

Current Ranking	Abstract Title	Program Description	Skill Level
1	Contract Drafting - Part 1 - Avoiding Ambiguity (and Litigation) in Contract Drafting: Lessons from a Litigator.	Part 1 of a two-part contracts presentation: A practical drafting session involving analysis and pros and cons of the following contract clauses: Indemnification, Warranty, Patent Infringement, Limitation of Liability, and Disclaimers. How these clauses interrelate with each other and UCC concerns. With regard to indemnifications and related liabilities, how does that interplay with insurance coverage? This session provides an overview with a drafting exercise for these contract clauses.	Intermediate
2	Contract Drafting - Part 2 - Indemnification-What does it really mean and what do you really get?	Part 2 of the Contract Drafting Session: Did you know that most attorneys only have a vague idea of what an indemnification provision does and how to determine if does what you think it does? This program will dissect indemnification provisions in commercial contracts, focusing on software and service contracts but also covering other commercial contracts, to teach you what indemnification provisions mean and how you can spot problems/risks and draft a good provision. We will also cover the interaction of indemnification, warranty, liability limitation and insurance provisions.	Advanced
3	Instructions, Forms, and Templates for Implementing an Innovative Doc Retention Program	You are a small or under-resourced legal department of a multi-state or global company. You annually issue the obligatory notices asking your facilities to conduct document cleanup, and you hope the resulting certifications mean something but you're not sure. What you DO notice is the ever increasing cost of document production; your problem isn't spoliation; it's employees retaining too much and you're not sure where it all is. You might even have some members of senior leadership reputed for keeping every email and scrap of paper "just in case." Your document retention policy is so convoluted that even the lawyers don't want to read it, but there's no budget to outsource revision (or import additional assistance). Multiple states, multiple countries, multiple sites, SOP's, big challenges, no resources, and no budget. This is a step by step session WITH SAMPLE FORMS AND CHECKLISTS for how one lawyer and two paralegals rolled out a new model for increasing compliance with a global company's document retention policies.	Intermediate
4	Toolbox for Small Law Department - Managing Legal on a non-existent Budget; including the development of a Legal Wiki - adding value and increasing Efficiency	1) Top five technology tools to make SLD run smoothly; 2) SLD benchmarks for legal budgets and how to leverage other functions such as sales to minimize legal legwork; (3) What to outsource in a small legal dept; 4) When is it time to increase your staff (add a lawyer, paralegal, assistant? How the development of a Legal Wiki can help Law Departments capture knowledge and prevent them from having to "reinvent the wheel" every time clients call with the same or similar questions. Almost all legal advice we give on a daily basis can be standardized into Wiki content, resulting in a cleaner plate for you in the long run to focus on higher-priority tasks. The program will explore some available Wiki technology and will feature speakers from Law Departments who have engaged this technology to improve the legal services they provide. Skill level: Intermediate	Basic/Intermediate
5	Beginning and Growing your Compliance Program: from Birth to the Toddler Years	Interested in growing your program to its "toddler" phase from a solid but infant origin? (case/scenario based with <i>some</i> policy/process but focused on concrete to-do's) Use 2-3 company examples to illustrate and foster discussion about specific steps to get to the next level and how to leverage company culture to assist where funding or budget dollars may not be readily accessible.	Intermediate
6	Understanding Financial Statements and basic Accounting concepts	This program would cover basic concepts involved in Financial Statements, including discussion of the types of financial statements and their components (balance sheet, statement of operations, statements of changes in stockholders equity, and cash-flow.	Basic/Intermediate
7	INSURING AGAINST IN-HOUSE PERILS: Protecting The Company Lawyers	(1) DIRECTOR and OFFICER ("D&O") - Coverage provisions; Case law developments; Policy exclusions; (2) EMPLOYED LAWYERS PROFESSIONAL LIABILITY ("ELP") - Coverage provisions; Case law developments; Policy exclusions;	Basic/Intermediate
8	Benchmarking Legal to Demonstrate Value and Maintaining Your Budget as a small law dept.	Sample templates and presentation for showcasing Legal Dept accomplishments and added value to executive management on a periodic basis (graphs, charts, sample reports). Elements of a legal department budget and how to formulate it. Sample legal Dept reports again benchmarking data for other legal dept.	Intermediate/Advanced

9	Navigating Employer Landmine Issues and Managing the Employee File	How to deal with office landmines, before engaging outside counsel: (a) inter-office romance; (b) being asked legal advice by others in company; (c) confidences shared with general counsel; (d) exempt or non-exempt employees: who can work late or take work out of office; How to deal with an employee who has a problems with drugs or alcohol. What documents go into an employee's file? What documents to not. Include a discussion of some of the major documents and record retention periods for employment files, including an update on I-9 reporting. Discussion will also include documentation for employment reviews, disciplinary records, etc.	Basic/Intermediate
10	"Construction Contracting for the Generalist"	Is your company considering a construction or building restoration project? Or, did the file for this project hit your desk with the ever popular legal question "Is this OK?" A panel of experienced in-house counsel from the various players in the construction industry, Owners, Design Professionals, and Contractors will provide helpful information on what to look for, what to expect, and what questions to ask both inside and outside your company. This information, presented in a real world experience format will also cover some challenges with restoration projects that are different than new construction, and some issues to consider if the project is outside the United States. Pros and cons of using various industry-supported construction contracts, such as AIA, EJCDC, and FIDIC will be reviewed. Construction industry specific terms of art (call-back warranties, difference in conditions, builders risk insurance, performance bonds, pay-when-paid, delay damages, construction means and methods, engineering standard of care, etc.) will be discussed. Special emphasis will be placed on understanding the most-needed clause modifications for project owners.	Intermediate
11	DISASTER PREPAREDNESS	DISASTER PREPAREDNESS - Swine Flu Outbreaks; Business Interruption; Third-Party Liability; Worker's Compensation; Travel and Event Cancellation	Basic/Intermediate
12	Litigation Primer for Small Law Dept	a) Proper service – deciding to waive (if ever) and when to require it; Responding to attorneys/subpoenas issued improperly; b) Tactics for settling threatened litigation before it is filed; c) Appropriate expectations with regard to outside litigation counsel; d) Handling an attorney letter when the company should have acted differently; e) Approaching Senior Leadership about settlement when the facts make for a close call; f) Review of attorney bills; g) <u>Understanding E-discovery: Valid/invalid litigation holds</u>	Basic/Intermediate
13	Basic New Incoterms (2011)	For the practitioner new to international transactions, this course provides a basic understanding of Incoterms – what they are and how they are used - as well as a description of the differences between Incoterms 2000 and Incoterms 2010.	Basic/Intermediate
Optional	Corporate Governance Issues and Code of Conduct for Privately Held Companies	Part 1: Discussion of general areas of compliance for the small company with limited resources/budgets and no separate compliance officer. Within this scope, public versus non-public, specifically a US based subsidiary wholly owned by a parent that is a foreign public company. What are the US compliance areas. What are the musts, the nice to haves, and the can do without. Part 2: Privately-held companies are not covered by SOX, but in an age of a growing need for transparency, they may find themselves subject to government or other requirements for a code of conduct and ethics program. This portion of the program will assist participants in determine when you are required to have a such programs, what topics should be covered in such a program, and ideas to development. (When have <u>shareholders that are directors, etc)</u>	Intermediate
Optional	Certificates of Insurance and risk transfer	Parties to a commercial transaction have the opportunity to lessen or transfer risk by being named as an additional insured and obtaining a Certificate of Insurance from another party in a commercial transaction. Learn the basics of these opportunities and what can typically be accomplished and not accomplished through this process.	Basic/Intermediate
Optional	Reporting Corporate Misconduct in Small Law: Critical compliance issues for Small Law Department	How do you handle misconduct in a small law department and small company when there are no audit departments or committees. What compliance issues are critical for the small law department to monitor and what might require the assistance or support of specialized outside counsel?	Intermediate
Optional	Handling an RFP for your IT Work	1. How to handle a large IT procurement project, i.e. outsourcing, development, etc. Details on how to develop a game plan for managing a large IT procurement, RFI, RFP, Proposal Evaluation, contract, post contract issues.;	Basic/Intermediate