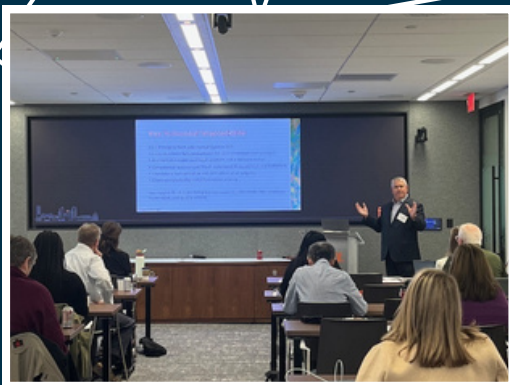# AI UTILIZATION BOOTCAMP
FOR IN-HOUSE COUNSEL

2025 Chapter Grant
Application, Progress Report,
& Final Report Highlights

ACTIVITY PURPOSE

ACC Wisconsin is seeking a grant from ACC Global to host an AI Utilization Bootcamp, building on the success of last year's Bootcamp event which was attended by over 88 ACC Wisconsin members. The previous bootcamp focused on evaluating and implementing AI within organizations, featuring presentations and table exercises. Survey results from the 2024 Bootcamp suggested that participants need/want a bettered understanding of AI applications that can be used in their work. This year, we aim to delve deeper into the practical applications of AI post implementation.

Goals and Objectives:
- Enhance AI Literacy: Equip participants with the knowledge and skills to effectively use AI in their organizations.
- Promote Practical Application: Provide hands-on experience with AI tools and techniques.
- Foster Collaboration: Encourage networking and knowledge sharing among participants from various industries.

Focus Areas:
- Prompt Engineering: Techniques for crafting effective prompts to optimize AI responses.
- Chat Bots: Development and deployment of AI-driven chat bots to enhance customer service and operational efficiency.
- AI Embedded within Applications: Integration of AI functionalities into existing applications to improve user experience and productivity.

Additional Sessions:
- Using AI to Analyze and Summarize Content: Leveraging AI tools to process large volumes of data and extract meaningful insights.
- Creating Draft Documents with AI: Utilizing AI to generate initial drafts of documents, saving time and improving accuracy.
- Reviewing Draft Documents with AI: Employing AI to review and refine draft documents, ensuring quality and consistency
- Proper Utilization of AI with Outside Counsel: Best practices for collaborating with external legal counsel using AI tools to enhance communication, efficiency, and outcomes.

Expected Outcomes:
- Improved understanding of AI applications in business settings for in-house counsel
- Enhanced ability to implement and utilize AI tools offered to in-house counsel
- Increased efficiency and productivity through AI-driven solutions

GOALS ACHIEVED

We had 50 people attend and a wait list of 25. We sold out in three days. Attendee feedback was very positive and there were requests to host this event every year. There were 4 presentations and a live prompting class followed by breakouts working with three different types of AI tools with various contracts. The entire audience was very engaged and very positive feedback.

IMPLEMENTATION PLAN

Several of our Board members have team experts who can lead the Utilization Bootcamp.
Key activities and milestones include:
1. Secure speakers, **2.** Secure venue and date, **3.** Develop marketing materials, **4.** Develop Boot Camp content, **5.** Secure CLE for live and enduring, **6.** Host event, **7.** Post recorded event on member portal for additional viewing, **8.** Survey attendees for post event feedback and future topic interest Report to Global.

MID-YEAR UPDATE

- We have established a committee to put on the AI Bootcamp part II. We plan for the program to be part presentation/instruction on certain AI tools, and part hands on using the AI tools as a lawyer would in practice. Potential uses include chatbot research; document drafting; document analysis; and productivity.
- There have not been any changes to our planned budget yet. As we continue to focus on the event in the coming months, this may change should we add food or a cocktail hour to the event. Any additional expenditures would be funded with sponsorship dollars.
- We will begin development of materials and content in collaboration with our Sponsoring firms following the ACC-WI annual conference this May.
- The conference will be promoted using our member channels - email, LinkedIn, etc.
- We are on track to hold the event in September 2025 in advance of the deadline. This will be a primary focus of the chapter once our annual conference concludes in May. We have already begun exploring venues, and plan to make an announcement during the 2025 chapter conference.
- We are also on track to have our final report submitted on or before the deadline.
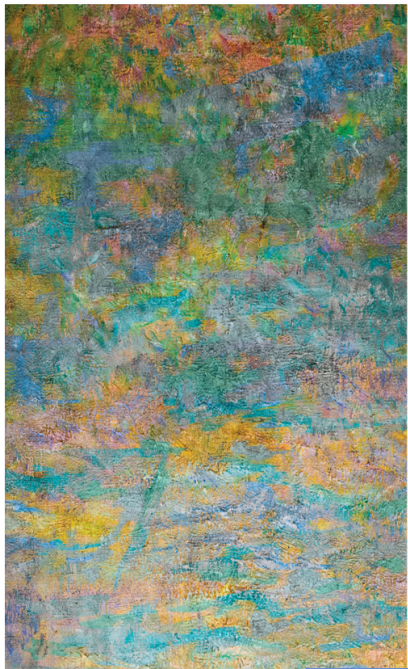
BUDGET

Application

- Requested Funds: $6,000
- Venue: $2,000
- Materials: $1,200
- Food: 680 @ 35 - $2,800

Final Report

- Approved Funds: $6,000
- Venue - donated
- Food - 2438.54
- Printing - 84.66, 63.63, 16.21
- Materials - badges, table signs - 41.78, 164.46
- Marketing / Meeting Support - 1,800
- Travel - 271.60
- Total: 4880.88

Unspent Funds Returned to ACC

PROMOTIONAL MATERIALS