

2007 Mid-Winter Institute
January 24 – 27, 2007
Sheraton New Orleans Hotel, New Orleans, LA

Style Sheet for Online Meeting Materials & Post-Meeting CD-ROM

Please read and follow these directions carefully. If you have any questions before beginning, please call Cheri Gainor at (703) 412-4357.

1. Paper, PowerPoint & Bio Submission Deadline: **Thursday, December 15, 2006**. Please send by e-mail to aipla_papers@aipla.org to arrive no later than **Thursday, December 14, 2006**. We accept Word or WordPerfect for paper and bio submission.
2. Times Roman is the font of choice.
3. Use 8½ x 11 white paper. Foreign papers should adjust accordingly.
4. First page of paper should have title at the top, centered, bold, upper and lower case, use 12-pt bold. Include your name and firm/company.
5. One inch margins all around, single spaced text, justified margins. All headers are flush left, bold, upper and lower case. Sub headers are indented 5 spaces (1 tab space), bold.
6. When preparing your paper, please use standard outline format for headers and sub headers (or simply use paragraph style):
 - I.
 - A.
 1.
 - a.
7. Number pages, begin with 1, center bottom of page. Do not number cover page.
8. Footnotes are 9 pt.
9. Papers should be no more than 25-30 pages, single spaced.
10. Please include a short bio with your paper.
11. We also accept **PowerPoint®** presentations **in addition to papers**. For many states, CLE credit is awarded only if papers supplement the presentation (PowerPoint® slides are not sufficient).

Updated 9/22/06