



2017 U.S. SHOPPING CENTER LAW CONFERENCE

WRITTEN MATERIALS REQUIREMENTS

Written materials must be submitted in MS Word format to the individuals listed on Exhibit A and strictly satisfy the following requirements. Adherence to these requirements is necessary to qualify your program for state CLE credits, and to meet the ICSC's high quality standards. Materials in recent years were rejected by one or more jurisdictions because they did not appropriately cover the subject matter presented, were not instructional in nature and/or did not provide a resource for later use.

1. Materials should be original and fresh (not a prior year's submission).
2. The long set of materials must contain the minimum amount of substantive content to provide the attendees with meaningful and useful post-Conference resource materials, and to ensure that the program qualifies for CLE credit, but no more than 50 pages (including all exhibits or attachments). Outlines alone are not acceptable. Copies of rules, opinions, statutes, motions, briefs, form documents or clauses or other general resource materials without original materials provided by the presenter specific to the presentation are not acceptable. The coordinator is required to integrate the long set of materials into a single set of cohesive materials (as opposed to separate materials from each speaker).
3. The short outline is limited to 2 to 4 pages in length (including, within the total page limit, any site plan, graph or other hypothetical referred to in the session).
4. The materials should not include any copyright forms from any contributors.
5. As to format:
 - (a) The short outline materials are to include a cover page, and be formatted, as described in the template which is attached as Exhibit D.
 - (b) The longer course materials must include a cover page and be formatted following the template attached as Exhibit E.
 - (c) The PowerPoint presentation must be formatted following the template that will be provided at a later date.
 - (d) Please remove all document identification numbers from your submitted materials.

The materials deadline and form and content requirements must be strictly adhered to in order to accommodate posting the materials on the ICSC website and/or producing the USB drives, as well as reviewing for submission to the various state bars for CLE approval in advance of the Conference. Inadequate or incomplete materials can jeopardize the number of CLE credits awarded for the Conference. Your materials will be reviewed for compliance with ICSC requirements, and will be returned to you or your speakers, as appropriate, for any necessary revisions.

Please note that your panel's materials (including the PowerPoint presentation) may not contain marketing information or business logos or be printed on firm letterhead.