
P a p e r G u i d e l i n e s

Attendees at American Health Lawyers Association's programs receive the written materials both in a binder and on a CD. The written materials at Health Lawyers' programs distinguish our programs from other legal conferences and surveys show that these papers are one of the primary reasons that people attend AHLA conferences. Therefore, AHLA expects detailed papers to be submitted by all those who agree to speak. Written materials provide a substantive outline to supplement the oral presentation and serve as a useful document for later reference. The materials prepared should be readily usable not only for attendees during the presentation, but also by those who do not attend, but purchase the materials. While the presenter should exercise his or her professional discretion in the content of the presentation, the following guidelines are to be followed when preparing seminar materials.

M A T E R I A L S

All materials should be submitted to Health Lawyers on or before the given due date in order to be included in the binder and on the CD. **If you are not able to meet the deadline, please call.** Copying and shipping charges for papers that do not meet our printing deadline will be the responsibility of the individual speaker and may affect consideration of an individual for future speaking opportunities. (see *Late Papers*).

O R I G I N A L S

- Submissions should be typed originals on plain letter-sized paper (**no letterhead - your name and organization will be listed on our title page**), and double-spaced (unless single spacing is more appropriate for quotations or other content). Excerpts of clear printed materials may be included as attachments. Presenters should observe all copyright laws in regard to including attachments that have been previously published elsewhere.
- The length of all materials submitted for a particular session should not exceed **30 pages**, single sided unless permission from American Health Lawyers Association is obtained.
- The margins should be as follows:
 - Top of first page - 1 and 1/2 inches
 - All left margins - 1 and 1/2 inches
 - All other margins - 1 inch

- PowerPoint Slides

If you are planning to use PowerPoint slides, please consider providing copies of them with your written materials for inclusion in the binder and on the CD. Attendees often comment on the evaluations that having a copy of a speaker's slides not only enhances the written materials, but also ensures that the slides can be clearly viewed by all.

C O P Y R I G H T

- It is the responsibility of the presenter to obtain necessary copyright approvals to reproduce materials that have been previously published or are copyrighted. Presenters should explicitly note permissions to reproduce copyrighted materials in a footnote.
- Enclosed is the *Author's Copyright License and Summary of Contents* form. Because in addition to being distributed to all program attendees, program materials are also available following the program, it is extremely important that all speakers execute the copyright license.

T I T L E P A G E

- It is not necessary to include a title page, as one will be provided by Health Lawyers. If you would like to acknowledge assistance in preparing the materials, please do so in footnote at the bottom of your first page.

F O R M A T

- Program materials may be in outline or narrative form, as appropriate for the topic, but should contain **complete** citations and source references. Outlines should be complete and detailed, using complete sentences and paragraphs instead of topic words and string citations. You may also include brief excerpts from statutes, regulations, and cases; charts and checklists; model contracts; opinion letters, etc.

L A T E P A P E R S

- If the submission deadline is not met by the speaker, the placement of the written materials in the program binder and on the CD cannot be guaranteed. Therefore, it will be necessary for the presenter to copy and ship the materials to the program site. Copying and shipping charges for papers that do not meet the given deadline will be the responsibility of the individual speaker.

Please be aware that the Association recently adopted a policy stating that future speaking opportunities will depend in part on whether detailed papers are submitted and whether they are submitted in time to be included in the binder/on the CD.