

**Speaker Information – Special Landman Institute  
March 14, 2019  
Washington, Pennsylvania**

**Speaker Registration**

As a speaker, you **do not need to send in a registration form**. Speakers' registration fees, program materials and reception are all **complimentary**. The complimentary registration is extended only to the invited speaker. Please do not "add" a colleague to cover part of your presentation without first obtaining approval from the program committee.

**Written Materials and PowerPoint Presentations – February 18th 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. The written materials need to be in the form of a **substantive narrative article or detailed outline**. We want the material to be of benefit to our attendees after the conference and to people who did not attend the conference but who buy the material. **We request that a PowerPoint be used only as an aid for your oral presentation**. We want to remind you that the PowerPoint should **not** be filled with data so small that it is difficult to see in a large room. 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 provided 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.**

Your materials will be available electronically on a webpage for attendees only. We will send the link to that page several days before the conference. We will also have printed versions of the material for attendees who order a handbook at an extra cost. Please send materials via email to [carolyn@emlf.org](mailto:carolyn@emlf.org) with articles/outlines in Microsoft Word and PowerPoint presentations in both PPT and PDF format.

**Panels:**

If you are part of a panel, we still need written materials. This can be a collaborative effort by the panel members, or one person may take on that responsibility. Please coordinate with your moderator and your panel regarding your materials and coordinating your presentation.

**Speaker Bios**

In addition to including your bio in the conference 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](mailto: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.