



## IMLA EVENTS — Paper Requirements / Speaker Guidelines

### **Thank you for agreeing to speak and present your paper at our event!**

This is a **summary of the Paper Requirements** for you to keep in mind as you prepare.

**General.** IMLA will distribute copies of your paper in advance of the event by posting the paper online for attendees to download, and onsite at the event as a flash drive.

**Deadline.** The paper is due at the IMLA office on or before **March 8, 2010**. Please e-mail your paper to IMLA at [trina@imla.org](mailto:trina@imla.org) in an **editable –text, electronic format**. Papers submitted after this date will not be included on the event flash drive and you will need to print **200 copies** of your paper and ship them to the Seminar hotel (Omni Shoreham, Washington, DC) for distribution.

**Substantive Requirements.** IMLA event papers are invaluable sources of legal information to local government law practitioners. Papers should be substantive and scholarly, but also offer practical information. The paper should include full sentences and paragraphs rather than mere topic words under each heading and subheading (e.g., No outlines or point-form summaries). We do not have a maximum page requirement, but ask that your paper be longer than five pages. Papers should take into account a national audience: statutory and case law cited and discussed should be from a variety of jurisdictions to give the paper a national focus. Do not concentrate on the law of only one or two states. If you would like a sample paper to review, please contact IMLA at [trina@imla.org](mailto:trina@imla.org).

**Format.** The paper must be **editable –text, electronic format**. Margins should be set at 1” from the top and bottom of page, and 1.5” from the left and right sides. Text should be in the Times New Roman font and in 12-point size. Paragraphs should be single-spaced, with double spacing reserved for separating paragraphs and sections. Exhibits and attachments that are **not** provided electronically **cannot** be included.

**Title Page.** Your paper should include the following IMLA title Page information as the first page (top sheet): 1) International Municipal Lawyers Association, 2010 Mid Year Seminar, Washington, DC. 2) Work Session Title, 3) Title of Presentation, 4) Presenter’s Name, 5) Presenter’s Title, 6) Presenter’s Office and 7) add the following “©2010 International Municipal Lawyers Association. This is an informational and educational report distributed by the International Municipal Lawyers Association during its 2010 Mid Year Seminar, held April 18-20, 2010 in Washington, DC. IMLA assumes no responsibility for the policies or positions presented in the report or for the presentation of its contents.”

**Copyright/Distribution.** Your paper must be an original work that does not infringe the copyright of another. All speakers must provide IMLA with a no-exclusive **Written Release**. Permitting IMLA to distribute and sell your paper to event registrants as well as to non-registrants. If your paper is copyrighted or includes copyrighted materials and you do not own the reproduction rights, please confirm with IMLA that you have obtained permission from the copyright owner to authorize IMLA’s use of the paper or materials.

**Presentations:** You can review the specific time of your presentation later when the program document is posted on-line.

**Questions!** If you have questions, please call Trina S. Paschal at (202) 466-5425 ext. 7102 or e-mail [trina@imla.org](mailto:trina@imla.org).