



HOW TO CREATE VALUABLE MATERIALS FOR YOUR WEBCAST PRESENTATION

Guidelines to assist you in preparing helpful written materials to accompany your webcast.

1. Written course materials should be substantive and practical.

- Consider creating a teaching aid to support your presentation. Examples include: full text outlines, checklists, sample documents, annotated documents, charts, timelines, comparison charts, flow charts, sample pleadings, or hypotheticals with answers.
- You may repurpose materials that you have previously prepared for other presentations. Please make any necessary updates and edits to ensure that the materials are relevant and useful.
- Include legal authority and current citations where relevant. Where possible, include a direct link to current primary sources.
- Provide direct links to publicly available electronic resources, such as articles, websites and blog posts.

2. Submitting materials written by someone other than yourself may require your first obtaining permission.

If you submit material from another author, please obtain copyright clearance (if necessary) *before* submitting the materials to us. Contact us if you have any questions about copyright.

3. Please email your materials to us *one week* before the webcast.