**Formatting Instructions:**

* Maintain the margins of 0.5 on top and bottom
* Maintain the margins of 0.75 on sides
* Use 10-point Arial font in black except where noted
* Do not add or include borders, page numbers, footers or document identification numbers
* Complete Steps 1-3, typing and/or pasting over the existing copy below and deleting all instructions in blue and unused speaker template instructions and details
* Date and time of the session will be provided prior to the material submission deadline

**Step 1: Update Header**

**[Day], October [Date], 2017**

**[Start Time] AM/PM – [End Time] AM/PM**

**General Session [Numeric Designation]**

**[Course Title]**

Presented to

**2017 U.S. Shopping Center Law Conference
JW Marriott San Antonio Hill Country Resort & Spa**

**San Antonio, TX**

**October 25-28, 2017**

by:

**Step 2: Update Appropriate Speaker Detail Template and Delete Others**

**(Must be in table format below, in alphabetical order by last name and with only speaker names bolded)**

**Two Speakers**:

|  |  |
| --- | --- |
| **Speaker One Name**TitleCompanyStreet AddressCity, State, ZipEmail Address | **Speaker Two Name**TitleCompanyStreet AddressCity, State, ZipEmail Address |

**Three Speakers**:

|  |  |  |
| --- | --- | --- |
| **Speaker One Name**TitleCompanyStreet AddressCity, State, ZipEmail Address | **Speaker Two Name**TitleCompanyStreet AddressCity, State, ZipEmail Address | **Speaker Three Name**TitleCompanyStreet AddressCity, State, ZipEmail Address |

**Four Speakers**:

|  |  |
| --- | --- |
| **Speaker One Name**TitleCompanyStreet AddressCity, State, ZipEmail Address | **Speaker Two Name**TitleCompanyStreet AddressCity, State, ZipEmail Address |
|  |  |
| **Speaker Three Name**TitleCompanyStreet AddressCity, State, ZipEmail Address | **Speaker Four Name**TitleCompanyStreet AddressCity, State, ZipEmail Address |

**Step 3: Add Course Materials**

**When adding your session materials, please remember to:**

* Maintain the margins of 0.5 on top and bottom
* Maintain the margins of 0.75 on sides
* Use 10-point Arial font in black
* Do not add or include borders, page numbers, footers or document identification numbers