



## Confirmation of Receipt of Materials

Email forms to [hcarson@caionline.org](mailto:hcarson@caionline.org)

Please return this form by **November 12, 2020.**

I acknowledge receipt and have read the contents of the Speaker materials for CAI's 2021 Virtual Law Seminar, January 25-29, 2021.

### PRESENTER AGREEMENT:

I will adhere to the deadlines set regarding my presentation.

Failure to adhere to the set schedule and deadlines will result in the committee cancelling the session due to lack of agreed performance.

I will provide a PowerPoint and substantive handout materials for my presentation.

I will receive permission to use copyrighted materials and send approval to [hcarson@caionline.org](mailto:hcarson@caionline.org).

If my program is selected and I plan on attending the Law Seminar and receive MCLEs, I understand the registration fee is \$599 by January 11, 2021.

If I'm a first-time speaker I will view a 20-minute webinar for all Law Seminar speakers.

I understand that this program is for professional development and agree to not use my presentation for sales or promotional purposes.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Expectations of All Speakers:

The following is meant to aid each of our speakers in meeting the expectations of Law Seminar Attendees and aiding the entire CAI Staff and Law Seminar Planning Committee in producing an unforgettable 2021 Virtual Law Seminar:

1. All sessions must be accompanied by quality written materials, unless an exemption has been approved by the Law Seminar Planning Committee Chair. A PowerPoint presentation is not sufficient by itself. The written materials should be substantial. In theory someone who does not attend your session should be able to read your written materials and gain knowledge of most of what is covered during your session. Materials should contain case analysis and citations as appropriate. Materials which include checklists, forms or templates are generally well received by participants.
  - Your rough draft materials must be received by December 1, 2020. Please email your presentations to your Point of Contact (POC) and [hcarson@caionline.org](mailto:hcarson@caionline.org).
  - Your final materials are due January 2, 2021.
  
2. Adding speakers to panel - The committee will review any additions and/or substitutions before the speaker is confirmed. If you or anyone on your panel is unable to present at the Law Seminar contact your POC and Holly Carson to let us know immediately.
  
3. Registration is \$599. The registration for Law Seminar includes access to all education sessions, access to session for two months after the Law Seminar and the 2021 Online Document Library with all materials.
  
4. All speakers must meet the following deadlines:

Task	Due Date
Sign and return: <ol style="list-style-type: none"> <li>1) "Speakers Confirmation of Receipt of Materials"</li> <li>2) "Speaker Release and License Form"</li> <li>3) "AV Form"</li> </ol>	November 12, 2021
<b>BIOGRAPHY:</b> CAI will use the biography you submitted with your proposal unless you prefer to send a more detailed biography. Please send an email with an attached Word doc or send it in the body of an email.	November 12, 2021
<b>DRAFTS:</b> Email your outlines, handouts, and/or PowerPoint presentations to your assigned Point of Contact and Holly Carson. Refer to the "Specifications for Presentation Handouts" and the "Specifications for PowerPoint Presentations" before sending. Your Point of Contact will review all presentations before they are considered final.	December 1, 2020
If you are a first-time presenter at the Law Seminar you must watch a 30-minute Webinar for Speakers (link is on the speaker's web page)	December 1, 2020



Communicate with other members of your presentation group.	On-going
Practice your presentation.	On-going
<b>FINAL:</b> Email your Final Handouts and PowerPoint presentations to POC and Holly Carson, <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a> . Your POC will review all presentations before considered final.	January 2, 2021
You will receive an email the week before the Virtual Law Seminar from the Kajabi Platform with directions to create an account to log-in to the Virtual event.	By January 22, 2021

5. Contacts for logistical issues for the 2021 Virtual Law Seminar:

Holly Carson, CMP  
 Meetings Director  
[Hcarson@caionline.org](mailto:hcarson@caionline.org)  
 (703) 598-7938 Cell

Carly Reid, CMP, CAE  
 Sr. Meetings Manager  
[Creid@caionline.org](mailto:Creid@caionline.org)  
 (703) 868-8704



## Speaker Checklist

Submit forms and materials to Holly Carson, [hcarson@caionline.org](mailto:hcarson@caionline.org)

Task	Due Date
Sign and return: <ol style="list-style-type: none"> <li>1) "Speakers Confirmation of Receipt of Materials"</li> <li>2) "Speaker Release and License Form"</li> <li>3) "AV Form"</li> </ol>	November 12, 2020
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If you are a first-time presenter at the Law Seminar you must watch a 30-minute Webinar for Speakers (link is on the speaker's web page)	November 12, 2020
<b>DRAFTS:</b> Email your outlines, handouts, and/or PowerPoint presentations to your assigned Point of Contact (POC) and Holly Carson, <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a> . Refer to the "Specifications for Presentation Handouts" and the "Specifications for PowerPoint Presentations" before sending. Your POC will review all presentations before they are considered final.	December 1, 2020
Communicate with other members of your presentation group.	On-going
Practice your presentation. We will schedule rehearsals with you (your panel)	On-going
<b>FINAL:</b> Email your handouts and PowerPoint presentations to POC and Holly Carson, <a href="mailto:hcarson@caionline.org">hcarson@caionline.org</a> . Your POC will review all presentations before considered final.	January 2, 2021
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## Speaker Release and License Form

Email this form to [hcarson@caionline.org](mailto:hcarson@caionline.org) by **November 12, 2021**.

In connection with CAI's 2021 Virtual Law Seminar, January 25-29, 2021

I, \_\_\_\_\_ hereby grant permission to CAI to record

in any medium my presentation titled:

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[Presentation title]

and grant to CAI a nonexclusive, irrevocable, worldwide license to use, reproduce, make derivative works, publish, distribute, and/or sell the recording, transcript, and/or handouts and related materials of my presentation and comments at the presentation.

I warrant and represent that, to the best of my knowledge, nothing in my presentation violates any proprietary or personal rights of others (including, without limitation, any copyrights or privacy rights); and that my presentation is factually accurate and contains nothing libelous or otherwise unlawful. I further warrant and represent that my presentation is my own original work, that I have the right and authority to make this Release and License, and that I am the sole owner of copyright or that I have obtained all necessary permissions or licenses from any persons or organizations whose materials are included or used in my presentation. I understand that I will not receive any royalty or other compensation from CAI for the license and use by CAI. I understand that the Release and License does not prohibit me from using my presentation in the future in my professional or personal work.

I authorize CAI to use my name, likeness, photograph, and biographical data for the use and promotion of the seminar and my presentation.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Computer Audio Visual Form

What type of Audio Visual do you have? - return to Holly Carson, CMP, [hcarson@caionline.org](mailto:hcarson@caionline.org). Please return this form by **November 12, 2020.**

You have the following:

PC Computer/Laptop with a built in Camera

Mac Computer/Laptop with a built in Camera

External Camera connected to computer

Built-in Microphone

External Microphone connected to computer

Headset with Mic

Other AV:

Primary Contact Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_



## Specifications for Presentation Handouts

Please email draft handouts and PowerPoint to your Point of Contact (**POC**) and Holly Carson at [hcarson@caionline.org](mailto:hcarson@caionline.org) by **December 1, 2021**. All handouts must be reviewed by your **POC** before considered final. It is critical that handouts be turned in on time, as they will be used to submit for state MCLEs, and they will be included in the Online Document Library, a comprehensive body of knowledge that is published before the event and emailed to each attendee.

Final handouts and PowerPoint are due **January 2, 2021**. Send to POC and [hcarson@caionline.org](mailto:hcarson@caionline.org).

Send your presentation handouts electronically as a Word, Excel, and/or PowerPoint document. An electronic version is required. Scanned documents are not searchable so please send original document.

### Document Too Big to Send Via Email?

Another way to send it electronically, if your documents are too big, is to send it through [www.dropbox.com](http://www.dropbox.com), a free web-based document holder. Go online and upload your document and add the POC and my email address as recipients.

Remember to incorporate the description blurb from your submission into your presentations. Holly Carson will send speakers the final version of each session description after they have been reviewed and published. Attendee feedback indicates that when they can relate the education sessions to the information they received in advance, their overall satisfaction is greater.

In addition, be sure that all handouts conform to the following guidelines:

- **DO NOT** include any company logos or company letterhead
- Set top and bottom margins at a minimum of .75 inch
- Set left and right margins at a minimum of .75 inch
- Use a font size of at least 12 point
- Single-space text
- Use Microsoft Word, Excel and PowerPoint (Contact [Holly Carson](#) if this is a problem.)
- **YOU MUST** use the PowerPoint Template provided by CAI (available on the [speakers' webpage](#))



## Specifications for PowerPoint Presentations

- **December 1, 2020** – Drafts due to POC and [hcarson@caionline.org](mailto:hcarson@caionline.org)
- **January 2, 2021** – Final due to POC and [hcarson@caionline.org](mailto:hcarson@caionline.org)

We have provided a PowerPoint template for your use. This template will be available on the [speakers' web page](#).

The template is to enhance the quality of your presentation for the attendees and to link the presentations to the seminar theme.

**DO NOT** place any company logos on PowerPoint slides. Our attendees appreciate expert and professional education sessions and will have access to your information should they wish to contact you for business reasons. On that same note, attendees are sensitive to anything that appears to be a “sales pitch” and tend to react negatively toward those presentations. A relevant, coherent, interesting presentation is the best sales pitch!

Please also refer to the tips on effective PowerPoint presentations when developing your slides. The tips will help you get your point across, enhance the value of your presentation, and make the handouts for the Resource Guide more valuable.

### Guidelines

#### Cover slide

Title of session: 48 pt. Times New Roman (black)

Subtitle: 26 pt. Arial (black)

Name(s) of speakers: 16 pt. Arial (black)

#### Sample slide

Headline: 42 pt. Times New Roman (black)

First level: 27 pt. Arial (black)

Second level: 26 pt. Arial (black)

Third level: 24 pt. Arial (black)

#### Tips for Effective PowerPoint Slides:

- Use the PowerPoint template provided by CAI
- Include only necessary information
- Limit the information to essentials
- Content should be self-evident
- Too many slides can lose your audience

#### Text Guidelines:

- Generally, no more than 6 words a line
- Generally, no more than 6 lines per slide
- Avoid long sentences
- Larger font indicates more important information
- Words in all capital letters are hard to read
- Avoid abbreviations and acronyms
- Limit punctuation mark