



CLM Event Presentation Guidelines

CLM's events will provide CE/CLE credits. The presenters develop the content for the event. Each presentation will include at least one corporate/insurance professional - risk and litigation managers, insurance and claims professionals, corporate counsel. Moderators are classified as panelists/speakers. Vendors, Service Providers and Consultants must sponsor the miniconference if they wish to participate in the event. The following information must be submitted to CLM: Shena Williams (shena.williams@theclm.org) no less than 75 days prior to the event:

- **Outline:**
 - **ONE** outline per presentation. See attached example and outline information.
 - CLM logo on outline
 - Title of presentation
 - Presentation Summary/Description: maximum of 200 words in paragraph format
 - Relevance: maximum of 200 words in paragraph format
 - List of Presenters/Panelists/Speakers with company/firm
 - Panelists/Speakers (Cannot be Vendors nor Consultants unless sponsoring the event) Each panel must include at least one industry professional.
 - Minimum of 2 – Preferably 3 with a maximum of four (4) speakers/panelists per presentation
 - Only two panelists/speakers from a firm/company may participate in the event but not on the same panel/presentation.
 - Registered with CLM
 - Bio (maximum of 200 words in Paragraph format)
 - Photo (head shots only)
 - Target Audience
 - Course Length (50 minutes – depends on number of panels)
 - Timeline with time increments noted (equals 50 minutes)
 - Outline Length Requirement: 1 ½ pages minimum - 2 pages per presentation or credit hour.
- **Presentation Format: PANEL Discussion**
- **Handouts/Written Materials:**
 - At least one handout for each presentation.

- To be submitted with the Outline. Handouts are required for CLE accreditation.
- Handout should consist of **one (1) to five (5) pages** for each presentation.
- Must contain substantive content which is representative of the presentation's topic - i.e. Law Review articles and/or legal citations.
- Handouts are posted on the event website for review by the attendees.
- CLM will not provide handouts for the event.

The above information/documents are also used to produce the invitation to announce the event and promote its online registration.