<div align="center">

"Tell me and I forget. Teach me and I remember…
Involve **me and I** *learn***"**

<u>Program Material Guidelines</u>

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The starred (*) guidelines exist to follow the State of Illinois Department of Regulation requirements for Continuing Professional Education.   In order for your session to qualify for CPE credit, a material must be submitted for your session.

I.   **General Guidelines**

   *A.   **Substance:** Program materials must have enough substance to be useful to attendees after the program. They must be a developed outline or connected copies of slides.

   *B.   **Required review:** Materials for all lengths of programs must go through review prior to their presentation. They will be reviewed for quality and accuracy of content **and** for quality of presentation.

   C.   **Interactive format:** Materials for presentations should contain, if and where possible, case studies or other interactive learning tools rather than be designed for a pure lecture format.

   D.   **Visual presentation:** In order for attendees to print the materials, please refrain from using dark background color (causes an excess of ink to be used) and animation. Please make sure font color is dark enough to read and large enough to see. We recommend font size 32. In addition to this, we strongly advise not to use PDF files as presentations for the overhead projector as it can be very difficult to navigate and also difficult for the attendees to read, especially for those at the back of the room.

PowerPoint presentations will be loaded onto the Society's laptop computer to ensure smooth transitions between speakers the day of the conference.

All presentation rooms will be set with a microphone, podium, and LCD projector (if you submit a PowerPoint). If you have special audio visual requests please include that on the second page of your speaker agreement.

Contact Paul Burton at (burtonp@icpas.org, 312.517.7643) if you have any questions.