



WELCOME TO ICLE SEMINAR SPEAKER

You have been selected as an ICLE speaker because of your experience in the area of the law with which this seminar or institute deals. We appreciate your willingness to participate and share your knowledge with other members of the State Bar of Georgia.

ICLE is a not-for-profit, educational organization affiliated with Georgia's five major law schools and the State Bar of Georgia. The Institute's primary mission is to provide quality continuing legal education to members of the Bar. As you focus your efforts in support of this mission, you are expected to share your professional opinion on your subject with those who attend the seminar. However, offering your personal attitudes and beliefs on matters outside your subject does not contribute to this process. Based upon hearing hundreds of speakers each year and reading evaluations on many more, please adhere to the following during your presentation:

- Address only the assigned topic and end your presentation on time;
- Do not read your paper, but refer to it from time to time;
- Repeat questions from the audience before answering them so your answer is meaningful to everyone;
- Use jokes sparingly, avoiding any potentially offensive remarks; and
- Avoid using your presentation as a marketing opportunity

One of the primary reasons for the continuing success of ICLE is the fact that chairpersons and speakers freely volunteer their time on behalf of the legal profession in Georgia and spend countless hours researching, writing and preparing presentations. We thank you for your willingness to make this selfless contribution to the Bar, and we look forward to a successful and meaningful seminar.

Please give this instruction sheet to the support staff member who will prepare the material!

ICLE SEMINAR MATERIAL PREPARATION INSTRUCTIONS



Papers are printed in the condition they are received and therefore reflect on the author and his/her firm. **MATERIALS SHOULD BE IN AN ELECTRONIC FORMAT**, preferably sent by email to ICLE or placed on a disk mailed to ICLE.

1. Prepare the **COVER SHEET** to include:
 - Title of Paper** (*Please be descriptive.*)
 - Author's Name, Firm, City and State**
 - All Copyrights, Acknowledgements and Disclaimers**
2. Prepare the **TABLE OF CONTENTS**. (*See example on reverse side for pagination and margin guidelines.*) Please send your materials in the format in which they were created (Word and WordPerfect are both acceptable). If you have any formatting concerns, convert your work into a pdf file before sending.
3. Prepare **BODY OF PAPER** according to the following specifications:
 - a. **Please use Georgia style font in size 12.**
 - b. **LETTER SIZE PAPER** (8 1/2" x 11") — **ONE SIDE ONLY**
 - c. **1" MARGINS** on all sides. (*Measure bottom margin from the bottom of the page number.*)
 - d. **PAGINATE ALL PAGES CONSECUTIVELY — CENTERED 1" FROM THE BOTTOM, INCLUDING ALL ATTACHMENTS, APPENDICES, ARTICLES, ETC.**
 - 1) Use lower case Roman numerals (i, ii, iii) to paginate **Table of Contents** page(s).
 - 2) Use Arabic numerals (1, 2, 3) to paginate **Body of Paper** pages.
 - e. **DOUBLE SPACE NARRATIVE TEXT**. Other text may be double- or single-spaced depending upon length and appropriateness.
4. **POWER POINT GUIDELINES**

If submitting a PowerPoint presentation in place of a paper, please accompany it with a written outline of your presentation. For ICLE materials purposes, PowerPoints are printed 3-to-a-page in pure black and white. If your presentation will include "exotic" fonts, please create a pdf file before sending it to ICLE so that it will be printed correctly.
5. **PHOTOCOPIED MATERIAL GUIDELINES (for materials you cannot send in electronic format):**
 - a. Copy should be made on **one side of paper only**.
 - b. Make copy with top of machine closed, so copy will not have a black background or borders.
 - c. Center copy on page with at least **1" margins on all sides**. It may be necessary to reduce articles to have proper margins.
 - d. Remove all streaks and smudges with correcting fluid or tape.
 - e. **DO NOT STAPLE PAPER.**
 - f. **Please get reprint permission.** If you have any questions about the necessity in a particular situation, please call our office and discuss the matter with the staff attorney in charge of the program. **If you have obtained permission, please so indicate at an appropriate place in your material.**
 - g. **NOTE:** If you cannot send your attachments in electronic format, ICLE will use a scanner to create an electronic document, but the print quality often is diminished by this method.

SEND PAPER TO: ICLE in Georgia
By Email: Email to Shannon Scott, sscott@iclega.org
Copy to staff attorney for your program
By U.S. Mail: P.O. Box 1885 • Athens, GA 30603-1885
By Delivery Service: 248 Prince Avenue • Athens, GA 30601

Please call the staff attorney in charge of the program, if you have questions:
Toll Free: 1-800-422-0893 • Athens Area: 706-369-5664

For questions regarding materials, please contact Shannon Scott,
sscott@iclega.org or 1-800-422-0893 ext. 308.

OVER

For a book, give the name of the author or authors, the date of publication, the full title, the volume number, the edition the city of publication, and the publisher.

For a journal or a magazine article, give the name of the author or authors, the year of publication, the full title of the article (in quotation marks), the name of the journal or magazine, the volume, the month or quarter of publication, and the pages.

For unpublished material, give the author or authors, the title (in quotation marks), and as much of the history as possible.

For public documents, give the country, state, county, or other government division, the full title, and complete publication information.

Enclose the author's name and the date of the publication in parentheses following the material quoted or the ideas referred to. Attach at the end of the text an alphabetical list of the cited works.

Use a consistent format for citing the name of the author and the date of the publication.

Include a full alphabetized list of cited sources following the article or chapter.

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SAMPLE

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STATE BAR OF GEORGIA
Handbook

Part VIII
CONTINUING LAWYER COMPETENCY

Rule 8-106. Hours and Accreditation

(B) Accreditation Standards:

Regulation (7) Written Materials

Qualifying written materials shall specifically address each of the topics of the seminar. These materials must be prepared by the speaker (or someone acting under his or her direct supervision) and shall be distributed to all attendees at or before the time the seminar is held. There are essentially three rationales for these requirements. First, they ensure speaker organization and preparation. Second, they alleviate the need for attendees to take notes and allow them to concentrate on the oral presentations. Finally, they provide a valuable reference tool for the attendees after they leave the seminar.

Examples of written materials, which alone would not qualify include, but are not limited to the following.

1. topical outlines
2. topical outlines with case citations
3. copies of statutes or cases
4. copies of leases, contracts, wills and other legal instruments (unless accompanied by qualifying explanatory text)
5. hornbooks (unless speaker prepared and on point)
6. casebooks
7. subsequently prepared transcripts

The quality of oral presentations and the overall educational value of the seminar will not excuse the written materials accreditation requirements.

ICLE NOTE: There are exceptions to this rule. For example, one paper per panel is sufficient.

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