

# Written Materials Content Requirements

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## Does NACUA require materials?

Yes, all regular sessions require materials. For the Annual Conference, 45-minute sessions require materials as well. Written materials should form the basis of your presentation and function as a lasting resource that can be consulted long after the program is over. This requirement also allows NACUA to apply for CLE credit, which is highly valued by workshop attendees.

## What kinds of materials does NACUA require?

NACUA requires manuscripts or practice aids. Sessions that provide manuscripts can also include sample documents, applicable forms, checklists, and other practice aids. Please work with your session coordinator and fellow presenters to determine the type of materials best suited to your session. If you have questions about the adequacy of your materials, please discuss this with your session coordinator or directly with the NACUA staff liaison. PowerPoint slides may *not* be submitted as written materials.

## What does NACUA require for manuscripts?

Manuscripts are a well-organized, narrative text with appropriate legal citations. They can also be structured in a question and answer format including a substantive legal analysis, with discussion of appropriate legal authority and practical considerations. Manuscripts can be accompanied by sample documents, applicable forms, checklists, and other practice aids you have identified. Also consider including a bibliography of the reference materials used in preparing your materials. For further information, download an outline [manuscript template](#) or view a [sample manuscript](#).

NACUA is committed to fostering an inclusive environment for our members. Our core values of diversity, inclusiveness and respect are the foundation of our consideration to providing accessible materials to all members, including those with disabilities. In preparing materials for your session, we kindly ask that you consider these NACUA values by utilizing the following guidance to make your documents accessible, specifically to screen reader software. For more information on how to make documents accessible visit [The National Center on Disability and Access to Education](#).

## What are “practice aids?”

For certain sessions, “practice aids” may be a better resource than a manuscript. Examples of appropriate practice aids include sample documents (agreements, policies, letters, etc.), checklists, pertinent excerpts from cases, statutes and regulations, hypothetical case scenarios, FAQ lists and bibliographies of relevant resources. In addition, NACUA encourages the preparation and inclusion of annotated forms of agreement, policies and practical materials for workshop sessions devoted to legal policies, transactions and agreements. For further information, view a [sample practice aid](#).

## What is the required length of session materials?

Each session is required to submit 10-30 pages of substantive materials; each session should have no more than 30 pages of combined written materials total. This requirement applies to both manuscripts

and practice aids. Speakers may elect to (and are encouraged to) work together on preparing a single, consolidated document in lieu of submitting separate materials. In such cases, speakers may divide responsibility drafting the materials however they see fit. For example, one speaker may agree to be the primary author of the initial draft with the other speakers offering edits and comments.

### **Are discussion groups required to submit materials?**

Discussion groups do not require written materials. However, written materials may be produced if desired. Unlike regular sessions, written materials complement the discussion, but are not the basis of the discussion among attendees

Discussion groups are limited to 1-10 pages of materials in order to maintain the focus on the discussion.