

ABA TECHSHOW[®] **ROAD SHOW 2009**

PRESENTED BY THE ABA LAW PRACTICE MANAGEMENT SECTION
THE MISSISSIPPI BAR

ABA TechShow Road Show
Tuesday, October 27, 2009
The Oxford Conference Center
102 Ed Perry Blvd. | Oxford, MS 38665

The Mississippi Bar and the Law Practice Management Section of the American Bar Association will sponsor an ABA TECHSHOW Road Show at the Oxford Conference Center October 27. This program will offer the latest technology information for practitioners in the state. Nationally recognized speakers will present program topics including: Small Firm Technology, PDF's, Outlook, Case Management Tips and Social Networking. Space is limited so register now!

Program

- 8:00 am-Noon** **Registration Desk Open**
- 8:25-8:30 am** **Opening Remarks**
- 8:30-9:30 am** **Essential Small Firm Tech**

Improve law office efficiency and increase profits by implementing low-cost technology, on-line resources, and better procedures. Join our panelists as they discuss software solutions including "cloud" services like email, document storage and collaboration, online backups and VOIP. On the hardware side, the panel will discuss and give live demonstrations of laptops and Tablet PCs. Our faculty will also briefly explore and explain threats to your electronic data, and we will show you proactive, affordable ways to reduce or eliminate these threats, and the damage that they can do to your business.

Craig Bayer

- 9:35-10:45 am** **PDF-ing for Lawyers**

PDF files are firmly entrenched as the format of choice when exchanging documents with clients, other lawyers, and the courts. Most federal courts now require that all pleadings be filed in PDF format, and many state courts prefer PDF filings, too. In this session you'll learn about the key features of Adobe Acrobat 8 that lawyers can really use, such as metadata removal, redaction, Bates stamping, PDF packages, and more. We'll show you how to keep PDF file sizes small, apply document security and digital signatures, scan documents to PDF, and archive your e-mail.

Adriana Linares

- 10:45-11:00 am** **Break**
- 11:00am-Noon** **Practice Management Technology Tools and Tips**

Learn about various technologies and take away tips that will help you effectively use technology to improve the delivery of legal services to your client, boost your bottom line, and also improve the quality of your work life. Whether you're a transactional lawyer or a litigator, you'll learn about technology that will let you practice with ease throughout the day.

Adriana Linares, Tom O'Connor

Noon-1:00 pm Lunch - Open Question & Answer session with the Speakers Panel

1:15-2:30 pm The Lawyer's Guide to Managing Client and Case Information with Outlook

Look around your office—count the yellow pads, sticky notes, random scribbles and “While You Were Out” slips. It doesn't have to be this way! Microsoft Outlook can help keep you become better organized with your client, contact and case information, including e-mail, phone calls, dates, to do's and other miscellaneous notes, all at your fingertips. It can also help you to work more effectively which, in turn, will improve client service. Attend this session to learn how today's most popular information management tool can take you to a new level of organization and client service.

Adriana Linares, Craig Bayer

2:30-2:45 pm Break

2:45-4:00 pm Social Networking for Lawyers

Lawyers are discovering that new Web tools like LinkedIn, Facebook, and Twitter are the hot new tools to market a law practice, at no or very low cost. New Internet social media tools represent tremendous opportunities for lawyers to develop a greater web presence, reach out and connect with clients, reach out to potential clients, colleagues, and more. But such tools must be used carefully, or lawyers risk running afoul of their state's ethics rules. This session will provide an introduction to using these tools for marketing, and how to do so within the rules.

Adriana Linares, Tom O'Connor

4:00pm Adjourn

Location

The Oxford Conference Center at 102 Ed Perry Blvd., Oxford, MS 38665. For directions please go to their website at <http://www.oxfordcvb.com/occ.html>

Lunch

A complimentary luncheon buffet will be served for all attendees.

Cancellations

Cancellations made by October 22 will receive a full refund less a \$25 administrative fee. Cancellations after October 22 and "no-shows" will receive no refund. Cancellations may be made by contacting Kellie Freeman at (601) 353-1703 or kfreeman@msbar.org

CLE Credit

This seminar has been approved by the Mississippi Commission on Continuing Legal Education for a maximum of 6.5 hours credit.

Registration

Space is limited so interested participants are encouraged to register early. Registration is only \$125 per person in advance; your payment must be received by October 22. Registration at door is \$150 per person. Please mail the below form with your check to register.

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Technology Seminar
Tuesday, October 27
\$125 Pre-Registration through October 22
\$150 At-Door Registration (check or cash only)

Please fill out the following and return with your check:

Full Name _____ Bar # (required) _____

First name as you wish it to appear on badge _____

City _____ E-Mail (required) _____

*Make check payable to The Mississippi Bar and mail to
The MS Bar, Technology Seminar,
PO Box 2168, Jackson, MS 39225-2168*