

Suffolk Academy of Law Materials Guidelines

Materials Guidelines

Substance of Materials

Course materials serve as both a guide to your presentation and an ongoing reference. As per MCLE guidelines¹, course materials should be *original and prepared specifically for the program*. Where relevant, accurate citations to significant case law, statutes and secondary materials, as well as detailed examples and/or explanations of points made in the original materials, should be included.

Simply copying articles, cases, and/or statutes will not suffice and may be rejected. Speakers are encouraged to include materials that augment their verbal presentations.

Permission to use previously published or copyrighted material must be obtained by the speaker prior to submission of that material to the Academy, and proof of such permission must be provided to the Academy with your materials.

Length of Materials

As a general guideline, materials should be approximately 10 pages per CLE credit hour, not including the timed outline and speaker bio. However, should a presenter or program coordinator determine that additional materials are necessary and helpful, they can be provided as well. Materials less than 300 pages is ideal.

What to include

Course materials ***must*** include:

- A timed outline of the topics to be covered in the program, and the speakers who will cover each topic
- A biography for each speaker
- A more detailed outline or narrative covering the areas covered by each program speaker

Develop course materials that will serve as an ongoing reference for participants. Practical forms and model documents, written text that goes beyond what can be covered in a lecture, check lists, bibliographies or lists of additional sources are all valued by those who attend CLE classes.

What *not* to include

The submission for inclusion in the course materials of reproduced cases, statutes or previously published articles should be ***strongly discouraged***, except for those that are directly germane to, and that will be discussed during, the speaker's presentation. Instead, use citations and/or links to online materials.

¹ <http://nycourts.gov/attorneys/cle/regulationsandguidelines.pdf>



Timeline for and method of submission of materials

All materials for Academy programs are provided to attendees for both live and webcast programs in electronic format through an internet link to a PDF document which can be printed or downloaded prior to the program or accessed live during the program. As a result, ***all course materials for Academy programs are due to the Program Coordinator no later than two weeks prior to the program date.***

Coordinator review of materials

Coordinators should review submitted course materials for conformity to MCLE requirements and, to the extent possible, for correctness of legal content. Additionally, coordinators should attempt to identify any subject matter "gaps" in the course materials and, if possible, to have those gaps filled by other faculty or program committee members. Program coordinators should assemble and paginate materials prior to submitting them to the Academy.

The Program Coordinator must assemble the materials and forward them to Nicolette no later than one week prior to the program date.

Submission of materials in PDF format is *preferred*, although materials in Word format will also be accepted.

