



PANELIST CHEAT SHEET



➤ Course Materials

- Submit course materials, A/V requests, request for Zoom logistical and technical run through, if any, two weeks prior to the program.
- Please note that registrant's preference is for the PowerPoint slides, if any, to be included in the program materials so that they can follow along and use them for note taking purposes.
- Please submit all course materials to MBA staff directly and/or to the education@massbar.org email address. If there are no written materials for the program please inform MBA staff.
- Case Law:
 - Please use Fastcase as the source. Fastcase is a member benefit and free to all MBA members. The MBA also has reprint permissions for its materials. Fastcase can be accessed here:
<https://www.massbar.org/membership/membership-advantages/fastcase>
 - If faculty submit the case sites they would like to include in the materials MBA staff will pull them for you.
 - Provide case summaries/outlines rather than the full opinion, where applicable.

➤ Presentation Tips

- Review Tips and Best Practices for MBA Zoom Webinars Handout.
- Engage the audience. Avoid lecture-based presentations, if possible, and utilize a creative approach to communicate the subject matter.
- In-person programs should utilize social learning components.
- Do not read directly from the PowerPoint Presentation slides.
- The MBA has found an increase in attendance numbers for remote Live Webinars and On Demand viewing. Do not be too concerned about in-person attendance. The program's value is measured by the content presented, not the number of people in attending, if any, in person.