



State Bar of Georgia

INSTITUTE OF CONTINUING LEGAL EDUCATION

You have been selected as an ICLE speaker because of your experience in the area of the law with which this seminar or institute deals. We appreciate your willingness to participate and share your knowledge with other members of the State Bar of Georgia.

Based upon hearing hundreds of speakers each year and reading evaluations on many more, please adhere to the following during your presentation:

- Address only the assigned topic and end your presentation on time;
- Do not read your paper, but refer to it from time to time;
- Repeat questions from the audience before answering them so your answer is meaningful to everyone;
- Use jokes sparingly, avoiding any potentially off ensive remarks; and
- Avoid using your presentation as a marketing opportunity.

One of the primary reasons for the continuing success of ICLE is the fact that chairpersons and speakers freely volunteer their time on behalf of the legal profession in Georgia and spend countless hours researching, writing, and preparing presentations. We thank you for your willingness to make this selfless contribution to the Bar, and we look forward to a successful and meaningful seminar.

**STATE BAR OF GEORGIA
Handbook**

**Part VIII
CONTINUING LAWYER COMPETENCY**

Rule 8-106. Hours and Accreditation

(B) Accreditation Standards:

Regulation (7) Written Materials

Qualifying written materials shall specifically address each of the topics of the seminar. These materials must be prepared by the speaker (or someone acting under his or her direct supervision) and shall be distributed to all attendees at or before the time the seminar is held. There are essentially three rationales for these requirements. First, they ensure speaker organization and preparation. Second, they alleviate the need for attendees to take notes and allow them to concentrate on the oral presentations. Finally, they provide a valuable reference tool for the attendees after they leave the seminar.

Examples of written materials, which alone would not qualify include, but are not limited to the following.

1. topical outlines
2. topical outlines with case citations
3. copies of statutes or cases
4. copies of leases, contracts, wills and other legal instruments (unless accompanied by qualifying explanatory text)
5. hornbooks (unless speaker prepared and on point)
6. casebooks
7. subsequently prepared transcripts

The quality of oral presentations and the overall educational value of the seminar will not excuse the written materials accreditation requirements.

ICLE NOTE: There are exceptions to this rule. For example, one paper per panel is sufficient.



SEMINAR MATERIAL PREPARATION INSTRUCTIONS

Papers are printed in the condition they are received and therefore reflect on the author and his/her firm. **MATERIALS SHOULD BE IN AN ELECTRONIC FORMAT**, preferably sent by email/fleshare to ICLE or placed on a disk/flash-drive and mailed to ICLE.

1. Prepare a **COVER SHEET** to include:
 - **Title of Paper**
 - **Author's Name, Firm, City, and State**
 - **All Copyrights, Acknowledgements, and Disclaimers**

2. Prepare a **TABLE OF CONTENTS** (if necessary). See our example for pagination and margin guidelines. Please submit your materials in the format in which they were created. Unfortunately, we can no longer accept WordPerfect documents. If you have any formatting concerns, please convert your work into a PDF before sending.

3. Prepare **BODY OF PAPER** according to the following specifications:
 - **Please use a readable 10-12 point font**
 - **LETTER SIZE PAPER (8 1/2" x 11")**
 - **1" MARGINS on all sides.**
 - **PAGINATE ALL PAGES CONSECUTIVELY**
 - 1) Use lower case Roman numerals (i, ii, iii) to paginate the **Table of Contents**.
 - 2) Use Arabic numerals (1, 2, 3) to paginate the **Body of Paper**.
 - Text may be double or single-spaced depending upon length and appropriateness.

4. **POWERPOINT GUIDELINES**
 - **Please send your PowerPoint in its native PPT format.** For ICLE's publishing purposes, all PowerPoints are printed 2-slides/page in Black and White only.

5. **PHOTOCOPIED/SCANNED MATERIAL GUIDELINES:**
 - **Please get reprint permission(s) if necessary.** If you have any questions about the necessity in a particular situation, please call our office and discuss the matter with one of our Staff Attorneys. If you have obtained permission(s), please indicate so at an appropriate place in your materials.
 - **NOTE:** If you cannot send your attachments in electronic format, ICLE will scan your submitted materials to PDF for publishing. Print quality is often severely diminished using this method.

Please feel free to call/contact the Event Planner and/or Staff Attorney assigned to your seminar.

TITLE OF PAPER

Author
Firm
City, State

1" margin

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1" margin

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