

Dear AILA Panelist,

Thank you for your participation in our webinar or conference. As you know, part of your responsibility as a panelist involves coordinating with your co-panelists to produce a short, five- to seven-page practice advisory addressing the bullet points for your topic and geared toward providing readers with practice-oriented advice. These advisories eventually will be published and distributed to all web seminar and/or conference registrants, and they may be uploaded to our online archive, AILALink, accessible by all subscribing members. Thus, please make sure your advisory is professionally done, properly cited, and worthy of publication when you submit it.

Because of CLE accreditation requirements, ***no panel is exempt from completing a practice advisory.*** Failure to turn in an advisory may result in your panel not qualifying for CLE credits. If you need a short extension beyond the given deadline, please email the following AILA staff member in advance of that date:

- Web seminar practice advisory: **Thomas Thornton** (tthornton@aila.org)
- Conference practice advisory: **Rizwan Hassan** (rhassan@aila.org)

Please contact your co-panelists as soon as possible to plan out how your practice advisory will be completed. Ultimately, while it is the discussion leader's responsibility to see that the practice advisory is turned in by the deadline provided, each panelist is responsible for contributing to the writing of the practice advisory and making sure it is well-organized, properly cited, useful to practitioners, and worthy of publication.

Note: Your turning in the advisory is merely the beginning of the publication process. Each advisory also must go through several steps before final publication, including formatting, in-house editing, peer review, etc. For these reasons, it is important that you submit your advisory by the deadline provided.

Please submit your advisory as a **Word document**. Be sure to include the name of each author in the byline of the article, followed by a brief bio for all authors beneath the byline. Also, please read through and carefully follow the guidelines contained in the AILA style sheets (see links provided on the main page) while preparing your advisory. A link to a sample advisory also is provided for your reference.

Finally, here are a few more quick tips to help you along as you write:

- Please provide accurate citations, in the form of **footnotes (not notes embedded in the text)**, to appropriate statutory, regulatory, and case law. Proper citation format can be found in the AILA Style Manual attached.
- Please include, whenever possible, hypotheticals, practice pointers, and other related devices to illustrate your legal arguments and help practitioners better understand your topic.
- Please make your advisory as concise and organized as possible.
- Use the bullet points for your panel to help guide and organize your writing, and please make sure that these bullet points are covered in your advisory (though each

bullet point does not have to be covered in equal depth). This is important for CLE purposes.

- Please include **a short bio for each author** beneath the byline, as shown in the sample provided. Advisories submitted without author bios will be returned.

Remember that the advisory only needs to be five to seven pages. If you feel you can't cover your topic sufficiently in seven pages, you are welcome to turn in a slightly longer advisory, but please try to keep it to 10 pages or so.

Thank you again! We know how busy you are, so AILA really appreciate your efforts in ensuring that the writing requirement is satisfied. If you have any questions, please don't hesitate to contact a member of our staff. Good luck!