

## CONTINUING PROFESSIONAL DEVELOPMENT

Law Society of Ontario

130 Queen Street West, Toronto, ON M5H 2N6

Phone: 416-947-3315 or 1-800-668-7380 ext. 3315

<https://store.lso.ca/>

## GUIDELINES FOR PREPARING PROGRAM MATERIALS

### Accessibility

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

### Copyright and Grant of Permission

Ensure that the materials you are submitting for this CPD program are original with you and/or your co-author and that their publication will not infringe upon the intellectual property of others, they are not libellous, and do not breach any confidence. If you do not hold copyright to the materials, including published works (other than statutes or cases) and materials originally prepared for another purpose, you are required to provide the Law Society of Ontario with a Grant of Permission Form signed by the copyright holder.

### Grant of Permission Form

As of July 2024, all speakers will be required to review and submit their Grant of Permission form online. A Survey Monkey web link will be sent to you directly with instructions on completing the required Grant of Permission form for your program, please be sure to look for it.

### 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

The Law Society no longer includes case law, legislation, or any other material that is readily available elsewhere. If it is critical to your presentation to include the full text of a case, obtain the case from LexisNexis™ Quicklaw™ or CanLII. The Law Society has obtained permission from LexisNexis™ Quicklaw™ to reproduce any cases that contain "j" citations, which are Quicklaw versions. (e.g. [1989] S.C.J. No. 54). Caselaw from CanLII ([www.canlii.org](http://www.canlii.org)) can be reproduced freely without permission.