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.

Recorded programs.

• There is a 60 second delay for our Real-time webcast viewers - prompt remote viewers to submit their questions prior to the scheduled Q&A
• Recording begins 5-10 minutes before the scheduled start of the program to ensure Real-time webcast viewers do not have any technical difficulties. (The program will officially commence 5 minutes after the scheduled starting time.)