



Special Institute on Indian Law and Natural Resources: The Basics and Beyond

September 26-27, 2017 – Westminster, Colorado

PAPERS AND OTHER COURSE MATERIALS

Papers and Other Materials

Foundation institutes are well known, valued, and greatly appreciated for featuring outstanding speakers with substantive, scholarly, and practical papers that are clearly organized for registrants in a course manual. Speakers may request sample institute papers from the Foundation.

Guidelines for Papers

Papers should be well researched, footnoted, and have scholarly and practical value. All papers must avoid political and positional advocacy. Deviations from this may result in the Foundation not publishing a paper.

Papers should be single spaced, with double spacing between paragraphs. All abbreviations should be defined when used the first time. Unusual or new definitions should be explained even if used by other speakers. Footnotes may be included either at the bottom of the page or at the end of each paper. For guidance on citation form, see RMMLF Annual Institute Citation Guidelines or *The Bluebook*. The goal is to enable readers to locate the cited sources. In general, materials from speakers will be reproduced as received.

PowerPoint Presentations

A PowerPoint or other visual presentation is strongly recommended, as our attendees have come to expect a visual accompaniment to presentations. Your name and affiliation should only be on the title slide. Avoid “text-heavy” slides. Font size should be large enough to be visible throughout the room. Let us know in advance if your PowerPoint will include sound. [See RMMLF PowerPoint Guidelines.](#)

Narrative Bio

Speakers are requested to provide their brief, narrative biographical paragraphs (approximately 300 words or less) as soon as possible to Frances Hartogh (fhartogh@rmmlf.org). These will be posted on the Foundation website and included in the institute materials.

Submission Deadline

Papers are due by August 21, 2017; PowerPoints are due by August 28, 2017. Please send papers and PowerPoints to Frances Hartogh (fhartogh@rmmlf.org). It is critical that these deadlines be met to allow ample time for formatting, printing, and shipping.

Coordination

Speakers are requested to coordinate presentations and papers with one another to minimize or eliminate overlap.

Questions

Contact Frances Hartogh (fhartogh@rmmlf.org), tel. (303)321-8100 ext. 107.



PowerPoint Guidelines

for presenting at RMMLF programs

YES:

- Simple font (Arial, for example)
- Large font size (24 pt or bigger)
- Dark text on light background
- Appropriate amount of text
- Simple graphics
- Firm/company name or logo on first slide only

Purposes of Confidentiality Agreements

- Permit the review of certain confidential information.
- Protect against unauthorized disclosure of confidential information.
- Protect against misuse of confidential information.



NO:

- Low contrast colors
- Fancy font *like this*
- (hard to read at a distance)
- Too much text (too small to read)
- Light text on dark background (won't print well)
- Dark photograph (won't print well)
- Firm/company name or logo should only be on the first slide

Purposes of Confidentiality Agreements

Confidential information means any and all information, data, records, reports, drill hole logs, calculations, opinions, maps, charts, drawings, sketches, plans, documents, summaries, memoranda, studies, analysis and other geological or technical information in written, oral or electronic form and whether or not noted thereon to be confidential pertaining to the Project or the Properties provided to the Receiving Party or its Representatives by the Disclosing Party or its employees or other authorized Representatives and all summaries, notes, copies there from and all notes, memoranda, observations, studies, calculations based thereon.

The Area of Interest of the Project will be the area comprising the Properties described in Exhibit A attached hereto. The Receiving Party shall not be authorized to acquire any mining concession, mining licenses or any other mineral interest or assets, whether directly or indirectly, related to or located within the Properties.



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