



Professional Responsibility MCLE Presenter Tips

1. Prepare an identifiable segment of not less than 30 minutes for presentation on professionalism, diversity issues, mental illness and addiction issues, civility or legal ethics.
2. Submit high-quality, fully developed written materials to ISBA **6 weeks** prior to the presentation so ISBA can apply to the Illinois Supreme Court Commission on Professionalism for credit approval and have sufficient time to receive approval and promote the PMCLE credit. Attendees frequently choose programs based on whether the PMCLE credit is pre-approved.
3. Submit original materials. If copyrighted materials are submitted, you must secure and provide written permission for ISBA to reprint and use them in future electronic presentations. *Westlaw and Lexis materials cannot be accepted due to copyright issues.*
4. Incorporate active learning experiences into the delivery method – such as hypotheticals or case simulations – to encourage audience interactivity.
5. Review the Illinois Supreme Court Commission on Professionalism’s Professional Responsibility Course Development Checklist prior to developing your presentation.
<http://www.ilscpc.org/pdfs/Course%20Development%20Checklist.pdf>