



## Course Material Requirements

Your time in front of a live or a webcast audience is limited but your course materials have a lasting impact.

State Bar of Wisconsin PINNACLE, the Wisconsin Supreme Court Board of Bar Examiners, and the program attendees expect substantive and high-quality course materials for each CLE program offered. Program attendees appreciate thorough materials and find having sample forms, sample language and check-lists especially useful. Please include these in addition to your substantive materials when appropriate. But know they cannot stand as course materials on their own.

Please prepare your PINNACLE course materials to include **one or more of the following substantive materials**. Inadequate course materials may jeopardize program CLE accreditation.

### Substantive Materials

- Detailed Outlines
- Articles
- Essays

### Additional Materials

- Checklists
- Forms
- Code Excerpts
- Sample Letters
- Briefs
- Court Decisions

**A PowerPoint is not considered a substantive course material.** Creation and use of PowerPoint slides to highlight certain issues and/or topics for your presentation is acceptable.

### Acceptable formats for submitting Course Materials

- Microsoft Word
- Original PDFs (*non scanned*)
- Website URLs

With regards to copyright, **it is your responsibility as a presenter to obtain permission for use of any copyright-protected content in your presentation.** You are required to contact the author, publisher or organization for each copyright-protected material you wish to include in print materials and ask for permission to reproduce. **You need to send us verification that you have received written permission.** For any copyrighted item which written permission has not been sent, staff will contact you to revise your materials.

### Copyrighted material includes, but is not limited to, the following:

- Journal, newspaper and magazine articles (*including online publications*)
- Resources such as Fastcase, Westlaw and other subscription publications
- Photographs & Cartoons
- Images and other art work (*other than Clip Art*) including Google Images (*where copyright permission from the original owner is required*)
- Internet resources such as YouTube videos, Shareware and material from blogs
- Videos and audio recordings (*please review web sources for "fair use" guidelines*)
- Advertisements from any publication