

UMKC/CLE Guidelines for Material Preparation

Speakers who do not prepare materials consistently receive less favorable critiques. Kansas Supreme Court Rule 804(d) requires “high quality written materials” to accompany seminar presentations. Course materials are the lasting reminder of you and your presentation. Long after the seminar, the attendee will turn to your materials to recall the points you made during your presentation. Accordingly, CLE governing bodies require “high quality materials” in support of seminars.

There is no set format for materials. You should adjust the format to your own style and subject-matter. Material formats range from a short outline to a citation-heavy treatise.

FORMAT

We prefer that your materials be submitted in an electronic format in a PDF or in **Microsoft Word**. This will allow us to most easily collate and paginate your materials with those of other speakers. You may e-mail them to hohensee@umkc.edu. Whether you submit a “hard copy” or a “soft copy,” we prefer that you use Times New Roman 12 pitch font with 1" margins on all sides. **You may wish to include your own page numbers. Please place them in a location other than the upper right hand corner of the page.** Materials are printed double-sided. It is sometimes necessary to insert blank pages to insure that chapters start and end in a consistent manner.

POWERPOINT

If you are using a PowerPoint presentation for printed materials, please be sure it will print clearly in black and white. Beautiful colors for the screen may make for an unreadable printout. Please advise us that you will be using PowerPoint well in advance of the seminar. Also let us know of any hardware requirements you need to support your presentation. Please e-mail a copy of your full presentation to Daniel McCarroll at mccarroll@umkc.edu. See our PowerPoint guidelines at: <http://www.law.umkc.edu/cle/pptguide.pdf>

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THE DEADLINE

We try to print the materials in the order of presentation. Attendees prefer this. Try to **meet the deadline** so your materials can be collated with those of the other speakers, be included in the master table of contents, and be sent to printing in time to arrive on the day of the seminar.

On behalf of the School of Law, thank you for all your effort.