



**2004 Substantive Law Conference
Los Angeles, CA
Materials Policy**

The track leader is responsible for collecting written materials from those who will serve as faculty trainers on the substantive track. The track leader should then submit a single-packet, completed hard copy set of written materials to NLADA by **June 11, 2004**. **NLADA will NOT reimburse track leaders or trainers for materials not copied by NLADA or materials submitted after June 11, 2004. There will be no exceptions.** To help avoid confusion from past years, ALL materials must be received in **Hard Copy**. No electronic submissions will be accepted this year. **NLADA will only accept written materials from the track leader, not from individual trainers.**

NLADA encourages tracks trainers to provide information that will be a good resource or reference materials that participants can consult after returning from the training. The following is a partial list of the types of materials and information track trainers should consider providing:

- Written summaries and analytical papers concerning the subject matter.
- Copies of hypotheticals to be covered during the track.
- Copies of cases reflecting the latest developments in the substantive area.
- Copies of seminal cases relating to the substantive area.
- A bibliography of cases, articles and books discussed during the track, as well as other relevant cases, articles and books.
- Law review articles, as well as other articles and publications, addressing the subject matter.
- When applicable, copies of recently enacted or proposed legislation, regulations and/or rules.
- When appropriate, charts and graphs.
- List of Web sites and other sources containing useful information regarding the subject matter.
- A list of the names and contact information for all of the track trainers.
- An index of all information provided during the track.

All materials must be copyright approved. The NLADA Release and Permission form must accompany all materials and must be copyright approved. NLADA encourages tracks to start now in trying to get copyright approval for those materials they will want to include in the track materials. Additionally, materials not meeting NLADA Written Material Standards will be included only at NLADA's discretion.

To assist NLADA in reproducing your materials in the most accurate format, please include a coversheet with your materials indicating the following:

- 1) Track Name or Workshop Title (e.g. EMPLOYMENT LAW TRACK or Workshop on Ethics)
- 2) Track Leader or Workshop Leader Name (e.g. Susan Day, Managing Attorney)
- 3) Table of Contents that lists each individual document submitted and the order in which they should be reproduced.

All written materials must be sent to NLADA by June 11, 2004.

Please do not send electronic versions of materials to any NLADA staff members.

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