

Miscellaneous EMLF Speaker Information 2010 Mineral Law Conference, October 13-15, 2010

Hotel Reservations

You will be responsible for making your own hotel arrangements, and should contact the Marriott as soon as possible at 859.231.5100 or 800.228.9290 to ensure a room at the \$199 rate. Identify yourself as attending the EMLF Mineral Law Conference. Keeneland is running over the dates of this meeting, making hotel space very tight, so be sure and make your reservations immediately. **Cut-off date for the room block is Sept. 29, but may sell out earlier.**

Written Materials – September 20th Deadline

All Energy & Mineral Law Foundation programs are designed to be accredited for mandatory continuing legal education credits. As such, we must meet various state requirements, including written materials for every topic. Written materials to support panel presentations should be coordinated by the panel moderator and then submitted to EMLF by **September 20th.**

We encourage you to write a narrative article for the handbook, but will accept substantive outlines covering your presentation. Copies of a computer presentation do NOT meet CLE requirements, unless you provide substantive information and not just "talking points" to focus your audience. Your handbook outline or article should be approximately 8-12 pages in length, using Times New Roman font in 12-point type, without any template format or logos showing firm names. A cover page with your name and affiliation will be prepared by EMLF. You may send outlines via email to emlf02@aol.com, but be sure to send them in Microsoft Word. ***DO NOT send in PDF format.*** Your handbook outline should be geared to your oral presentation, with appropriate sources and case citations. Outlines will be placed in a 3-ring binder with index tabs for each paper.

Written materials must be submitted to the Foundation by **September 20** for inclusion in the handbook. If you can't meet this deadline, please contact Carolyn May at 859.231.0271.

Speaker Bios

In addition to including your bio in the conference handbook, we also are required to submit speaker credentials as part of the application process for some states. Please send your bio via email to carolyn@emlf.org as soon as possible. A narrative bio is preferred, as shown in the enclosed sample. Please do not send a bullet-point bio as it will have to be rewritten.

Audio-visual Aids

Due to the expected size of the audience, audio-visual presentations such as PowerPoint may be ineffective, because they are difficult for everyone to see. If you are using a PowerPoint presentation, please see attached "Tips for Preparing Effective Presentations." Also, **please do not use firm or company logos on your slides except for the title slide.** Please email your presentation to carolyn@emlf.org, so that it can be printed and tested prior to the conference by Mike Walsh, our A/V coordinator. If you need A/V aids for an effective presentation, please contact Mike at 859.512.4142 or email mwwalsh@insightbb.com to advise him of your A/V requirements as soon as possible.

Speaker Registration/ Expense Policy

While we do not reimburse speaker expenses, your registration fee, program materials, Thursday luncheon and hosted reception are all complimentary. The Thursday night reception is usually attended by several hundred people, and you are welcome to bring your guest/spouse.