

# ABA GP/Solo 2006 National Solo & Small Firm Conference

CLE and Event Schedule for October 19/20, 2006

Pfister Hotel – Milwaukee, Wisconsin

Program Chairs: Ross Kodner / Jim Calloway

OCTOBER 19 (DAY ONE) ½ Day		OCTOBER 20 (DAY TWO) Full Day	
12:00-12:30	Registration	8:00 am – 8:30 am	Registration and Continental Breakfast
12:30-12:45	Welcome and Introduction	8:30 am – 8:40 am	Welcome and Introduction
12:45-1:45	<b>60 Top Practice &amp; Tech Tips, Gadgets &amp; Websites in 60 Minutes</b>  <b>Plenary Session 1</b> Description: Always popular, always useful, always practical, always entertaining! Our stellar panel brings together the best tips about managing your practice, pushing your technology, honing your research and using your Microsoft Office and Corel WordPerfect tools, case management and more!	8:40 am – 9:40 am  <b>Plenary Session 5</b>	<b>Top 10 Ways Small Firms Commit Malpractice and How to Avoid Them</b>  Description: Small firms can make big mistakes – our panel of a Bar Practice Management Advisor and two malpractice risk reduction experts will highlight the top ten traps and pitfalls that can befall the unwary practitioner.
1:45-2:00	Sponsor Break – Visit the Exhibits / Refreshments	9:40 am – 10:00 am	Sponsor Break – Visit the Exhibits / Refreshments

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Day 1 Tracks	Technology for the Small Firm	Litigation for Small Firms	My Practice	Day 2 Tracks	Technology for the Small Firm	Reality Check: Practical Practice	My Practice
Session 2 2:00-3:00	<p><b>Word Processing Isn't Dead! Tap the Hidden Power of Word and WordPerfect</b></p> <p>Description: Word and WordPerfect still get used more than any other technology in your office. Learn the latest in tips and tricks for using the current (and future?) versions of the two word processing engines.</p>	<p><b>Tools for Trial: Top Litigation Technology Tips and Techniques</b></p> <p>Description: Two top national litigators and a top litigation tech consultant give you their best tips – the ultimate SSF lawyer's guide to a winning trial practice.</p>	<p><b>My Taxes: Getting a Jumpstart on 2006</b></p> <p>Description: Tax planning isn't something that should wait for March or April. Get a jump now on smart tax planning in your practice. Hear from a top law practice management guru</p>	Session 6 10:00 am – 11:00 am	<p><b>That \$&amp;*%!@(# Technology! Digital Problem-Solving for All of Us – Bring Your Questions!</b></p> <p>Description: Anyone who hasn't had a good day ruined by a bad PC experience? Our panel PC problem solvers will listen to your issues and "Dr. Phil" your techno. problems!</p>	<p><b>Operator, Give Me Murray Hill 459: Cell and Landline Phones, VoiceMail, Internet Phone Primer for Small Firms:</b></p> <p>Description: Would reducing your monthly phone costs to under \$50 with all you can eat long-distance and local calls sound appealing? Voice Over Internet Protocol (VOiP) has come into its own as a great replacement phone approach for SSF lawyers. Get the whole scoop to start</p>	<p><b>My Finances: Take Your Firm's Financial Pulse</b></p> <p>Description: Knowing your practice's financial condition is more than knowing how much is in the checking account. Three seasoned law practice business pros tell you what you need to know, where to find it and how to use the info when you have it.</p>

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						VOiPing today.	
3:00-3:15	Sponsor Break – Visit the Exhibits / Refreshments			11:00 am – 11:10 am	Sponsor Break – Visit the Exhibits / Refreshments		
<b>Session 3</b> 3:15-4:15  <b>ProLaw, TimeMatters, Practice Master &amp; Amicus Attorney: Top Four Features of the Big Four</b>  <b>Description: Four from Four – the top four features of the titans of SSF practice management – streamline your practice, better use existing</b>	<b>E-Discovery 101: Small Firm Lawyer’s Modern Litigation Survival Primer</b>  <b>Description: The discovery of electronic info is a growing part of all trial practice today. With the new Federal Rules just around the corner, e-discovery</b>	<b>My Billing: Powerful Techniques to Get Paid</b>  <b>Description: Follow the money – best advice for any business. Our experienced legal business wizards will share their techniques for focusing on the</b>		<b>Session 7</b> 11:10 am – 12:10 pm  <b>Buying and Financing Law Office Technology: How to Buy Right and Spend Smart</b>  <b>Description: You need a new PC, a new laptop, a new server, a new Smartphone or perhaps a new scanner or color laser printer. What should you buy</b>	<b>Help! My Mailbox is Exploding! Dealing with E-Mail Overload, Ethics and More</b>  <b>Description: Is there anyone who ISN’T buried in an unending sea of email and attachments? Our two legal web gurus give their techniques, tips and tricks for managing emails, protecting client</b>	<b>My Success: Business Boot Camp for Small Firms</b>  <b>Description: What does every SSF need to know about running their practice as a business – all the things they never taught us in law school. Hear about the most important business survival tips and ideas you</b>	

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	products	knowledge is an SSF practice necessity not an option. Don't worry though, our presenters will start at the beginning	receivables and collecting the dollars.		right now, what should it cost, where should you buy it from and how should you pay for it. We'll show you how to buy right and spend smart.	confidences and making sense of the whole messaging morass.	absolutely need to know.
4:15 – 4:20	Move to Session 3 Rooms			12:10 pm – 1:00 pm	Lunch Break – Visit the Sponsors/Exhibitors		
Session 4 4:20-5:20	<b>PDF Your Practice – The Lawyer's Complete Guide to Acrobat and PDF</b>  Description: "PDF First" is an approach more and more law practices are adopting when it comes to electronically exchanging	Change to SPECIAL SESSION  Bloggers Speak: Why SSF Lawyers Should/Shouldn't  DESCRIPTION: A growing legion of SSF lawyers have come to prominence through their	My Time: From "Where Did the Day Go?" to "What a Productive Day!"  Description: It's all about time. Never seems like there's enough of it. If you don't feel there's enough time in the day	Session 8 1:00-2:00	<b>My Favorite Utilities: It's the Small Things That Count</b>  Description: It's easy to lose perspective when we talk about all the "big applications." But it's often a collection of "little" utilities and tools that are the	<u>TRACK CHANGES TO:</u>  <u>Best Practices Track</u>  Keeping 'Em Happy: The Secrets of Client Satisfaction  Description: Happy clients stay clients. Happy clients refer you to new prospects. So what are the secrets to	My Research: Getting the Most for Your Research Dollars  Description: We all want to stretch our legal research dollars. But we also want to find what needs to be found. Our WestLaw and Lexis representatives team with experienced

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documents. So whether it's emailing a contract for filing a Federal Court document, you need to understand how to PDF, what's possible and more.	blogging efforts. Our panel of renowned blogging vets talk about what works, what doesn't, how to blog and why you should.	(doesn't that describe all of us?) this session is a must. Our panelists will help you by finding more time without working any harder.	digital glue holding our systems together. This popular program reveals favorite tried and tested tools – some free, some not, but all indispensable!	building and maintaining a base of satisfied clients? How do you create a referral pipeline with your clients? Our team of client pleasers will share their techniques.	legal librarians from UW and Marquette Law Schools to give you their insider's tips.
5:20	FIRST DAY ENDS		2:00-2:15	Sponsor Break – Visit the Exhibits / Refreshment Break	

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**Attend GP|Solo  
Division Fall Meeting  
Events!**

Session  
9  
2:15-3:15

**Practice Anywhere, Any Time: Tips & Tools for Mobile, Wireless and Home-Based Lawyering**

Description: SSF lawyers have to be omnipresent – ready to serve any client at any time at any place. Our pair of legal road warriors talk about laptops, Smartphones, PDAs, and all the gadgets needed to practice anywhere.

**Web 2.0: Hottest Web Tools for Small Firm Innovators**

Description: The second major generation of the web is here for lawyers today. From web-based word processing, firm calendars, promotion and practice development via blogging, client satisfaction surveying and more – it's your web future, today.

**My Safe Practice: What Every Lawyer Must Know about Backup, Viruses, Spyware and Security – The “Anti-Disaster” Session**

Description: Bad things happen to good lawyers. Digital disaster possibilities abound: hard drive failure, virus and spyware infestations, security breaches. We'll steer you through the dangers and provide the law practice first aid.

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**3:15-3:20**

**FINAL PRIZE DRAWING – EXHIBITOR AREA!**

**3:20**

**CONFERENCE ENDS**