



GUIDELINES FOR BIOGRAPHY, WRITTEN MATERIALS & POWERPOINT® PRESENTATIONS

Deadline For Submission For All Presentations: Friday, May 10, 2019

Please follow the instructions below for preparing and submitting your 150-word biography, written materials, and PowerPoint® presentation.

SUBMISSION INSTRUCTIONS:

Upload electronic files of your written submission(s) and PowerPoint® presentation(s) here:

<https://www.dropbox.com/request/5O5CqkMYxJgdYIZu7CFt>

- For PowerPoint® presentations please upload a pdf of your slides as well as the ppt/pptx file so we can include the slides in the materials that participants will receive.
- Please use the following naming conventions for your materials:

- **For outline or manuscript:**

Name of Presentation_Last Name First Initial.pdf

Example: Evidentiary Issues_GittesF.pdf

- **For attachments:**

Name of Presentation_Last Name First Initial_Attachment #.pdf

Example: Evidentiary Issues_GittesF_Attachment 1.pdf

- **For PowerPoint® presentations:**

Name of Presentation_LastNameFirstInitial_PowerPoint.ppt/pptx

Example: Evidentiary Issues_GittesF_PowerPoint.ppt/pptx

- **For the PDF copy of your PowerPoint® presentation:**

Name of Presentation_LastNameFirstInitial_PowerPoint.pdf

Example: Evidentiary Issues_GittesF_PowerPoint.pdf

Submit your biography, waiver form, and A/V request form using the Faculty Survey here:

<https://www.surveymoz.com/s3/4289109/2019-Convention-Speaker-Forms-And-Bio>

- Use this form to copy/paste your 150-word biography, and complete your waiver and A/V requests
- If you have trouble accessing or completing the survey, please contact Ashley Westby via email at awestby@nelahq.org.

MATERIAL GUIDELINES:

- **150-word Biography:** Please note the new word limit for 2019. All speakers must submit a biography for inclusion in the program.
- **Written Paper/Manuscript: (Submit in searchable PDF format only.)**
 - Your paper should consist of a detailed outline or manuscript on the specific topic of your presentation.
 - Original material is preferred, but previously published papers are acceptable so long as there are no problems with copyrights and the subject matter covered is directly on point with the current presentation.
 - Materials provided should be sufficient to assist the attendee when questions regarding the particular subject matter covered are raised at a later date and to serve as a general resource after course completion.
 - **Submitting only briefs, pleadings, and the like will not comply with CLE accreditation requirements in many states, and thus cannot be accepted.** If you have any questions about the scope or nature of your paper, please contact Ashley Westby, Program Manager, via email (awestby@nelahq.org).
 - If you have a co-presenter(s), we encourage you to coordinate your submission with him/her to avoid duplication; joint papers are welcome, if appropriate.
 - **Hyperlinks.** You are strongly encouraged to use hyperlinks to publicly available materials instead of submitting voluminous attachments, which is discouraged.
 - **Paper size, line spacing, page numbering, and margins:**
 - 8-1/2" x 11" paper;
 - 1-inch margins on all four sides;
 - Single-spacing is preferred, but not required;
 - Each page should be numbered at the bottom center.
 - First page format – no separate title page please!
 - Title of your paper;
 - Name, address, firm/organization, telephone number, fax number, and email address for each author;
 - Convention information:
Empower/Educate/Excel
National Employment Lawyers Association 2019 Annual Convention
June 26–29, 2019
New Orleans Marriott - New Orleans, LA
- **PowerPoint® Presentations:**
 - We encourage all speakers to consider creating a PowerPoint® presentation to accompany their written materials and oral presentation.
 - We will provide the projector and screen for the PowerPoint presentation. You will need to provide the laptop.
 - All meeting rooms contain a standard VGA connection. If your laptop does not have a standard VGA port, please provide your own adapter.
 - When filling out the faculty survey, you will be asked what type of video connection (VGA, HDMI, Apple video port, or other) your computer has.
 - Only one laptop will be used during each panel. If your panel will have multiple PowerPoint presentations, please work with your fellow panelists to load ALL PowerPoint presentations onto the laptop you are using.
 - Please test all the presentations before the program.

- **Proofreading:** ***Please proofread, proofread, proofread!*** Your work product will be reproduced exactly as received. Please be advised that NELA cannot make any revisions to your work product. There are no exceptions to this policy.
- **Permission to Reproduce & Reprint:** By submitting your paper, you give NELA the non-exclusive right to reproduce the paper in any and all media at NELA's discretion. You warrant that the paper does not violate any intellectual property rights of others and you indemnify NELA against any costs, loss, or expense arising out of a violation of this warranty. If you plan to submit copyrighted material, please obtain reprint permission prior to submitting your paper to NELA. Please send a copy of the permission to reprint letter to Ashley Westby, Program Manager, via email (awestby@nelahq.org).
- **Questions/Concerns:** If you have any questions about or problems with any of these guidelines, please feel free to contact Ashley Westby, Program Manager, via email (awestby@nelahq.org).

SPEAKER GUIDANCE FROM NELA's ETHICS & SANCTIONS COMMITTEE

One of the benefits of the “national law firm” concept of NELA is the exchange of ideas and assistance from many jurisdictions and perspectives. In discussing case issues and problems, however, we cannot lose sight of the fact that:

- Things that clients tell us about case facts are privileged communications;
- To maintain that privilege we must not disclose client secrets and confidences to others;
- Our discourse should be such that it may be freely repeated; and
- We can still obtain the benefit of the NELA network without jeopardizing the status of our privileged communications.

We have ethical responsibilities to maintain our clients' secrets and confidences and to assure that our attorney/client privileged communications remain privileged. Every day NELA members discuss case issues over the phone, in person, and through The NELA Exchange, the organization's members-only online community. We discuss the “real world” application of these issues at the excellent CLE programs that NELA and its state affiliates sponsor. Please consider these simple guidelines in your next NELA/Affiliate speaking engagement.

Even if information is not subject to a privilege or to a confidentiality order—such as information in a public record—clients ordinarily would not want to be the subject of a NELA discussion that identifies them by name and discloses sensitive information from their case. Similarly, it frequently may not be in the client's interest to discuss certain information in a public forum even if the information discussed is in a public court record. Accordingly, even “public” information about a case should not be discussed without client consent.

REMEMBER, THE USE OF ACTUAL PRIVILEGED COMMUNICATIONS IN PRESENTATIONS AND DISCUSSIONS CAN WAIVE PRIVILEGE!

In our roles as conference speakers, educators, and facilitators, we must be particularly mindful of how the discussions are framed and what is discussed. The same issues may be discussed without the use of privileged communications. Generally, hypothetical situations may be used to effectively illustrate the same points.

BE CAREFUL IN DISCUSSING PENDING MATTERS AND SENSITIVE TOPICS, PARTICULARLY THOSE REGARDING JUDGES AND THE ATTORNEYS WE OPPOSE!

As information is posted on the Internet, in audio, visual, and in text formats (i.e., YouTube), anything communicated may later appear on the Internet. If you treat what you say as if it *will* be re-published you will

not later regret that which may have only been appropriate for your diary when it is widely distributed publicly. Particularly, in comments that may be observed or overheard by the legal media who attend our CLE programs and may be republished by attendees, be aware of what you are saying and how you are saying it.

The NELA Exchange, NELA's members-only online community, contains the following cautionary message:

CAUTION: If privileged information is set forth on The NELA Exchange then it will likely lose its protected status and/or may be seen by third parties whom you would not want to see it. Do not use The Exchange to transmit privileged or confidential information. Statements concerning sensitive topics, especially those concerning the conduct of judges and lawyers in our community, and/or the issues we and our clients confront, should be carefully thought out prior to posting.

The same holds true for your NELA presentation. As a speaker for NELA, please remind yourself of these few basic "words of wisdom" prior to adding your contribution to the national discussion that has made NELA such a tremendous resource for our membership.

If you have any questions about these guidelines, please do not hesitate to contact Ashley Westby, Program Manager, via email (awestby@nelahq.org).

ADDITIONAL INFORMATION

- **HOTEL INFORMATION**

- Don't forget to make your hotel reservations!
- NELA has reserved a limited block of rooms at the New Orleans Marriott (555 Canal Street, New Orleans, LA), the host hotel for the Annual Convention. The rate is \$209 for single/double occupancy (plus applicable state and local taxes).
- To make hotel reservations, call Marriott Reservations at (800) 228-9290. To ensure you receive the group rate, identify yourself as part of the "National Employment Lawyers Association" room block. A credit card or deposit equal to one night's stay is necessary to guarantee hotel reservations.

Hotel reservations must be made no later than 5:00 p.m. (Central) on Wednesday, June 1, 2019, in order to receive the group rate. The group rate will be honored three days prior to and after the program dates based on availability. You may also book online at <https://book.passkey.com/e/49584294>

- **FACULTY MICROSITE**

- Under Construction - Coming Soon!