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HELPFUL HINTS FOR FIRST-TIME ATTENDEES

ABA Section of Business Law - Spring Meeting

Nashville, TN
March 31 – April 3, 2005

We are delighted that you have registered for the ABA Business Law Section Spring Meeting. Here are some helpful hints to assist you in getting the most out of it. A majority of the meetings will be held at the Renaissance Nashville with sleeping rooms blocked at the Renaissance Nashville and Hilton Nashville Hotels. Please consult the Spring Meeting web site at <http://www.abanet.org/buslaw/2005spring/> for the most recent schedules and meeting locations. We look forward to seeing you in Nashville!

Planning Your Meeting

The Section of Business Law includes many committees and subcommittees that meet and offer programs at the Spring Meeting. Over **200 Section committee and subcommittee meetings on various substantive areas** take place concurrently over a three-day period.

Sign up for a Host with the Section's ***Spring Meeting Host Program***, sponsored by the Women's Business Law Network (WBLN) of the Committee on Diversity. This Program is open to anyone, whether you are a new lawyer, a new attendee, or would just like some assistance navigating the meetings and programs. You will be assigned a Host to help you get the full benefit and the most value out of your meeting attendance. If you would like more information or would like to sign up for the Spring Meeting Host Program, please contact Scarlett Spence at scarlett.spence@bbraun.com or Sylvia Chin at schin@ny.whitecase.com by March 11th, 2005.

The **program book**, which you will receive at the meeting registration desk, is a useful guide to the Spring Meeting. You can find specific information about meetings and programs in the **Alphabetical Schedule of Committees and Subcommittees**, the **CLE-at-a-Glance (centerfold)** and the **Speaker Listing**.

Using the **program book**, you can identify the committees that address your areas of interest, as well as the meetings and programs that they are offering. Check for subcommittee meetings as well. **Committee and Subcommittee Chairs** are identified on the Section of Business Law's website at www.abanet.org/buslaw/committees, and you should feel free to contact these Section leaders before the meeting to find out more about the committee's activities.

Attendance is open to nearly all programs and meetings listed in the program book, and committee or subcommittee membership is not a prerequisite to attend and participate. **CLE credit** is offered for all programs and committee forums, but not for committee or subcommittee meetings. Be sure to fill out the necessary forms for credit

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in your state. There will be information at the meeting to help you figure out which CLE forms to sign.

If you would like to join a committee or subcommittee, you may do so at the Membership Desk during the Spring Meeting. You may also join anytime via the web site at www.abanet.org/buslaw and receive advance information regarding upcoming committee meetings and events. As always, committee membership is free for Section of Business Law members.

Programs and meetings will be held at the Nashville Convention Center, Renaissance Nashville and Hilton Nashville Hotels. Check the program book or the section web site for specific meeting times and locations.

At The Meeting

A continental breakfast is available every morning in the meeting area **free of charge**. A hospitality area is open all day and refreshments are provided.

Be sure to check the notice board **daily** at the Section registration desk for **changes in meeting and program times** or locations to **avoid missing a meeting** you wanted to attend.

A limited number of bound **program materials** will be available in the back of each room. There will also be a CD-ROM, which contains all of the materials, distributed to all registered attendees. Most program materials will also be posted on the Section's web site prior to the meeting.

The Section of Business Law sponsors a **Committee Round-Up** on Thursday, March 31, 5:00 – 6:00 p.m. at the Renaissance Hotel in the West Ballroom on the first floor. This is a casual, interactive reception and is guaranteed to provide guests, especially first-timers to the meeting, with a profile of the Section's committee structure. Take this time to talk with committee leaders and learn about upcoming projects. Learn all you need to know about Section committees in one hour. No ticket or advance registration needed. It will be followed by the **Section Welcome Reception** from 6:00 – 8:00 p.m. at the Country Music Hall of Fame. Both of these events are open to all registrants, and no ticket or advance registration is required. Please be sure to have your meeting badge with you.

The Women's Business Law Network of the Committee on Diversity sponsors the **WBLN Business Card Breakfast** on Friday, April 1, 7:30 – 9:00 a.m., which is **open to women and men** and provides a great opportunity to learn about committees and other opportunities in the Section. A full breakfast will be served. No ticket or advance registration is required.

The **Section Luncheon** on Friday, April 1, features Fred Thompson, former U.S. Senator and television personality. The **Section Dinner** will also be on Friday, April 1, at the Parthenon restaurant. These are open to all members. During the Section Luncheon, the Section honors the winners of the annual **National Public Service**

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Award (awarded annually to one individual and one firm that have demonstrated a commitment to providing legal services to the poor in a business context) and the **Jean Allard Glass Cutter Award** (awarded annually to a woman lawyer in the Section who has made outstanding contributions to the Section and the profession). The Section also takes this opportunity to recognize the authors of books recently published through the Section, the Business Law Fellows and Ambassadors and the CLEO Scholarship Recipients.

Many committees sponsor **committee dinners**. These dinners are an excellent way to meet Section members who are interested in your area of practice and find out the committee's activities.

The following committees will sponsor dinners:

Banking Law
Commercial Financial Services/Uniform Commercial Code
Business and Corporate Litigation
Small Business
Corporate Counsel/Corporate Compliance
Negotiated Acquisitions
Cyberspace
Consumer Financial Services

To purchase a ticket for a committee dinner, please visit the committee's website at www.abanet.org/buslaw/committees. Tickets to the Section Luncheon, Section Dinner and Committee Dinners may be purchased online before March 11. After this date, tickets must be purchased onsite at the Spring Meeting registration desk.

Events Not To Miss

- Committee Round-Up and First-Timers' Reception: Thursday, March 31, 2005, 5:00 – 6:00 p.m., Renaissance Hotel, West Ballroom, first floor [No ticket required]
- Welcome Reception for all attendees: Thursday, March 31, 2005, 6:00 – 8:00 p.m., Country Music Hall of Fame – just a short walk from the Renaissance [No ticket required]
- WBLN Business Card Breakfast: Friday, April 1, 2005, 7:30 – 9:00 a.m., Renaissance Hotel, Fisk Room Two, second floor [No ticket required]
- Section Luncheon: Friday, April 1, 2005, 12:30 – 2:15 p.m., Renaissance Hotel, Center Ballroom, Lobby Level [\$40 each]
- Section Dinner: Friday, April 1, 2005, 7:30 – 11:00 p.m., The Parthenon [\$95 each]

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After the Meeting

What can you do after the Spring Meeting to get the most out of your Section membership? Here are some suggestions:

- Join a committee online and introduce yourself to the committee leadership with a phone call or e-mail.
- Volunteer to help organize a program in an area that is of interest to you -- you might find yourself on a panel!
- Offer to write a short article on a recent development in your area for a committee newsletter.
- Find out if a committee in which you have an interest has a stand-alone meeting, and if it does, plan to attend.
- Read *eSource*, the Section's monthly electronic newsletter, to stay in touch with developments of interest to business lawyers and events in the Section. *eSource* is automatically sent to all Section members.
- Plan to attend next year's meeting, and bring a friend!