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Guidelines for Speaker Handouts

References and Additional Information for Attendees

If you will prepare supporting material for handouts on your topic which is thorough and concise, it will be uploaded to our conference website exactly as received. It will not be edited, checked for legal accuracy, proofread, or retyped.

Please provide us with the original copy of your material to assure good quality reproduction. The handout material should consist of not more than twenty (20) single-spaced pages (including appendices). We will be happy to answer any questions you have concerning handout material and will assemble and distribute the material. We would encourage you to provide handouts of any kind, even if it is Power Point slides. Our members particularly appreciate the handout for future reference.

DEADLINE: September 1

The deadline for receipt of materials is September 1. Meeting the deadline will guarantee that your material will be shared with attendees in a timely manner. Please let us know immediately if you see that the deadline is impossible to meet.

WRITING PRINCIPLES:

Reference Value: Material should be written so as to remain useful to the seminar participant long after the seminar.

Substance: Material should be organized, accurate, practical, and should cover the entire topic.

Format: Material should be on 8½ x 11 inch paper. Format should enhance the readability, overall appearance, and utility.

Networking: If you would like to include your contact information for networking purposes, please feel free to do so through your handout.

PRACTICALITY:

You should know that NALS members REALLY appreciate handouts. Your highest compliment will be that seminar participants actually use your material in the practical day-to-day office setting. It is likely that they will share the information with their chapter members and their law firm. You should concentrate on substantive law and procedures, not local or state laws or local

customs as these vary from area to area. Your oral presentations may concentrate more on practical pointers and theory.

ORGANIZATION:

Try to be concise and to avoid “legalese.” Explain terms non-specialists are not likely to understand. Put statements in a positive form and remember that your material will be more useful if it is easy to read.

Give careful thought to making your subject fit together logically. Organize to emphasize your most important points, putting the most important things first and less important things last.

Use clear hypotheticals and examples, preferably from actual cases or situations. The object is to make the article come alive. If possible, cite to primary sources.

A uniform format enhances the appearance and readability of the material. Paragraph size and blocks of text should be introduced by descriptive headings that indicate in a word or phrase the content of the text that follows.

Include legal forms, checklists, reproduced documents, statutes, and excerpts from especially important cases or articles as appropriate. Try to avoid long quotations from copyrighted material.

If time allows, try to include a table of statutes and cases showing the pages in the material where a statute or case is mentioned.