

CLE

Alaska Bar
Association

Small Office Toolbox: The Management Skills They NEVER Taught You in Law School

Wednesday, January 26, 2017

8:30 a.m. – 12:45 p.m.

Hotel Captain Cook, Anchorage

4.0 Ethics

CLE Credits

Registration Fee: \$119



RESERVE YOUR SPACE AT THE LIVE SEMINAR TODAY!

Small Office Toolbox...

CLE # 2011-003

Early Bird Registration: \$119

At the Door: \$144

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Register online:
www.alaskabar.org

Mail:
Alaska Bar Association
P.O. Box 100279
Anchorage, AK
99510-0279

Fax:
907-272-2932

Check enclosed Visa Mastercard

Acct #: _____

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Register for the Live Webcast: www.legalspan.com/alaskabar/catalog.asp

Small Office Toolbox: The Management Skills They NEVER Taught You in Law School

Wednesday, January 26, 2011

Presenters: Allison Mendel, Mendel and Associates and Marjorie Kaiser, CPA

Agenda:

- 8:00 a.m. Registration begins
- 8:30 a.m. Organizing a Small Practice
- Business forms: proprietorships vs. partnerships vs. corporations
 - Employees vs. contractors
 - Accounting: bank accounts, billing programs and procedures, using accounting professionals and using accounting software
- 10:45 a.m. Break
- 11:00 a.m. Avoiding Financial Transgressions
- Fraud Prevention
 - Management of Trust Funds
- 12:45 p.m. Adjourn

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MCLE CALIFORNIA INFORMATION: The Alaska Bar Association is an approved California MCLE provider. The Alaska Bar Association certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

LIVE CLE PROGRAM DISCOUNTS: (Only one category of discount may be applied per program.) Walk-in Registration will add \$25 to fee.

GROUP REGISTRATION DISCOUNT: To receive a group discount, the names of all the registrants from your organization and the name of the CLE must be emailed to info@alaskabar.org. 10% off the registration fee for 2 members of the same organization; 20% off for 3 - 5 members of the same organization; 30% off for 6 or more members from an organization.

BAR MEMBERS ONLY TRAVEL DISCOUNT: 50% for travel to CLE via commercial air carrier. Show proof of travel at CLE. 20% for driving 100 miles or more one way to CLE.

STUDENT DISCOUNT: 50% off the registration fee for full time students. Show proof of student status at CLE. No Discounts for Webcast.

CANCELLATION POLICY (not applicable to free CLE programs): Registration fees will be refunded, less a \$25 administrative fee, for cancellations up to one business day prior to the program. No refunds given on or after the date of the program: however, program materials are available upon request and DVDs maybe available on select programs, please inquire. Registrant substitution is permitted at all times.

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