

**American Bar Association  
Section of Antitrust Law**

***Help Your Attorney be a More Effective Antitrust Section Leader—  
A Brown Bag for Administrative Assistants to Section of Antitrust Law Leadership***

**Date: Wednesday, July 16, 2008  
Time: 3:00 pm EDT**

Don't miss this Brown Bag for Administrative Assistants to the Section of Antitrust Law Leadership. This program is to provide key information about the Antitrust Section to assist you in supporting attorneys who are new or long-time members of the Antitrust Section leadership. Questions will be answered, e.g., What is the Leadership Portal? How do I access it? What is the most effective way to register for Section events? What is the difference between the Leadership Directory and the Profile Book? What are the Section's policies on reimbursement? Who should I contact if I have a question on a particular topic?

**Introduction**

*James A. Wilson, Section Chair (2008-2009)*

**Who's Who**

*Richard M. Steuer, Committee Officer (2008-2009)*

*Richard G. Parker, Secretary & Communications Officer  
(2008-2009)*

**Where to Turn**

**ABA Section Staff:**

**How to Get Things Done**

*Joanne Travis, Section Director - [travisj@staff.abanet.org](mailto:travisj@staff.abanet.org)*

*Deborah Douglas-Assistant Director*

*Margaret Stafford-Meetings Director*

*Angelica Spyres-Meetings Manager*

*Julian-Robert Wiley-Communications & Technology Specialist*

*Diane Odom-Committee Administrator*

*Ryan Campbell-Meeting Planner*

*Cassandra Williams, Office Administrator & Membership Assistant*

*Patricia Harris-Meetings & Marketing Coordinator*

**Topics:**

Leadership Portal

- Leadership Directory / Section Profile Book
- ABA Discussion Lists / My ABA
- Monthly Calls/ Brown Bag/Teleseminars Phone Lines
- Resources for submitting updated Committee webpage content

ABA Antitrust Section Calendar and Events

- Leadership Meetings ( Post-Annual Meeting / Midwinter Meeting)
- Fall Forum
- Spring Meeting

**Register Now!!!**

You must register on line by 1:00 p.m. EDT on Tuesday, July 15, 2008. The dial-in number will be forwarded to you by email. Questions: Phone (312) 988-5702 – Diane Odom