

Oklahoma Bar Association

Guidelines for Written Materials

Put your materials in Word and/or PDF format and email them to Melody Claridge (MelodyC@okbar.org).

The following standards will govern the approval of continuing legal education programs by the Commission:

Under Regulation 4

4.1.6 Thorough, high quality, readable, and carefully prepared written materials must be made available to all participants at or before the time the course is presented, unless the absence of such materials is recognized as reasonable and approved by the MCLE Administrator. A mere outline without citations or explanatory notations will not be sufficient.

Rules, procedures and commentary on the application of the materials to common issues occurring in the particular area of law is always a plus. Members want common information to reference later in practice. Members love forms or checklists!

Page Numbers

Number each page with the page number. Begin numbering the second page of text with the “2” at the bottom in the center.

Co-presenters

Many of our sessions have more than one presenter. If you are a co-presenter on a session, we encourage you to work with your co-presenter(s) to develop one comprehensive set of materials that will be submitted to OBA/CLE.

Panel Discussions

Each panelist can choose to be responsible for submitting written materials, or you can collaborate with the rest of the panelist to submit one piece of written materials. Written materials must be provided for all panel discussions. It is helpful for the panelists to provide the moderator with 5 – 10 questions that can be used during discussion.

Copyright

You hold the copyright to your own course materials. OBA/CLE will hold the copyright to the collected work in which your course materials will appear. By submitting your materials or agreeing to speak, you are granting to OBA/CLE a non-exclusive license to (1) publish and sell your materials as part of a collected work or individually, on paper, on disk, or in electronic form; (2) use all or portions of your materials in derivative works and (3) record, duplicate, and offer for sale all or portions of your presentation on audiocassette, videotape, or other formats.

PowerPoint

You are encouraged to provide materials in a narrative format. PowerPoint presentations are not a substitute for narrative materials. Please email your PowerPoint presentation and any videos you will be sharing to SusanD@okbar.org prior to the seminar. NOTE** Embedded videos within a PowerPoint will not work properly, please send as a separate file prior to the seminar. We will NO LONGER be able to show a new or updated PowerPoint the day of a presentation.

Helpful PowerPoint Tips

1. Use at least an 18-point font in a standard font. Such as: Times New Roman or Arial
2. Limit your slides to no more than 4-5 lines of text.
3. Use graphs rather than charts and words. Always title your graphs.
4. Keep your slide backgrounds light and your font in contrast to the background.
5. Capitalize only when necessary. It can be difficult to read.