

2024 Professional Development Institute

Handout Guidelines

Handouts are required! Electronic only!

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 the conference app.

Deadline

Electronic copies of your materials are due at the NALP office by **November 8**. 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 PDF.
2. Margins should be 1 inch at top, sides, and bottom.
3. Single spacing is preferred to economize on the number of pages.
4. Article reprints should be current (2021 or later). Additional articles can be listed in a bibliography. Please provide clean, camera-ready copy of each article to be reproduced. Please 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. Article reprints may be sent in hard copy instead of e-mail.
5. As you prepare your presentation, please ensure it does not promote, market, or sell any product or service. The purpose of PDI is education, and participants will be more impressed if you share quality information than if they think you are selling your services.

Future Dissemination of Materials

NALP reserves the right to use, disseminate, and reproduce the materials, for purchase or otherwise, to interested parties after the conference has ended.

Please submit all handouts to mhagner@nalp.org for posting.

Questions

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