

## **CLE Program Materials**

Unless otherwise pre-approved by the Academy of Law, each speaker is required to submit written materials relating to that speaker's topics, which shall have been prepared, or adopted, by the speaker, then reviewed and approved by the program chair. The Regulations and Guidelines of the New York State Continuing Legal Education Board and 22 N.Y.C.R.R. § 1500.4(b)(5) require that program materials be thorough, high-quality, readable, and carefully written. Brief outlines without citations or explanatory notations, or bulleted computer slide shows, are not acceptable as program materials. Substantive legal assistance is available from the Academy of Law.

The program chair is responsible for compliance with the following guidelines. In programs without chairs, a designee from the Academy appointed by the Center for Education board will fulfill the role of the chair with respect to CLE Materials. Noncompliance may result in no CLE credit, or cancellation of the program.

### **Substance Guidelines**

- Materials should be prepared or compiled specifically for the CLE program, and address each topic to be presented.
- Materials should be sufficient in substance and citation to stand alone as an instructional tool.
- Materials should be timely, or reflect that they have been updated with specific reference to the program.
- Use of copyrighted materials is permitted, but only with proper certification that permission has been granted by the copyright holder.
- Sample letters, checklists, and other practical writings are welcome, but not required.

### **Format Guidelines**

- The materials should include section headings. An Index may also be included.
- Font: Materials should be typed using Times New Roman or Arial font. The point size should be 12.
- The margins should be 1.2 inches.
- The pages should be numbered in a manner that will allow their incorporation into the complete set of materials for the program, which MCBA staff, or the Program Chair, will do.
- It is preferable that the materials be submitted in electronic format word-processing format on a diskette, CD-ROM, or via an attachment to an email.

### **Submission Guidelines**

- Unless the program is to be webcast, completed materials should be submitted to the Program Chair for review and approval three weeks before the program date. The Program Chair shall submit the approved materials to the MCBA one week before the program date.
- If the program will be webcast, materials must be submitted to the MCBA four to six weeks before the program date.

### **Presentation Equipment Available**

The following equipment is available for use at MCBA: LCD projector, laptop, easel, flip chart, television monitor, VCR, DVD player. Requests to use this equipment must be made at least one week prior to the program date.