

Technology Roadshow

Juneau

Monday, September 10, 2012
Westmark Baranof Hotel
8:30 a.m. - 4:30 p.m.
\$169 Registration Fee



CLE # 2012-032
6.0 Ethics Credits
\$129 for Non-Attorney Legal Staff

Anchorage

Tuesday, September 11, 2012
Atwood Building, Room 240
8:30 a.m. - 4:30 p.m.
\$169 Registration Fee



CLE # 2012-033
6.0 Ethics Credits
\$129 for Non-Attorney Legal Staff

Fairbanks

Wednesday, September 12, 2012
Westmark Hotel
8:30 a.m. - 4:30 p.m.
\$169 Registration Fee



CLE # 2012-034
6.0 Ethics Credits
\$129 for Non-Attorney Legal Staff

8:00 a.m. Registration

8:30 a.m. Help! My Inbox is Exploding!

Since email has become our primary means of communication, lawyers have been struggling with email management. In this session we will discuss some practical tips to help you finally gain control of your inbox and be more productive. Using some of the features built in to Outlook coupled with a few Outlook add-ins, this session is sure to give you some helpful productivity tips so the sound of "you've got mail!" does not send you running for cover.

9:30 a.m. Break

9:40 a.m. Paper Reduction Strategies for the Small Firm

Transitioning to a paperless office involves more than just scanning incoming documents; it requires a strategic approach and a strong commitment. This session will offer a practical approach to scanning, digital file organization, digital workflow, finding files, elimination of unnecessary printing as well as electronic document review. It is not about eliminating paper, it is about reducing paper.

Agenda continued on back...

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

Phone: 907-272-7469

Fax: 907-272-2932

or register at www.alaskabar.org

Technology Roadshow...

CLE # 2012-032, 33, 34

Early Bird Registration: \$169 At the Door: \$194

AK Bar Member #: _____

Non Bar Member

Name: _____

Firm: _____

Address: _____

City/State: _____ Zip: _____

Email: _____

Phone: _____

Check enclosed Visa Mastercard

Acct #: _____

Exp. Date: _____

Name on card: _____

Signature: _____

Billing Zip Code: _____

Total Enclosed: \$ _____

Agenda Continued...

10:40 a.m. Break

10:50 a.m. PDF Productivity

Because pdf is the standard in universal file formats, it is important that we explore the power of a pdf file. From metadata protection all the way through digital document storage, Acrobat and other pdf creation software programs have become a staple on nearly all law office computers. In this session we will explore the features of Acrobat, discuss why every firm should have a "PDF First" policy for sharing documents and highlight some of the timesaving productivity tips you need to know.

11:50 a.m. Lunch – On Your Own

1:15 p.m. Champagne Technology on a Beer Budget

Specific recommendations and thorough descriptions of all the hardware and software technology you need to outfit a first class law office, all within a reasonable budget. From computers and printers suitable for lawyers to case management software; from billing and accounting software to smartphones, search and faxing software; from backup systems to word processor/office suite; and most important-training. Also included: finding the best deals on law office technology.

2:15 p.m. Break

2:30 p.m. The Traveling Lawyer – Taking Your Show on the Road

Don't let being out of the office prevent you from being able to effectively serve your clients. In this session we will discuss the variety of ways, from mobile phones to remote access to safely carrying your data, that working on the road can be very similar to working in your office.

3:30 p.m. Using Technology to Build Malpractice Avoidance Procedures into the Way You Work

This seminar discusses the top 10 malpractice traps and how the proper incorporation of technology into your practice can eliminate or alleviate 7 out of the 10. We will discuss law firm management strategies, case management software and document assembly/automation software. See if your firm is following "best practices" and identify areas of improvement. Issues addressed include calendaring, docketing, client communication/relations, research and investigation, conflicts of interest, documentation of work and more.

4:30 p.m. Adjourn

Presented by: Debbie Foster, Affinity Consulting Group - Tampa

fine print

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.