

HELPFUL HINTS FOR FIRST-TIME ATTENDEES

ABA Section of Business Law - Spring Meeting

Washington, DC

March 15 – March 18, 2007

We are delighted that you have registered for the ABA Section of Business Law Spring Meeting. Here are some helpful hints to assist you in getting the most out of your experience. Meetings will be held at the Renaissance Washington DC Hotel and the Embassy Suites Hotel Washington, DC Convention Center. Sleeping rooms have been blocked at the Renaissance Washington DC Hotel and can be accessed by [clicking here](#). Additional sleeping rooms have been blocked at the Embassy Suites Hotel Washington, DC Convention Center and can be accessed by [clicking here](#). Please consult the Spring Meeting Web site at www.ababusinesslaw.org/meetings/2007/spring for the most recent schedules and meeting locations. We look forward to seeing you in Washington, DC!

Planning Your Meeting

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 Sylvia Chin at schin@ny.whitecase.com by March 8, 2007.

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.

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 committee and subcommittee meetings and programs in the **Alphabetical Schedule, CLE-at-a-Glance** (centerfold) and **Speaker Listing**.

Using the program book, you can identify the committees that address your area(s) 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 Web site at www.ababusinesslaw.org/committees. 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. Committee or subcommittee membership is not a prerequisite to attend or participate. Programs and meetings will be held at the Renaissance Washington DC Hotel Washington DC Convention Center. Check the program book or the Section Web site for specific meeting times and locations.

CLE credit is offered for all programs and committee forums, but not for committee or subcommittee meetings. Accreditation has been requested from every state with mandatory continuing legal education requirements for lawyers. Certificates of attendance will be available at the conclusion of all programs and committee forums. Be sure to fill out the blue sign-in sheet only once for the entire meeting, along with all other necessary forms for credit in your state (please be aware that each state has its own rules and regulations). There will be information at the meeting to help you figure out which CLE forms to sign. If you have questions before the meeting, please contact Toyin Alaka at alakat@staff.abanet.org. The following states have special mandates:

- **Delaware:** Sign in and out of all programs on the Delaware sheets.
- **New York:** Sign in and out of all programs on the New York attendance sheets. Pick up a New York certificate of attendance for each program you attend. They must be signed by the person at the registration desk. Keep the white copies for your records and return the pink and yellow copies to the registration desk.
- **Texas:** Use one CLE course attendance card for the entire meeting. Fill the card out completely with a #2 pencil. Fill in only the grand total of CLE credit hours you earned during the entire meeting and return the card to the registration desk.
- **Pennsylvania:** Use only one Pennsylvania credit request form for the entire meeting. Fill in the total hours earned on the form and complete the uniform certificate of attendance. Submit the Pennsylvania request form and the certificate of attendance and fees directly to the Pennsylvania CLE Board.

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

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 want to attend.

A limited number of bound **program materials** will be available in the back of each program or committee forum. There will also be a CD, 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 will host a **Welcome Reception** at the Renaissance Washington, DC Hotel. As a first-time Spring Meeting attendee, you will not want to miss event. For the first hour, we will spotlight the Section's 50+ committees. This is a perfect opportunity to learn about and join a committee, meet committee leaders, hear about upcoming committee projects and discuss the latest developments in business law. The second hour of the Welcome Reception will allow you to network with other attendees, catch up with colleagues, and make plans to attend one of the many committee dinners offered following the Reception. No ticket or advance registration is required. Please make sure you wear your meeting badge.

The **Section Luncheon** at the Renaissance Washington DC Hotel is the showcase event for the Spring Meeting and should not to be missed! During the Section Luncheon, the Section honors the winners of the annual National Public Service 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 female lawyer in the Section who has made outstanding contributions to the Section and the profession). The Section also recognizes the authors of books recently published through the Section, the new Business Law Fellows, Ambassadors, Diplomat and the CLEO Fellow Scholarship Recipients.

The **Section Dinner** will take place in the Great Hall of the Library of Congress. With its stunning entry and breathtaking historical exhibitions, the Library of Congress is a wonderful venue for the Section Dinner. Both the Section Luncheon and the Section Dinner are open to all members.

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

Small Business
Young Lawyer Forum

Tickets to the Section Luncheon and Section Dinner be purchased online before February 23, 2007. To **purchase a ticket** for a committee dinner, please visit the committee's Web site at www.ababusinesslaw.org/committees. After this date, tickets must be purchased onsite at the Spring Meeting registration desk.

Events Not To Miss

- Welcome Reception: Thursday, March 15, 2007, 5:30 p.m. - 7:30 p.m. [No ticket required]
- Section Luncheon: Friday, March 16, 2007, 12:30 p.m. - 2:15 p.m., Renaissance Washington DC [\$55 each]
- Section Dinner: Friday, March 16, 2007, 7:00 p.m. - 11:00 p.m., Library of Congress, The Great Hall [\$150 each]

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 an 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. 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!