

Energy & Mineral Law Foundation
Winter Workshops on Energy Law
Lago Mar Resort and Club
February 12-14, 2012

Travel / Expenses / Guest Registration

As a non-profit 501(c)(3) tax-exempt educational organization, the EMLF does not pay honorarium or reimburse travel expenses in order to make reasonable registration fees available at its educational programs. We hope your firm or company will cover these expenses as a contribution to the Foundation.

As a speaker, your registration and all social events are complimentary. You do not need to send in a registration form except for guest information. Speakers are welcome to bring a guest to the Sunday evening reception and dinner and Monday evening reception, we will also waive the guest registration fee of \$150 for your guest. However, so we can have a nametag and accurate count for function guarantees, please let us know that you are bringing a guest, and please provide his or her name. You may send an email to Carolyn@emlf.org with this information, or call Carolyn May at 859.231.0271 and give her the guest registration information.

Written Materials – January 24th 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 January 24.

We now provide all written materials on a CD instead of in a notebook. Therefore, we must receive your material by January 24 in order to organize the data and make copies. To meet requirements of state bar associations, we will establish a secure website page at <http://www.emlf.org> to post outlines and PowerPoint presentations in advance of the program. Registrants may download the material in advance of the program if they need a hard copy handout to follow during your live presentation.

Written materials can be in the form of outlines, narrative articles or **substantive** PowerPoint presentations. If using only a PowerPoint presentation it should provide substantive information and not just "talking points" to focus your audience. Your CD outline or article should be approximately 10 or more pages in length (there is no limit), using Arial font in 12-point type, without any template format. Your name and your firm's name should be included only on the first page of the article. Your outline should be geared to your oral presentation, with appropriate sources and case citations. If you are preparing a PPT, in addition to an outline, we would prefer to have both available for the CD, if possible. **There should be no logos showing firm or corporate names on PowerPoint presentations, except for the title page.** You may send materials via email to carolyn@emlf.org. Please send articles in Microsoft Word and send PowerPoint presentations in both PPT and PDF format.

January 24 is the deadline for written materials to be placed on the CD, but we would welcome them earlier. Please send all materials to Carolyn@emlf.org.

Promotions Materials

As a courtesy to our speakers, you are welcome to bring informational brochures about your firm or company to be placed in the EMLF registration desk area.

Speaker Release

In order to include your presentation from the Winter Workshops on Energy Law in the program database for WestLegalEdCenter.com for online Continuing Legal Education and/or on the EMLF website, a Speaker Release needs to be on file. Please complete the included form and fax, email or mail to EMLF.

Audio Visual Equipment

If you are using a PowerPoint presentation, please ensure that the type is large enough to be seen by those sitting in the back of the room. 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 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.

Continuing Legal Education Credits

EMLF programs are usually accredited for mandatory CLE credits in most states. When non-lawyers are among the presenters – and we think this enhances the program – some states may reduce the number of available CLE credits. States will not approve presentations for CLE credits if there are no written materials available for attendees (either outline or PowerPoint). The Winter Workshops consist of 795 minutes (13.25 total hours in 60-minute states and 15.9 total hours in 50-minute states, which include 60 minutes of professional ethics). As an attorney/ speaker, you may be entitled to additional CLE credits. Complete information for reporting to state CLE boards will be available at the EMLF registration desk, and we will file your CLE credits for you following the winter workshops. If you need credits other than in the state of your office address, please notify us so we can apply for CLE credits in that state.

Hotel Reservations

You will be responsible for making your own hotel arrangements, and should contact the **Lago Mar Resort, 1700 South Ocean Lane, Fort Lauderdale, Florida 33316.**

Lago Mar is just five miles north of the Fort Lauderdale airport (about a ten minute ride) at 1700 South Ocean Lane. The resort is about 15 minutes from downtown Fort Lauderdale and about 45 minutes from Palm Beach and Miami. Directions for driving from the Ft. Lauderdale airport and directions for driving from I-95 can be found on their website at <http://www.lagomar.com/findus/index.php>. We have a room block at a rate of \$225 for a one-bedroom suite. Rooms at that rate are available through January 4 or sellout. Be sure to ask for the Energy & Mineral Law Foundation room block. The direct number for the reservations department is (954) 523-6511 or 800-LAG-OMAR. Individual reservations may be canceled without penalty seven days or more prior to the confirmed arrival date. Cancellations occurring less than seven days prior to arrival date shall be charged a one night's room occupancy and tax.

Workshop Setting

Dress is resort casual for workshop sessions, for both attendees and speakers. Workshops are set up with a speakers' head table and podium, and "rounds of 8" tables for registrants for a relaxed atmosphere. Weather will be better than Pittsburgh or Washington, but bring "layers" for optimal comfort.

Social Events

On Sunday there will be a hosted reception and a dinner. On Monday evening there will be a hosted reception poolside, weather permitting. Dress is resort casual for the receptions and dinner. Again, prepare for a variety of weather.

Biographical Info

In addition to having bios included on the CD of materials, 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.