

# EDUCATE

## WRITTEN MATERIALS

LESA and our registrants expect all panelists to produce written course materials. Please email your materials to:

[materials@lesa.org](mailto:materials@lesa.org)

**Paper vs. Presentation:** The paper reinforces your presentation and expands the audience's understanding of the material. The materials will be used afterward as a reference source and research aid both by attendees and by those who purchase the written materials. The presentation gets the audience involved in the topic and excited to learn more.

**Materials should be substantive and practical.**

Please submit materials that are pragmatic in nature and constitute a resource for further reference. Your materials should include relevant statutory and case law citations.

**Valuable teaching aids:** PowerPoints, checklists, sample documents, annotated documents, charts, timelines, comparison charts, flow charts, sample pleadings and fact scenarios/case studies with answers and outlines are encouraged as educational aids in your materials.

**Submission:** When submitting written materials, please ensure that you complete the Grant of Interest form and return it to LESA as soon as possible. The materials should be submitted electronically (not faxed) and should comply with the LESA formatting guide.

Presentations are supplemental to your paper and will not be accepted in place of written materials.

Consider trends and changes in legislation. What does your audience really need to know?

Material belonging to others requires necessary copyright permissions for reproduction.

Materials must be sent electronically in a WORD file to [materials@lesa.org](mailto:materials@lesa.org)



# FORMAT

Consistent formatting gives written course materials a professional look and feel. Please use this guide when submitting your seminar materials and format like the sample below:

## MATRIMONIAL PROPERTY

### INTRODUCTION

In the first part of this paper, the rules governing the determination of a matrimonial property claim on death were discussed. The second part of this paper deals with the interconnection between matrimonial property claim and the administration of the estate of the deceased spouse. The understanding of this interconnection will influence how wills are drafted and how estate plans are implemented.

### DUTIES OF THE PERSONAL REPRESENTATIVE

#### Serving Notice on the Surviving Spouse

As is now the case, the personal representative must serve notice on the surviving spouse of his or her rights under the Matrimonial property Act in all estates where the surviving spouse is not the sole beneficiary under the will or upon intestacy.<sup>1</sup> This notice is part of the application for the grant of probate or grand of administration and the grant will not be issued unless this notice has been served.

#### Titles and Headings:

1. All capitals
2. 11 pt. Franklin Gothic Medium
3. Centre titles
4. Left justify headings

#### Body Copy:

1. 11 pt. Franklin Gothic Book
2. Left justify text
3. 1.5 line spacing
4. One inch margins

#### Sub - headings:

1. 11 pt. Franklin Gothic Medium
2. Left justify text
3. Capitalize 1st letter of key words

#### Footnotes:

1. 9 pt. Franklin Gothic Book
2. Left justify text

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<sup>1</sup> Administration of Estates Act, RSA 2000, c.A-2, s.7



# PRESENT

## POWERPOINT PRESENTATIONS

When created effectively, PowerPoint presentations have the potential to elevate your message, clarify your content and engage your audience. Please consider the following tips for use in your presentation:

- Use no more than 6 lines per slide
- Keep to 36 words for each slide
- Avoid busy backgrounds
- Avoid animations and sound effects

To test an existing slide or image, hold a printed copy six feet from you. If you cannot read it easily, your audience will have the same difficulty.

For additional tips on creating effective PowerPoint presentations, please see the “So You’re Going to Present” videos on our website: [www.lesaonline.org/volunteer-resources.asp](http://www.lesaonline.org/volunteer-resources.asp).

Please email your materials to: [materials@lesa.org](mailto:materials@lesa.org).

If you would like to integrate Audience Response Questions please contact us!

PresentationZen.com is a fantastic resource for creating great presentations.



Legal Education  
Society of Alberta

# ENGAGE

## AUDIENCE RESPONSE TECHNOLOGY

Audience response systems are a simple but powerful way to enhance audience engagement.

These systems allow the audience members to participate in your presentation by answering questions about their background, experiences, and opinions. The system can capture and display participants' aggregate responses immediately and allows those responses to be revealed during the seminar.

This valuable feedback can help guide your presentation and can spark discussion among attendees.

## BENEFITS YOU AND YOUR AUDIENCE

Learn more about your audience and make your presentation interactive presenter by seeking demographic information and adjust your presentation accordingly.

Responses are anonymous, so even sensitive questions result in honest, candid answers.

Involve your audience directly in your presentation. Present scenarios and allow registrants to make the choice before explaining the 'right' answer.

If you would like to integrate the Audience Response technology into your existing presentation, email [materials@lesa.org](mailto:materials@lesa.org) so we can help you create your PowerPoint slides.

**Your office is..**

At home? Shared?  
Leased? Commercial?

**Have you experienced  
the lawyer discipline  
system?**

**Should experts  
review discovery  
transcripts?**



1. Learn more about your audience and be a more interactive presenter by seeking demographic information and adjust your presentation accordingly.  
Your office is
  - (a) in your home
  - (b) in an office sharing arrangement
  - (c) leased in an office building
  - (d) in a commercial building you own
  - (e) Other
2. Responses are anonymous so even sensitive questions result in honest and candid answers.  
Experience with the lawyer discipline system:
  - (a) received a request for investigation
  - (b) required to respond to request
  - (c) a formal complaint was filed against me
  - (d) I was disciplined
  - (e) all of the above
  - (f) none of the above
3. Involve your audience directly in your program. Present scenarios and allow registrants to make the choice before the presenter explains the 'right' answer.  
Should experts review discovery transcripts?
  - (a) Yes
  - (b) No
4. Solicit opinions and offer the participants an opportunity for the audience to express their view.  
In your opinion, the fees that residential real estate lawyers charge are:
  - (a) too low, across the board
  - (b) too low for many services, OK for others
  - (c) pretty much correct, across the board
  - (d) too high for many services, OK for others
  - (e) too high, across the board
5. Ask questions that prompt discussion as there is no intended clear response.  
The most important characteristic of a litigation practice in 2019 will be:
  - (a) fixed fees
  - (b) efficient workflow
  - (c) low cost non-lawyer support
  - (d) marketing campaigns geared to "the 85%"
  - (e) fantastic lawyers

Considerations and  
formatting ideas  
for great ARU  
questions

- No more than 6 – 8 questions are recommended per session
- Questions should be clear and easily understood
- Use an 'ice breaker' to introduce the use of the audience response units
- Track changes in understanding or opinions by asking the same question at the beginning and end of your presentation. Use a side-by-side results comparison slide.

Quick tips for  
using and ARU  
questions