GENERAL INFORMATION FOR SPEAKERS

On behalf of University of Denver Sturm College of Law, thank you for participating in one of our CLE programs. Our reputation as a CLE provider is, in large measure, due to the quality of you, our speakers. We thank you for your commitment the University of Denver Sturm College of Law and look forward to working with you.

To ensure high quality CLE programs, we request that you review the following important information:

- **AGENDA & SPEAKER LIST:**
  Please double check the agenda for your program to review the time of your participation and the subject matter you will be addressing. To locate the list of programs and/or find your program’s brochure, please see our current events section. If you are part of a panel, please speak with your co-presenters prior to the program to coordinate your presentation and the length of your presentation part. Please also review the list of speakers to verify that your name and organization are correct.

- **CONTACT INFORMATION:**
  If you have not already done so, please email us with your contact information or your assistant’s so, if necessary, we may contact you. Please include your name, title, affiliation, address including city/state/zip, phone number, and an email address. Please forward all information to meckstein@law.du.edu.

- **BIOGRAPHY:**
  When presenting we ask that you send us a short biography that will be included in the course materials. Please be concise as possible but feel free to include details that you feel are important including any personal information you would like to share (i.e. – outdoor passions, hobbies, etc.). While we will always try to include a full biography sometimes we will need to edit for length. After committing to a program please send us your biography as soon as possible to meckstein@law.du.edu to ensure it makes into the course materials.

- **COURSE MATERIALS:**
  In order to be accredited for Continuing Legal Education (CLE) credits, all of the MCLE states require us to provide course materials to attendees. We rely on you, our presenters, to generate a lot of the written presentation papers for those course materials. MCLE states require detailed, high quality instructional materials, therefore, a mere topical outline, agenda, or copies of PowerPoint slides will not be sufficient.

  We request that you send an electronic copy of your materials by e-mail (or upload them to the website if requested by the course director) at least one month prior to the program or the deadline given by the course director. A timely
submission of materials is imperative to ensure your presentation can be professionally reproduced (or downloaded by attendees) and distributed at the program. If course materials are not submitted by the deadline, we cannot guarantee they will be included in the course materials and the course director may ask you to provide copies of your materials to be distributed to the attendees at the program.

If downloading course materials (click here). If emailing course materials please send to meckstein@law.du.edu.

- **AUDIO-VISUAL EQUIPMENT REQUESTS:**
  Each program’s set up will depend on the event, presentation, and the course directors request. However, typically the presentation room will be equipped with a podium, panel table and chairs, and a podium and table microphones. If you have any special requests including PowerPoint, lavaliere microphones, sound, etc., please let us know at least two weeks in advance so we can make the proper arrangements. Obviously, we cannot guarantee the availability of equipment for last minute requests. You may submit your AV requests via email to meckstein@law.du.edu or fax it to 303-871-6527. If you have any further questions, please contact Max Eckstein by e-mail meckstein@law.du.edu or phone at 303-871-6525.

- **SPEAKER CONSENT FORM:**
  As a law school, we are very conscientious of gaining your permission to reprint your course materials. While publications are distributed and programs presented with the understanding that the University of Denver Sturm College of Law does not render any legal or other professional services, some program materials may be made available to lawyers in a variety of formats after the program is completed.

  In order to make your course materials available to attendees we require you to sign a speaker consent form prior to the program. Also if a colleague assisted you in writing your materials, we ask that they sign a consent form as well.

- **TRAVEL:**
  If you are traveling from outside Denver, Colorado, please remember to make your reservations for travel, car rental, and hotel (if not already provided for by the program or course director). If you need suggestions of lodging close to the Sturm College of Law please see our list of suggested lodging for specific hotel information. (click here).

- **CHECKLIST:**
  For your convenience, we have created a speaker’s checklist of all the items that should be completed by the speaker before the program. (click here). And once again thank you for taking time to be a part of this program and for reviewing this
information.