# THURSDAY | OCT 20

**9:00 - 10:00 AM**
**PLENARY 1**
**Harnessing Technology to be More Efficient & Avoiding the Multitasking Distraction**
**SPEAKER: BARRON HENLEY**
**MODERATOR: ERIC WULFF**

Many lawyers feel the stress of being the chief cook and bottle washer. Often adding to that stress is the relentless march of technology and the ongoing need to learn how to use new software and hardware. Learn how to make the technology work for you rather than the other way around. We'll discuss technological tools designed to make a lawyer's life easier and strategies for learning to use new technology. We'll also discuss multitasking and how staying focused on one thing at a time can make lawyers far more efficient.

**10:00 - 10:30 AM**
EXHIBITOR BREAK

**10:30 - 11:20 AM**
**BREAKOUT SESSION 1**
**Windows 10**
**SPEAKER: BARRON HENLEY**

What You Need to Know: Windows 10 is the latest generation of Microsoft's operating system. Windows 10 introduces advancements in security and identity protection features. Plus, the start menu is back; you can use voice commands to get help from Cortana; the Edge browser allows you to annotate websites; and the search function is greatly enhanced. If you're thinking about upgrading to Windows 10, we'll give you the pros and cons. If you're already using it but are looking for some tips and tricks, we'll cover those, too. Find out why Windows 10 has quickly become the second most popular operating system in the world behind Windows 7; and the many ways in which it is superior.

**iPad Tools for Trial Attorneys: TrialPad, TranscriptPad & more**
**SPEAKER: TODD HENDRICKSON**

Learn how to use readily available iPad applications to streamline your trial practice, both in and out of trial.

**11:30 AM - 12:20 PM**
**BREAKOUT SESSION 2**
**Word Formatting Fundamentals**
**SPEAKER: BARRON HENLEY**

• Modifying Word's defaults for use in a law firm or legal department
• Tips and tricks for navigating long legal documents
• Building clause libraries using AutoText and Quick Parts
• Automatic paragraph numbering, indents and tabs
• Getting the formatting to do exactly what you want

**A Paperless Practice: Tips & Tricks for Going (& Staying) Paperless** **SPEAKER: TODD HENDRICKSON**

Thinking of going paperless? Trying to go paperless? What the heck is paperless? An introduction to the concepts and tools of a paperless law practice and why you should convert your practice.

**12:20 - 1:30 PM**
LUNCH ON YOUR OWN
BOX LUNCHES WILL BE AVAILABLE FOR PURCHASE ONSITE

**1:30 - 2:30 PM**
**PLENARY 2**
**Legal Ethics & Technology — What You Need to Know to be "Technologically Competent"**
**SPEAKER: MICHAEL DOWNEY**

Technology provides legal professionals with the opportunity to be more efficient and thus, provide better quality service to clients. It also opens the door to new ethical traps and dilemmas, while obscuring some issues attorneys have traditionally been trained to identify. This highly informative session will provide a guide for avoiding some of the ethical pitfalls created as new technologies intersect with the practice of law.

**2:40 - 3:30 PM**
**BREAKOUT SESSION 3**
**Styles: If You Don't Control Them, They Will Control You**
**SPEAKER: BARRON HENLEY**

• Set up and control automatic paragraph numbering
• Generate an automatic table of contents
• Create paragraph cross references that automatically update themselves
• Turn page numbering on and off; and start it over anywhere in the document
• Eliminate random font changes while editing
• Copy text from one document to another with perfect formatting
• De-construct and fix documents which are a complete mess
• Convert WordPerfect files to Word
• Create custom formatting tools you can use in every document

**Technology You Can Use in Your Law Practice — Practical, Affordable Advice**
**SPEAKER: MICHAEL DOWNEY**

Learn strategies for incorporating technology into your practice that will increase your productivity and efficiency, but won't bust your budget.

**3:30 - 3:50 PM**
EXHIBITOR BREAK

**3:50 - 4:40 PM**
**BREAKOUT SESSION 4**
**Tools and Techniques for Negotiating & Revising Documents**
**SPEAKER: BARRON HENLEY**

• Getting feedback on a document
• How to ensure all changes are caught – producing a redline
• How to avoid metadata problems
• How to consolidate proposed changes from many people into a single document
• How to handle multiple versions and avoid confusion
• How to protect confidentiality
• Locking down a document to protect against further changes
• Document collaboration
• Indicating proposed changes on a Word document, a PDF and paper – track changes and other techniques

**The Law of Robots – Regulating Tomorrow's Machines with the Laws of Yesterday**
**SPEAKER: ED WALTERS**
Presenting via Skype

Robots have moved from science fiction to everyday life. Drones and self-driving cars are already raising novel legal issues. And that is just the beginning. Join Fastcase co-founder and CEO Ed Walters via Skype to learn how existing law is being applied to these emerging technologies. Explore the challenges legal professionals will face as robots continue to play a larger role in the lives of attorneys and their clients.

**9:00 - 9:50 AM**
**PLENARY 3**
**Security Is Only As Good As the Weakest Link - Security Measures Every Lawyer Must Take**
**SPEAKER: BARRON HENLEY**

Model Rule 1.6(c) requires a lawyer to make "reasonable efforts" to prevent the disclosure of confidential client information. Comment 19 further stipulates that "reasonable precautions" must be taken to prevent client information from falling into the wrong hands. In a digital world, the exact meaning of "reasonable efforts" and "reasonable precautions" may be subject to debate. However, it's hard to argue that doing nothing to protect client data would meet the standard. You don't have to be a security expert or techie to protect yourself and your office. Learn how to cover all the bases of computer, smartphone, tablet, email, wireless and document encryption. We'll also cover the fundamentals of backing up your electronic data. Half of the battle is simply knowing what questions to ask and it's not nearly as complicated as it sounds. Establish best practices in your office and discover the inexpensive or free tools that will make sure your confidential information remains confidential.

**10:00 - 10:50 AM**
**BREAKOUT SESSION 5**
**Using Templates to Streamline Your Document Generation**
**SPEAKER: BARRON HENLEY**

- Create model documents with fill-in fields
- How to create "public" templates and share them with others on your network
- Leave with sample Word templates to use in your practice

**How & Why to Document Your Firm Technology & Processes**
**SPEAKER: CATHERINE SANDERS REACH**

Are **you** the firm procedure manual? Do others in your office handle things you would have no clue how to perform on your own? Do you have a succession plan? If your server/laptop/phone failed in the night, could you restore files and software? Do you know how to run an open matters report in your practice management software? There are several easy technologies you can use to help document firm procedures and information. We will look at options to document and share information firm-wide, best practices for making it work, and some of the procedures that should be documented.

10:50 - 11:20 AM
EXHIBITOR BREAK

**11:20 AM - 12:10 PM**
**BREAKOUT SESSION 6**
**A Lawyer's Guide to Adobe Acrobat & PDF Files**
**SPEAKER: BARRON HENLEY**

You have probably noticed that PDF files are everywhere. They have become the file format of choice when trading documents with other lawyers and clients. Many courts now require that all pleadings be filed as PDFs; and most governmental forms are available exclusively in PDF format. Because of their prevalence, everyone in your office needs to understand the risks and benefits of PDF files. In this session, you'll learn appropriate uses of PDFs, and we'll cover extremely important topics such as metadata removal and electronic document security, redaction, Bates Numbering, splitting/combining PDFs, reducing file-size for electronic case filing, review/comment and PDF collaboration, adding signatures & stamps, routing PDFs for comments/feedback, and more.

**Mapping Your Data for Retention, Succession & Security**
**SPEAKER: CATHERINE SANDERS REACH**

If you found out you had a data breach would you know what information had been accessed and if it triggered a statutory requirement for notification? Do you know what records in your firm need to be kept, which need to be destroyed? The only way to enforce policies on record retention, security, business continuity, incident response and plan for succession is to first understand what data you have, what format is it in, where is it stored, and who should have access to it. We will walk through the concept of information governance and how to start mapping your firm's data as an essential step in truly managing and protecting the firm and its clients.

12:10 - 1:30 PM
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**1:30 - 2:20 PM**
**PLENARY 4**
**50 Tips, Apps & Gadgets**
**SPEAKERS: BARRON HENLEY & CATHERINE SANDERS REACH**

What are the latest and greatest apps to make your practice run smoother and your life a bit easier? Find out in this fast-paced session that also uncovers tips to improve efficiency and innovative gadgets you will want to add to your must-have technology list.

2:20 - 2:30 PM
SNACK BREAK

**2:30 - 3:20 PM**
**PLENARY 5**
**The Flexible Law Firm**
**SPEAKER: CATHERINE SANDERS REACH**

According to studies 80% of the middle class has unmet legal needs, which creates an opportunity to serve this population and help provide access to justice. However, to serve these clients your firm may need to adapt and adopt new ways of billing and offering services. We will look at ways to expand your practice offerings, like limited scope and alternative billing structures, by leveraging back office technology and client facing technology. Self-service options, client portals, real time collaboration, online appointment scheduling and more tools are available to expand your reach to rural and underserved clients. Document automation, database driven organization and mobile technology can help you realize the potential of serving more clients in new ways.

**3:30 - 4:20 PM**
**PLENARY 6**
**Mining the Web for Information**
**SPEAKER: CATHERINE SANDERS REACH**

Just because you can find it in Google doesn't mean you should rely on it. What are the most authoritative and up-to-date resources on the web for legal research, business information, competitive intelligence, and people searches? What free and low cost websites provide the best information in the least amount of time? Find out how to use the web wisely and hone your research skills to find the best information just in time.