



Memo

To: Small Law Department Leadership
 From: Ariel Moyer, Director of Practice Networks
 Date: December 4, 2023
 Re: 2024 Annual Meeting Call for Programs

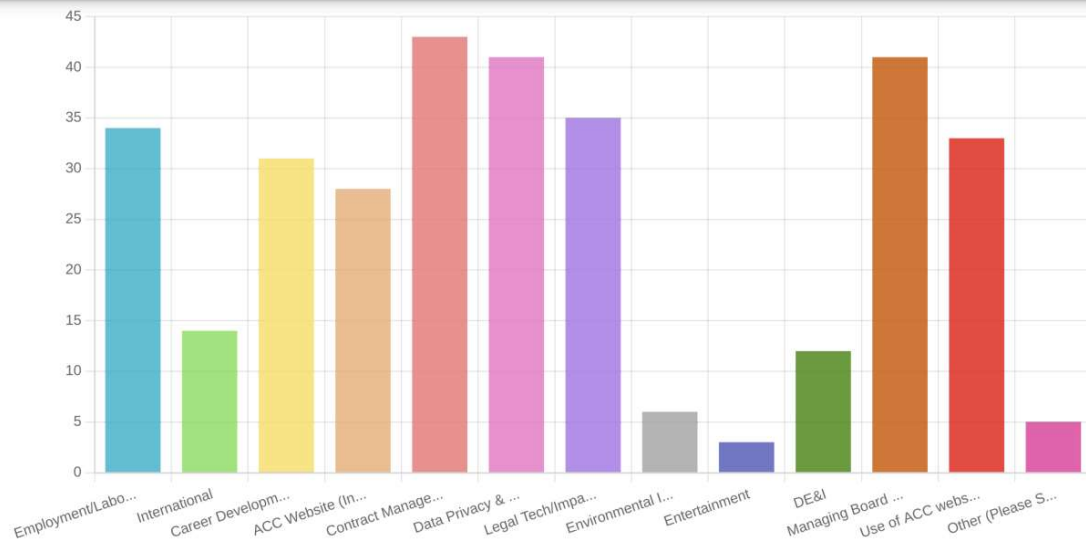
In anticipation of the 2024 Annual Meeting Call for Programs opening in December 2023, below you will find data to aid the Small Law Department Network in developing its program submissions. All data provided is representative of activity from October 1, 2021 through September 30, 2023.

2020-2022 ANNUAL MEETING SMALL LAW DEPARTMENT NETWORK SESSION ATTENDANCE AND PROGRAM STATUS

Session	Attendees
2023	
Building an In-house Legal Department from Scratch: Identifying Priorities, Red Flags, & Managing Business Relationships	216
How to Select Software Technology for Your Department	72
How to Spot Ethics Issues in a Netflix Series	269
What Every Small Law Department Should Know: Jeopardy Style!	263
Addressing Challenges in your Small Law Department	Declined
Best Practices for Managing Workflow to Prevent Burnout	Declined
Comma, All Grammar Nerds	Declined
Creation of a Business Plan to Meet Corporate Goals and Demonstrate the Value of the Law Department	Declined
How to Create a Legal Budget While Working with Your Financial Business Partners	Declined
How to find your community	Declined
Succession Planning for your Department and Yourself	Declined
2022	

How the Legal Department can be an Effective Executive Business Partner	413
Global Supply Chain Issues: Lessons Learned and Adaptations for the Future	155
Complying with US Export Controls in an Unpredictable Global Marketplace	91
What Have We Learned? Resiliency, Wellness, and the Pandemic (and other disruptors)	Declined
Anatomy of a Data Privacy or Security Incident: Effectively Managing and Mitigating Risk	Declined
2021	
OSHA Is Knocking...Are You Ready?	169
Headwinds & Tailwinds: Latest Developments Impacting the Use & Enforcement of Post-Employment Restrictive Covenants	73
How to Get the Most out of Alternative Dispute Resolution: Optimizing Mediations and Arbitrations to get a Reasonable and Cost Effective Result	Declined
How the Regulatory Assault on Big Tech Can Affect Your Business	Declined

SMALL LAW DEPARTMENT NETWORK SURVEY SUGGESTED TOPICS



43% (34)
Employment/Labor

18% (14)
International

39% (31)
Career Development

35% (28)
ACC Website (Including tools Available to SLD Members)

54% (43)
Contract Management

51% (41)
Data Privacy & Security

44% (35)
Legal Tech/Impact of AI

8% (6)
Environmental Issues

4% (3)
Entertainment

15% (12)
DE&I

51% (41)
Managing Board Expectations/working with your C-Suite

41% (33)
Use of ACC website and tools available to members (including how to access resources from SLDN sponsor, Meritas, including the 30 minutes of free advice)

- Securities Exchange Commission Public Filings (assistance on Proxy, 10k, 10Q, 8K).
- Basic Accounting/How to read a financial statement
- Government Contracts Compliance (FAR, DFAR, Compliance, negotiations, supplier/vendor management).
- Trade Compliance (ITAR)
- Ethics for in-house lawyers.
- How to do more with less.
- How to be a SLD for a Global company.

- Basic responsibilities for small legal departments
- Battery Energy Storage legal advice - how to structure an agreement, is it transmission or distribution, what tax credits apply.
- Best practices for managing/re-directing non-legal requests as a law department of one.
- Building a Legal Department From Scratch: What to Prioritize
- Cfius
- Contract lifecycle management systems and also data and record retention policies
- contracts - how to build a process whereby the business folks review contracts and sign off on the business terms prior to sending the agreement to the legal team to review.
- Critical Support a Small Legal Dept can provide for the company during an economic downturn: for ex. guidance regarding layoffs or restructuring, re-evaluation of the company's risk tolerance, guidance on exiting vendor partner relationships to reduce overhead expenses, reducing outside counsel fees
- Contract Negotiations
- How to use data to showcase value as an in-house legal
- How legal can help in creating a more inclusive environment / help with DEI efforts within their organizations?
- Legal operations tips and tricks
- ESG
- Technology solutions for department efficiency
- How to grow when you're at the top and in an SLD.
- Recruiting, motivating and maintaining talent in an overworked/understaffed/COVID weary work environment
- Best practices for leveraging technology in the SLD

2020-2022 SMALL LAW DEPARTMENT NETWORK ONLINE EVENT ATTENDANCE NUMBERS

APAC Call (APAC) – One-hour live presentations on the latest legal trends affecting organizations in the Asia-Pacific region and multinational companies. Available live or on-demand through the ACC Education Archive. CLE/CPD credit available for a fee.

EMEA Call (EMEA) – Thirty-minute-one hour live presentations on the latest legal trends affecting organizations in Europe, Africa, and/or the Middle East and multinational companies. Available live or on-demand through the ACC Education Archive. No CLE/CPD credit available.

Legal Update (LU) – Short (20 to 45-minute) presentations on the latest legal trends made on the monthly Network Teleconference calls. Available live or on-demand through the ACC Education Archive. No CLE/CPD credit available.

Roundtable Discussion (R) – Thirty-minute-one hour live presentations on the latest legal trends featuring an interactive discussion between two or more industry or topic area experts. Available live or on-demand through the ACC Education Archive. No CLE/CPD credit available.

Webcast (W) – One-hour live presentations on the latest legal trends. Available live or on-demand through the ACC Education Archive. CLE/CPD credit available for a fee.

Date	Event Title	Event Type	Attendees
FY23			
10/6/2022	Hit the Jackpot Attending the ACC Annual Meeting	LU	55
10/19/2022	Casino Games – How to Play Them and Look Like You Know What You’re Doing	LU	23
11/30/2022	The ABC’s of ESG – Assessment, Basics and Construction of ESG Programs	LU	73
12/15/2022	Limited Remedies and Exclusions of Consequential Damages	LU	146
1/12/2023	Navigating Crossborder M&A	LU	72
1/26/2023	Working in & Navigating the Uncertainty of the 2023 Job Market	LU	83
2/9/2023	Practical Considerations in Today’s Remote & Hybrid World	LU	96
2/16/2023	Working abroad, cross cultural-acclimation and how do you adjust?	LU	18
3/20/2023	The Challenges & Opportunities Presented by Bankruptcy: What In-House Counsel Need to Know	LU	97
4/13/2023	Neither a Depositor, nor a Borrower Be: Practical Suggestions for Companies with Bank Accounts, Lines of Credit or Bank Loans	LU	51
5/3/2023	<i>Co-Sponsored w/ EN, SLD</i> Career Development Series: Finding Your Voice	LU + NW	66
5/11/2023	Do We Need to Keep This? An Overview of Document Retention Requirements	LU + NW	213
6/13/2023	Data Privacy and Cybersecurity Subcommittee: Finding Your Next Opportunity - Creating a Strategy for Success	LU	94
6/22/2023	So you Have a Government Contract -- Hidden Traps and Tips for the In-House Generalist	LU	162

7/20/2023	From Ladders to Elevators: How In-House Counsels Can Foster Self-Advocacy, Allies, and Mentorship to Break the Glass Ceiling	LU + NW	70
8/16/2023	Sweepstakes and Promotions	LU	102
9/6/2023	Career Development Series: To Legal & Beyond! Exploring In-House Roles Beyond the Legal Department	LU	63
9/14/2023	How AI and ChatGPT Can Work For You in Your Small Law Department	LU	135
2/1/2023	The “New” Antitrust Paradigm: Predilections, Pitfalls and Predictions	W	253
10/19/2022	Casino Games – How to Play Them and Look Like You Know What You’re Doing	NW	23
2/22/2023	National Margarita Day	NW	25
3/16/2023	Celebrate St. Patrick's Day	NW	25
7/25/2023	Whine & Cheese (A)	NW	13
7/26/2023	Whine & Cheese (B)	NW	9
8/17/2023	Co-Sponsored by SEN & SLD Mixology Class and Happy Hour	NW	35
FY22			
11/17/21	Mental Health & Relief	N W	23
12/9/21	Navigating Cancel Culture in the Corporate World	LU	39
12/14/21	Career Development: Interview Tips & Tricks	LU	45
12/15/21	How to Get the Most out of Alternative Dispute Resolution: Optimizing Mediations and Arbitrations to Get a Reasonable and Cost-Effective Result	W	26
01/13/22	A Hydrological Tennis Match: Clean Water Act Jurisdiction under the Biden Administration	LU	33
2/10/22	Data Privacy Laws in 2022: What Businesses Need to Know	LU	180
2/17/22	Murder Mystery	N W	39
3/14/22	Basketball Brunch Madness	N W	18
3/10/22	Contract Lifecycle Management (CLM): In-House Counsel Perspectives (in Collaboration with Outside Counsel)	LU	98
3/11/22	Contract Lifecycle Management Systems: Lessons Learned	LU	120

3/22/22	Career Development: 5 Tips On How To Own, Take Control, and Move Your Career To The Next Level	LU	109
3/24/22	Implications of US Sanctions Imposed on Russia Following Ukraine Crisis – What Members and Their Clients Should Know	W	125
4/8/22	Remote Workforce and Multistate Labor Law Compliance	LU	207
4/14/22	Wine, Dine and Whine	N W	6
4/14/22	Blockchain, Cryptocurrencies, and Real Estate	LU	47
5/12/22	Russian Sanctions and Cyberthreats	LU	38
6/9/2022	Recent Developments in Foreign Corrupt Practices Act Investigations and Enforcement	LU	68
07/14/22	Anatomy of a Cybersecurity Incident: Practical Tips and Legal Considerations	LU	147
07/25/22	Career Development: Executive Coaching - What Is It and Why Do It?	LU	65
08/12/22	Leveraging Your Investment in Microsoft (SharePoint)- Contract & Document Management	LU	249
9/8/22	Impacts of the Great Resignation	LU	71
9/15/22	The 5 Elements of Promotability (and How to Perfect Them)	LU	46
FY21			
9/30/2021	SLD Career Development: Personal Branding for Corporate Counsel: Resume Tips & LinkedIn Strategies to Power Your Career	LU	151
9/9/2021	A Mock Patent Department Meeting: Exploring Creative Approaches to Invention Intake and Global Patent Portfolio Management	LU+NW	25
8/12/2021	Employee Health & Wellness: Emerging Issues and Innovative Solutions <i>(Included Networking)</i>	LU	22
7/8/2021	The Legal Industry in a Post-Pandemic World: Evolution, Efficiencies, and How Clients Benefit <i>(Included Networking)</i>	LU	21
6/30/2021	Changing Channels on Your Remote Work Environment: Finding New In-House Roles In A Pandemic	LU	63

6/10/2021	Virtual Litigation During COVID & Beyond: Lessons Learned & Tips for Success <i>(Included Networking)</i>	LU	22
5/13/2021	The Evolving Privacy Law Landscape Across the U.S <i>(Included Networking)</i>	LU	100
4/8/2021	What Have We Learned? Resiliency, Wellness, and the Pandemic (and other disruptors) <i>(Included Networking)</i>	LU	31
3/11/2021	The Splintering Global Supply Chain – What is Next? <i>(Included Networking)</i>	LU	28
2/11/2021	Intellectual Property and Cybersecurity Issues In a Remote Work Environment <i>(Included Networking)</i>	LU	50
1/14/2021	The COVID Vaccine Dilemma—Can (and should) Employers Require it?	LU	260
12/10/2020	Lawyer Wellbeing – Pandemic Reset	LU	63
11/12/2020	Litigation and Labor & Employment in the Midst of a Pandemic	LU	33

2021-2023 POPULAR SMALL LAW DEPARTMENT NETWORK FORUMS DISCUSSION TOPICS

Date	Subject
FY23	
5/11/2023	Are contracts the responsibility of the legal department?
10/3/2022	Document for Business Units - When to engage legal department
1/19/2023	Auditors requiring us to indemnify them for thier own negligence
3/21/2023	Legal Temp Agencies other than Axiom?
2/28/2023	"Rules" for contract negotiation

3/24/2023	Training for non-lawyer staff regarding Attorney-Client privilege
12/2/2022	HR keeping Legal updated
1/12/2023	Separation Templates
4/26/2023	Limitation of Liability Negotiations
8/14/2023	Outside counsel engagement
FY22	
10/21/2021	Threshold for review of contract
12/7/2021	How, if at all, do you limit the ability of executives to retain outside counsel?
2/24/2022	Captive Insurance
2/28/2022	Seeking recommendations for temporary in-house counsel
4/12/2022	Choice of law--remaining silent
5/10/2022	Defense counsel, Harris County Texas
5/31/2022	Seeking rec employment counsel in Canada
9/29/2022	How do you handle risks of being a legal generalist when answering specialized legal questions (with no OC budget)?
FY21	
12/3/2020	Training Materials for A/C Privilege and Emails?
8/2/2021	Vaccine Mandates
6/15/2021	Counsel for Truck Transportation Matters
1/25/2021	To indemnify or not to indemnify
12/11/2020	OSHA inspection due to COVID death
3/18/2021	Jira for Matter Management
3/11/2021	Practical Guidance & Forms Alternatives
4/14/2021	Contract Lifecycle Management Software Recommendations?
10/21/2021	Threshold for review of contract
10/2/2020	State Registration/DBA Advice

IMPORTANT DATES

Item	Date
Networks Programming Orientation Call Register Here	Wed., Dec. 6, 2023 1:00 – 2:00 ET
Program Submission Deadlines	Mon., Jan. 29, 2024
Program Selection Notifications Sent	Fri., March 15, 2024

Item	Date
Program Organizer Submission Deadline*	Fri., March 29, 2024
Speaker Submission Deadline**	Fri., May 17, 2024
Course Material Submission Deadline	Fri., Aug. 9, 2024

**ACC confirms Program Organizer and speaker submissions on a rolling basis.*

***Additional speaker selection rules and guidelines will be provided following program selection.
ACC reserves the right to decline speakers if they do not meet these criteria.*