

2021 NALP Annual Education Conference

Written Material Guidelines

Handouts are required!

Speakers are required to provide a handout for their session. Handouts may include original outlines, checklists, model forms, worksheets, procedural guides, and other items that underscore the information presented in your program and provide participants with a take home reference. Handouts will be available electronically and on a members-only section of the NALP website.

Deadline:

Electronic copies of your written materials are due at the NALP office by April 3. This will allow us sufficient time to upload the document. We require all sessions to have at least one handout.

NALP will make all handouts available digitally. Participants will be able to download and print handouts before the event.

Preparing Handouts:

1. Please e-mail the material as an attachment to mhagner@nalp.org as one single PDF file.
2. If your PowerPoint is your handout, be sure it is in PDF form (2 or 3 slides per page depending on how much text appears on each slide). If your PowerPoint is not your handout, you do not need to include your PowerPoint.
3. Article reprints should be current (2016 or later). Additional articles can be listed in a bibliography. Note that if you wish to distribute copyrighted material, it is **your responsibility** to obtain the necessary permission. Such materials will be distributed only if they are submitted with the publisher's written permission attached.
4. Please name your document with: the day of the session, the time slot, and the first words of the title (example: "THURSDAY 1045 Exploring the New World")
5. As you prepare your presentation, please ensure it does not promote, market, or sell any product or service. The purpose of the conference is education, and participants will be more impressed if you share quality information than if they think you are selling your services.

Electronic Dissemination of Materials:

Handouts received by NALP by the April 3 deadline will be available electronically and on the members-only section of our website as a resource. NALP reserves the right to disseminate the materials, for purchase or otherwise, to interested parties after the conference has ended.

Questions:

If you have any questions please contact Meaghan Hagner at 202.835.1001 or mhagner@nalp.org.