Construction SuperConference
WRITTEN MATERIAL GUIDELINES

Deadlines:
<mark>Friday, July 1 - MCLE Presentation/Outline</mark> Due
- Presentation materials and supplementary materials are due for submission with the MCLE State Applications.
- Please email **editable .ppt (preferred) or .doc files** to Breelan Baxter.

<mark>Friday, September 30- Final Presentation materials due</mark>
- Your PowerPoint presentation and any supplementary materials are due for placement on the thumb drive distributed for MCLE requirements. If you do not send your presentation materials by September 30, they will not be included on the thumb drive and will forfeit MCLE credentialing credits for your session and panel.

It is mandatory that materials are provided for every panel session to comply with MCLE requirements.
They are also mandatory when submitting state applications.
There are several reasons for the requirement.
- First, it ensures thorough course preparation by the provider.
- A second purpose of this requirement is to ensure that the attendees will be provided with materials that are useful after the course is completed. States are scrutinizing provider course materials more closely.

Although MCLE rules and regulations vary from state to state, they generally agree that the following are **not sufficient** for MCLE purposes:
1. Mere topical outlines without citations or explanatory notations.
2. PowerPoint presentations that are in a simple outline format will not suffice as the sole written materials, although they can make good adjunct materials.
3. Panel agendas.
4. Copies of cases, statutes, or regulations (or similar documents – e.g., oral argument transcripts, party or amicus briefs, etc.) without customized materials (i.e., some kind of substantive analysis from the faculty).
5. Bibliographies or a list of other reference materials, such as Internet sites, standing alone.
6. Hypotheticals without other course materials.

Content
Both MCLE state regulators and CSC attendees expect high-quality, substantive materials for each CLE program. For multi-panel programs, substantive materials are expected for each session; MCLE regulators will deny CLE credit for a session that does not have specific and substantive course materials. These materials are due in final form, with proper copyright authorizations.

In addition to your PowerPoint presentation (preferred) substantive materials provide insight into the program topic session and can be used as a take away for attendees. Acceptable additional materials include, but are not limited to:

Acceptable Materials
- Detailed presentation slides (preferred) and
- Articles
- Essays
- White papers
- Detailed

Additional materials
These can be included as well, but are not acceptable on their own.
- Forms
- Checklists
- Court decisions
- Briefs
- Code excerpts

Inadequate course materials can jeopardize CLE accreditation for both the CSC program and attendee.
Written materials should be provided in editable, electronic files. These formats include:
- Microsoft Word
- WordPerfect
- PowerPoint (preferred)