



## Solo and Small Firm Technology Conference

Friday, August 23, 2013 | Hotel Captain Cook | 8:30 a.m. - 3:30 p.m.

\$159 Registration Fee | 3.0 General CLE Credits + 2.0 Ethics CLE Credits | CLE # 2013-025

*Presented by:* Debbie Foster, Partner, Affinity Consulting Group

**8:30 a.m. Legal Tech Tips, Tricks, Gadgets and Cool Stuff**

One of our most popular seminars covers all of the latest developments in legal technology. We'll cover where to go for legal-specific tech help, gadgets and utilities that will help you communicate with your clients better and improve the service you render, tablet and cloud-computing tips, software that can help you explain difficult concepts to clients more effectively, ways you can securely share documents with clients and opposing counsel securely, and more!

**9:30 a.m. BREAK**

**9:45 a.m. Time Management for Lawyers: It's Five O'Clock Already?!**

Is technology a servant to you or are you a servant to technology? This seminar will not only teach you how to manage your daily tasks, but you will also learn how technology can help you improve communication and even help you achieve your personal professional goals. We have become so dazzled by technology and gadgets that we have let ourselves become servants to technology. This must change! Attend this seminar and enhance your time management and technology skills to regain control of your crazy task list.

**10:45 a.m. BREAK**

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

Fax: 907-272-2932

or register at [www.alaskabar.org](http://www.alaskabar.org)

Solo & Small Firm... 2013-025

AK Bar Member #: \_\_\_\_\_

Non Bar Member

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Registration: \$159**

**Door Fee: \$184**

Check enclosed     Visa     Mastercard

Acct #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Total Enclosed: \$ \_\_\_\_\_

**11:00 a.m. Productive PDF Tips that Every Lawyer Should Know**

PDFs are the stuff of which paperless offices are made. It follows that moving beyond the basics of your PDF software can reap great rewards. In this "tricks" style session, the speakers will highlight features of some of the most common PDF software such as Adobe Acrobat, Fox-it, PdfDocs. You choose and then get the most out of your software.

**12:00 p.m. Lunch On Your Own**

**1:15 p.m. All or Nothing? Running your Entire Practice in the Cloud**

Pure Web based solutions vs. Building Your Own Cloud Infrastructure. Join this session to see how to arrange your cloud services to best fit your needs. Learn the practical use as to whether or not to have all of your operations in the cloud on a hosted infrastructure, or if you simply need to use some of the more popular services (SaaS) to fit your law practice needs. Come explore all of the options with each of these cloud set-ups and how to tie all of the pieces together.

**2:15 p.m. BREAK**

**2:30 p.m. Technology for Malpractice Avoidance**

This updated seminar discusses the top 10 malpractice traps and how the proper inclusion of technology into your law practice can help eliminate or alleviate 7 out of the 10. We will discuss law firm management, case management, document management and document automation. See if your firm is following "best practices" and identify areas of improvement. We will also discuss calendaring, docketing, client communication, research, conflicts, documentation of work, and much, much more.

**3:30 p.m. Adjourn**

## *About the presenter...*

Debbie Foster is the managing partner of Affinity's Tampa Bay office. She founded InTouch Legal (now Affinity Consulting Group SE) in 1998, seeing a need for a consulting company that focused specifically on lawyers and their technology needs. Since then, Debbie has expanded the services offered by her Tampa based office and has helped hundreds of law firms implement technology, finance, marketing and management solutions.

Debbie has been working with law firms since 1995, personally helping implement solutions ranging from practice management, time/billing/accounting, document management and general law office management issues. In addition to working with law firms throughout the U.S., Caribbean and Canada, she has also trained hundreds of consultants around the country on software programs used in law firms and best practices when consulting on a law firm's specific technology needs.

Debbie is very active in the Law Practice Management Section of the American Bar Association, and served as the Chair of ABA TECHSHOW in 2010. Debbie is also very active in Local and State Bar Associations, and she regularly speaks on topics relating to technology, management, finance and marketing of a law firm.