

CONTINUING PROFESSIONAL DEVELOPMENT

Law Society of Ontario

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GUIDELINES FOR PREPARING PROGRAM MATERIALS

Accessibility

Effective August 15, 2020, all submitted LSO CPD materials must be compliant with the standards as laid out in the *Accessibility for Ontarians with Disabilities Act (AODA), 2005*.

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Grant of Permission Form

The Law Society requires all presenters to sign and submit the [Grant of Permission form](#) prior to the program. Please-email or fax the completed form to the attention of your Program Coordinator at fax number 416-947-3370.

Biographies Format

Biographies should be no longer than 1 page in length. Photos are optional.

Written Papers File Format

Microsoft Word (.doc) is preferred, however, PDFs will be accepted as long as they meet AODA standards

Note: Content must be text-based (editable and reusable), and not contained within a scanned document wherever possible since scanned documents pose a problem for accessibility and usability. Document security must be removed prior to submission.

Page Layout

- Author's name and firm under the title of paper
- Title in upper and lower case
- 8-1/2" x 11" paper
- 1" margins
- 1.5x line-spacing
- Font: 12 point Calibri
- Page numbering: bottom centred
- Do not include header or footer with firm/company name or logo
- Citations to case law should be placed in an appendix to your written paper

PowerPoint Presentations

Speakers do have the option of preparing and providing a PowerPoint slide deck for presentation purposes only. Click [here for LSO CPD's tips on preparing a slide deck](#).

If you are considering using a PowerPoint slide deck as part of your presentation, please reach out to your Program Coordinator who will provide you with appropriate detailed logistical information.

Language

Language should be "gender-neutral."

Citations

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