

UMKC/CLE Guidelines for Material Preparation

Speakers who do not prepare materials consistently receive less favorable critiques. 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. Please provide materials that are more “in depth” than any PowerPoint presentation you use.

Your materials will be provided a tabbed section in a three-ring binder. The tabs will follow the order of presentation at the seminar.

The audience for this seminar is usually over 200 persons. The audience is expected to be over 50% lawyers. The remainder include mainly accountants and HR managers. Please orient your materials to a professional audience. In the past, speakers at this seminar have drawn criticism for presentations that are too simple or are “sales pitches” for companies or programs.

FORMAT

Materials may be submitted in “hard copy” on a 3.5” disk or CD-R in **Microsoft Word 97/2000** or earlier. You may e-mail copies to hohenseej@umkc.edu. Please include your own page numbers, as each tabbed section will be numbered individually. The materials are printed double-sided. It may be necessary to include a blank page if you want to have a page that “stands alone.”

POWERPOINT

We use the Microsoft PowerPoint software. 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 outline. 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 mccarrolld@umkc.edu. Please be familiar with and prepared to operate your own computer.

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We try to print the materials in the order of presentation. Attendees prefer this. Please **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. Last year, several speakers failed to have materials ready at the time of presentation. They received unfavorable reviews and critical comments directed at the lack of materials.

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