

2007 National Solo & Small Firm Conference

Friday, October 5, 2007 and Saturday, October 6, 2007

“Solo & Small Firm Power! The Best Things Come in Small Packages”

Co-Chairs: James Calloway, Ross Kodner, and Deborah Matthews

Revised 9/25/07

OPENING 12:30p	Keith B. McLennan, ABA GP Solo and Small Firm Division Chair Ross Kodner, James Calloway, and Deborah Matthews, Conference Co-Chairs		
DAY ONE PLENARY 12:30-1:30p	How We Earned Our Gray Hair: Wisdom of Solo and Small Firm (SSF) Veterans <i>Bruce Dornier, Moderator and Jeffrey Allen, Charles Driebe, David Lefton, Jennifer Rose</i> (Prize Drawing)		
	TRACK 1 - Tech That Works!	TRACK 2 - Manage Smart!	TRACK 3 - Have a Life!
Session 1 1:45p-2:45p	Outlook for Lawyers: The Case Manager You Already Have <i>Ross Kodner Andrew Simpson</i>	I'm Done! SSF Retirement and Succession Planning <i>Stephen Gallagher Ellen Freedman</i>	15 Tips for Stress LESS SSF Practice in 60 Mins. <i>Reid Trautz Deborah Matthews Sandy Bautch</i>
EXHIBIT AREA BREAK (15 MIN)			
Session 2 3p-4p	Buy Right and Spend Smart: Law Office Technology 101 <i>Nerino Petro Jeffrey Allen J. Anthony Vittal</i>	The Lawyer as Employer: Hiring, Firing, Managing, and More <i>Ellen Freedman James Calloway Harold Goldner</i>	Immigration Gotchas for Non-Immigration Lawyers <i>Reid Trautz William "Bill" Stock</i>
SESSION BREAK (15 MIN)			
Session 3 4:15p-5:15p	E-Discovery for the Rest of Us: Essential Small Firm Primer <i>Sharon Nelson John Simek Vince Nalin</i>	When Bad Things Happen to Good Firms: Disaster Planning Essentials <i>Deborah Matthews Sandy Bautch J. Anthony Vittal</i>	Creating an Effective and Professional Online Presence <i>Brett Osterhout, Eastern Division, Thomson FindLaw</i>

DAY TWO PLENARY 8:30a-9:40a	<p>60 Tremendous Solo & Small Firm Tips, Gadgets, and Sites <i>Bruce Dornier, Moderator</i> <i>Ross Kodner, James Calloway, Daniel Coolidge, Catherine Sanders Reach</i></p> <p>No charge for GPSSF Division Meeting Attendees (Prize Drawings)</p>		
SESSION BREAK (5 MIN)			
	TRACK 1 - Tech That Works!	TRACK 2 - Manage Smart!	TRACK 3 - Have a Life!
Session 1 9:45a-10:45a	<p>Talk to the Hand! Digital Dictation and Voice Recognition that Works!</p> <p><i>Nerino Petro Jeffrey Allen</i></p>	<p>All About the Benjamins: Billing Smart, Getting Paid</p> <p><i>Monica D'Amore James Calloway</i></p>	<p>Sale of a Law Practice</p> <p><i>Todd Scott, Minnesota Lawyers Mutual</i></p>
EXHIBIT AREA BREAK (15 MIN)			
Session 2 11a-11:50a	<p>Technology for Tightwads: Our Favorite Free and Cheap Utilities</p> <p><i>Bruce Dornier Daniel Coolidge Ross Kodner</i></p>	<p>Show Me The Money! Taking Your Firm's Financial Pulse</p> <p><i>Ellen Freedman</i></p>	<p>Balancing Your Life: Tips for Time Management and Getting It Done</p> <p><i>Margaret Spencer Dixon</i></p>
SESSION BREAK (10 MIN)			
LUNCH KEYNOTE Noon-1p	<p>Harold M. Goldner, Esq., Chair, Solo and Small Firm Section, Pennsylvania Bar Association, <i>Welcome Address and Lunch Sponsor</i></p> <p>Keith B. McLennan, Chair, GP Solo and Small Division, American Bar Association, <i>Keynote Address</i></p>		
Session 3 1:15-2:15p	<p>PDFing Your Practice: Acrobat and More</p> <p><i>Catherine Sanders Reach, Mod. Daniel Siegel Rick Borstein</i></p>	<p>Keeping Them Satisfied: Exceeding Client Expectations Everyday!</p> <p><i>James Calloway Ellen Freedman</i></p>	<p>Writing Your Way to Fame: Getting Published and Noticed</p> <p><i>Elio Martinez, Mod. Robin West Joan Burda</i></p>
EXHIBIT AREA BREAK (15 MIN)			
Session 4 2:30p-3:30p	<p>How NOT to Commit Malpractice With Your Computer</p> <p><i>Ross Kodner Sharon Nelson</i></p>	<p>Your New "Partner" Isn't Your Partner: Contract Lawyering</p> <p><i>Carolyn Elefant Lisa Solomon</i></p>	<p>Don't Worry, Be Happier: Using Case Management Software To Reduce Stress</p> <p><i>Andrew Simpson Daniel Siegel</i></p>
SESSION BREAK (10 MIN)			
Closing Plenary 3:40p-4:40p	<p>Solosez Live! Q&A With Solosez Stars -Bruce Dornier moderating <i>Various Solosezzers Answering Audience Questions</i></p>		
CLOSING AND PRIZE DRAWINGS			