



## Construction Super Conference 2024 WRITTEN MATERIAL GUIDELINES

### Deadlines:

#### Friday, August 23 - MCLE Presentation/Outline due

- Presentation materials and supplementary materials are due for submission with the MCLE State Applications.
- Please email **editable .ppt (preferred) or .doc files** to [Lila Bent](#).

#### Friday, November 8 - Final Presentation materials due

- Your PowerPoint presentation and any supplementary materials are due for onsite distribution to attendees and for final MCLE requirements. If you do not send your presentation materials by November 8, they will not be included in the distribution to attendees and may 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.**

**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:

- PowerPoint (preferred)
- Microsoft Word
- WordPerfect

### 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.

### Acceptable Materials

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

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

- Forms
- Checklists
- Court decisions
- Briefs
- Code excerpts

*\*Please note, the above materials may be included, but are not acceptable on their own.*

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.