

**EMLF Speaker Information – Kentucky Mineral Law Conference
October 17-18, 2018
Lexington, Kentucky**

Speaker Registration

As a speaker, you **do not need to send in a registration form**. Speakers' registration fees, program materials and receptions 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.

Speaker Expenses

As a nonprofit educational organization, the Foundation relies on the mineral bar and industry to underwrite part of the costs of its conferences by absorbing the expenses of our speakers' participation from their law firms or companies. If this expense reimbursement policy affects your ability to participate in the Kentucky Mineral Law Conference, please call Anna Fletcher at 859.231.0271 to discuss expenses.

Hotel Accommodations

Hilton Downtown Lexington, 369 W. Vine Street, Lexington, KY 40507

You will be responsible for making your own hotel arrangements, and should contact the Hilton as soon as possible at 859-231-9000 or 1-877-539-1648 to ensure a room at the \$177 rate. Identify yourself as part of the Energy & Mineral Law Foundation group. Keeneland, our local thoroughbred race track, 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 September 24, but may sell out earlier.**

Written Materials and PowerPoint Presentations – 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. 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 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 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.