

Complete sentences, except lists and headings  
1” page margins on all sides

Accurate and complete citations and references

Substantive content, independently useful

Supplementary material (if applicable):

Separate files, numbered sequentially (*i.e.*, Attachment 1, Attachment 2, etc.)

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## D. POWERPOINT PRESENTATION (encouraged)

Submitted to the NCBA at least 2 weeks before program

Original PowerPoint file type (.ppt or .pptx)

“Widescreen” layout

Limited or no animation on slides

All text inside content placeholders set on Slide Master (slides should not be saved as images)

Presentation aide supplementary to written manuscript

Communicate to NCBA whether to distribute to program attendees