



Panelist Cheat Sheet

Course Materials

- Submit course materials, if any, two weeks prior to the program. If program materials are subject to copyright, please submit as soon as you know you would like to include them. It can occasionally take over two weeks to receive reprint permissions.
- Attendees prefer to have a copy of the PowerPoint presentation whenever possible.
- Have you spoken/written on a similar topic in the past? Perhaps, your previous article or handout would be useful to include in this program's materials.
- Are there any forms, such as court forms, or sample pleadings, or studies that could be included as program materials?

Case law:

- Please use Decisis as the source because the MBA has reprint permissions.
<https://www.massbar.org/membership/decisis>

An MBA staff member can gather the forms, studies, slip opinions, case law, statutes, and/or regulations for you, please provide us with the citations or relevant information and they will do so. Email sdassatti@massbar.org or education@massbar.org

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 attendance. There are several methods to enjoy MBA programs, in person, via Live Webinar, or On Demand:
 - The program's value is measured by the content presented, course materials, and On Demand accessibility.
 - In-person attendance is declining, while attendance via Real-time webcast and/or On Demand is on the rise. Many members find it is easier to view CLE programs via Live Webcast because it is difficult to drive into Boston and/or take more than the program

length of time away from work. Additionally, client emergencies happen frequently necessitating watching the program later On Demand.

- The MBAs recorded CLEs are available On Demand in 2-3 business days.