

EMLF Speaker Information for 2019 Annual Institute
Sunday, June 9 – Tuesday, June 11, 2019

Written Materials for the conference:

We must have written materials for each session at the conference in order to qualify for CLE. The written materials need to be in the form of a **narrative article or detailed outline**. **The deadline for submitting your outline and PowerPoint is Monday, May 13**. I will make a title page for your paper, but please put the title and your name at the top of your first page.

PowerPoints:

We request that a PowerPoint be used only as an aid for your oral presentation. Most of your detailed information should be contained in the outline/article and the PowerPoint should stress the main points from your outline and be a guide for your presentation. There should only be a few lines of print on each slide and it should be at least 24 pt. in size, 30 is better. Remember that the people in the back of the room should be able to read your slides.

Please use the PowerPoint template that we have provide on the speaker page for your presentation. Your name and your firm's name and/or logo should be included on the first slide only of your PowerPoint presentation.

If you have a video embedded in the PowerPoint, we need to have the actual video in a separate file that is linked to the PowerPoint. Linking a PowerPoint to a video on the Internet will not work. Please contact us with questions about the video.

Panels:

If you are part of a panel, we still need written materials. Please coordinate with your moderator and your panel regarding your materials.

Chapter for Annual Institute Proceedings:

In addition to the materials provided for attendees at the time of the conference, most speakers should provide a law review quality chapter for publication in Volume 40 of the *Energy & Mineral Law Institute*. If your topic is not appropriate for a written chapter, please contact Carolyn May as soon as possible. This writing requirement for Volume 40 is a critical component of your participation as an Annual Institute speaker. These chapters are due on July 15th. Writing instructions are available on the speaker information web page.

Hotel Reservations:

Each speaker should make his/her own hotel room reservations. The conference is being held at The Westin Washington D.C. City Center, 1400 M St. N.W., Washington, DC 20005. We have a special group rate of \$299 per night, not including taxes. The cut-off date for these rooms is May 17, so you should make your reservations right away. After that date, guest rooms in our block not yet reserved will be released. For a

reservation, you can call 888-627-9035. You must identify yourself as registrant for the Energy & Mineral Law Foundation or use 40th Annual Institute. We will also have a link from our website to reserve a room.

Bios:

I need your narrative bio by April 12 – no bullet point bios, please. The bios will be available at the conference and with the materials online. A few states require that we submit speaker bios to their CLE boards along with our applications for approval, which is the reason that I need to have them at an early date. A sample bio can be found on the speaker information web page, http://www.emlf.org/index.php?src=gendocs&ref=speaker_info&category=Main.

Speaker Expenses

As a nonprofit educational organization, the Foundation relies on the mineral bar and industry to underwrite part of the costs of its institutes by absorbing the expenses of their speaker's participation. If this policy affects your ability to participate in the Annual Institute, please call Carolyn May at 859.231.0271 to discuss expenses.

We are offering one complimentary registration per topic for each firm represented. If more than one person from the same firm is speaking on the same topic, we ask that the other attorney pay a reduced speaker registration fee of \$200.