

HELPFUL HINTS FOR FIRST-TIME ATTENDEES

ABA Section of Business Law - Spring Meeting

Dallas, TX

April 10 – 12, 2008

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. The meeting will be held at the Hilton Anatole Hotel in Dallas, TX. Please consult the [2008 Spring Meeting website](#) for the most up-to-date registration information, schedules and meeting locations. We look forward to seeing you in Dallas!

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 **Meeting and Program Guide**, 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](#). Feel free to contact these Section leaders before the meeting to find out more about the committee's activities.

Attendance is open to all programs and meetings listed in the meeting and program guide. Committee or subcommittee membership is not a prerequisite to attend or participate. Programs and meetings will be held at the Hilton Anatole Hotel. 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 Membership Desk during the Spring Meeting. You may also join anytime via the [Section Website](#) 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 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 will host a **Welcome Reception** at the Hilton Anatole Hotel. 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 have your meeting badge.

The **Section Luncheon** at the Hilton Anatole Hotel is the showcase event for the Spring Meeting and should not be missed! This year's luncheon speaker, Robert Crandell, former President and Chair of American Airlines, will speak on "Leading for Growth During Changing Times." The Section will also honor 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, the Mendes Hershman Student Writing Contest winners, and the CLEO Scholarship Recipients.

Check the [2008 Spring Meeting Website](#) for updates on the Section Dinner. Both the Section Luncheon and the Section Dinner are open to all attendees.

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 Finance
Uniform Commercial Code
Corporate Counsel
Corporate Compliance
Cyberspace Law
Negotiated Acquisitions
Middle Market and Small Business
Young Lawyer Forum

To **purchase a ticket** for a committee dinner, please visit the [committee's website](#). Tickets may also be purchased onsite at the Spring Meeting registration desk.

Events Not To Miss

- Diversity Networking Reception: Wednesday, April 9, 2008, 6:30 PM – 8:00 PM, Topaz, Tower, Lobby Level [No ticket required]
- Welcome Reception: Thursday, April 10, 2008, 6:00 PM – 7:30 PM, Anatole Sculpture Park, Lobby Level [No ticket required]
- First-Timers' Reception: Thursday, April 10, 2008, 5:00 PM – 6:00 PM, Topaz, Tower, Lobby Level [No ticket required]
- Women's Business Law Network (WBLN) Sweet Endings Dessert Reception: Thursday, April 10, 2008, 10:00 PM – 11:30 PM, Topaz, Tower, Lobby Level [No ticket required]
- Pro Bono Breakfast and Committee Meeting: Friday, April 11, 2008, 7:30 AM – 10:30 AM, Manchester, Tower, Mezzanine Level [No ticket required]
- Section Luncheon: Friday, April 11, 2008, 12:30PM - 2:15 PM, Chantilly West, Tower, Lobby Level, featuring Luncheon Speaker Robert Crandall, former President and Chairman, American Airlines [Ticket required]
- Section Dinner: Friday, April 11, 2008, 7:00 PM, Dallas Museum of Art [Ticket required]

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!