



## CLE Written Materials Guide

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Speakers must submit any handouts, PowerPoint slides, articles, checklists, publications or other materials they will be using during their presentation via email so CLE Department staff can make these materials available to attendees. Materials will be posted on the member dashboard of any member registered for the program.

### **Format**

Speakers may submit materials in any format. CLE Department staff will convert the materials to PDF format and add an Alaska Bar Association CLE cover page and back page.

### **Submission Deadline**

Speakers must submit any materials one week before their presentation date.

*If you have any questions, please contact the CLE Department at [cle@alaskabar.org](mailto:cle@alaskabar.org) or (907) 272-7469.*