Panelist Cheat Sheet

Course Materials
- Submit course materials and A/V requests, if any, two weeks prior to the program.
- Electronic course materials are more preferable than hard copies.
- Case law:
  - Please use Fastcase as the source.
  - Provide case summaries/OUTLINES rather than the full opinion, where applicable.

Presentation Tips
- Engage the audience. Avoid lecture-based presentations, if possible, and utilize a creative approach to communicate the subject matter.
- Do not read directly from the PowerPoint Presentation slides.
- Do not be too concerned about in-person attendance:
  - The program’s value is measured by the content presented, course materials, and On Demand accessibility, not the number of people attending in-person.
  - In-person attendance is declining, while attendance via Real-time webcast and/or On Demand is on the rise.
- Repeat audience questions into the microphone to benefit other audience members and those watching remotely.