



Panelist Cheat Sheet

➤ Course Materials

- Submit course materials and A/V requests, if any, two weeks prior to the program.
- Electronic course materials are more preferable than hard copies
- Case law:
 - Please use Fastcase as the source.
 - Provide case summaries/outlines rather than the full opinion, where applicable.

➤ Presentation Tips

- Engage the audience. Avoid lecture-based presentations, if possible, and utilize a creative approach to communicate the subject matter.
- Do not read directly from the PowerPoint Presentation slides.
- Do not be too concerned about in-person attendance:
 - The program's value is measured by the content presented, course materials, and On Demand accessibility, not the number of people attending in-person.
 - In-person attendance is declining, while attendance via Real-time webcast and/or On Demand is on the rise.
- Repeat audience questions into the microphone to benefit other audience members and those watching remotely.

➤ Recorded programs.

- There is a 60 second delay for our Real-time webcast viewers - prompt remote viewers to submit their questions prior to the scheduled Q&A
- Recording begins 5-10 minutes *before* the scheduled start of the program to ensure Real-time webcast viewers do not have any technical difficulties. (The program will officially commence 5 minutes *after* the scheduled starting time.)