

ASSOCIATION OF LEGAL ADMINISTRATORS
GREATER CHICAGO CHAPTER



EDUCATIONAL CONFERENCE
AND BUSINESS PARTNER EXHIBITION

Wednesday, September 2, 2009
8:00 a.m. to 6:00 p.m.

The Sheraton Hotel and Towers
301 East North Water Street
Chicago, Illinois 60606



2009 ALA GREATER CHICAGO CHAPTER EDUCATIONAL CONFERENCE AND BUSINESS PARTNER EXHIBITION

TELL ME ABOUT THIS CONFERENCE!

The Greater Chicago Chapter of the Association of Legal Administrators will host a one-day Educational Conference and Business Partner Exhibition. This conference will offer legal professionals the opportunity to gain knowledge in a variety of areas, to network with other legal professionals and to get a first hand look at new products and services offered by our vendor business partners.

REGISTRATION INFORMATION:

\$50.00 – Members
(Received by 8/15/09)
\$55.00 – Members
(Received After 8/15/09)
\$65.00 – Non-Members

CHAPTER MEMBERSHIP:

You do not need to be a member of ALA to attend this conference. However, with all the great benefits of being a member of the ALA, why not join today. Contact Marie Fiorito at 312-464-3121 for information on becoming a member of the ALA or email Marie at mfiorito@loeb.com.

WELCOME AND OPENING REMARKS 8:30 AM

Diane Brummel, President
Greater Chicago Chapter of ALA

Patsy Carey, Professional Development Director
Greater Chicago Chapter of ALA

Jena Neisler, Vendor/Public Relations Director
Greater Chicago Chapter of ALA

OPENING KEYNOTE PRESENTATION 8:45 AM TO 9:45 PM

Reverse Leadership: The Extraordinary Value of Working Backwards

The best leaders know the power of “beginning at the end.” Nationally acclaimed law firm and business trainer Michael Brandwein demonstrates a two-step process you can use every day to develop greater skills in yourself and team members, with over 200 specific examples of terrific skills you can take back to build stronger working relationships with others. Boost your teamwork, mentoring associates, client service, and more.



Presenter: Michael Brandwein, educator/lawyer/author

MICHAEL BRANDWEIN (michaelbrandwein.com) has presented for law firms, organizations, and businesses in all 50 states and on 6 continents. A former trial lawyer and partner (J.D. University of Chicago), he has been one of the most highly rated national keynoters for both the ABA and ALA, has written four best-selling training and management books, and has done three Emmy® award-winning television programs on communication. In addition to law firms, his corporate clients include Hewlett-Packard, Nordstrom, Mercedes Benz, Motorola, Gillette, and many others, and his government clients include NASA, where he serves on the faculty of its management training academy.

EXHIBIT HALL 9:45 AM TO 10:30 AM

2009 ALA GREATER CHICAGO CHAPTER EDUCATIONAL CONFERENCE AND BUSINESS PARTNER EXHIBITION

DAY AT A GLANCE

8:00 AM
REGISTRATION AND CONTINENTAL
BREAKFAST

8:30 AM
WELCOME AND OPENING REMARKS

8:45 AM
OPENING KEYNOTE PRESENTATION:
MICHAEL BRANDWEIN

9:45 AM
EXHIBIT HALL – PLEASE VISIT OUR
BUSINESS PARTNERS IN THE EXHIBIT
HALL

10:30 AM
MORNING BREAKOUT SESSIONS:

FINANCIAL UPDATES
LEGAL TEAMWORK SUCCESS
ANATOMY OF PROFESSIONAL LIABILITY

11:45 AM
LUNCH AND EXHIBIT HALL

1:00 PM
AFTERNOON BREAKOUT SESSIONS:

FIFTY FANTASTIC TECH TIPS
ILLINOIS LAW UPDATE
PROCUREMENT SOLUTIONS

2:15 PM
EXHIBIT HALL – PLEASE VISIT OUR
BUSINESS PARTNERS IN THE EXHIBIT
HALL

3:00 PM
CLOSING KEYNOTE PRESENTATION:
DOUG DVORAK

4:30 PM
COCKTAIL RECEPTION AND
PRIZE DRAWINGS

MORNING BREAKOUT SESSION 10:30 AM TO 11:45 AM

FINANCE

Financial Updates

Back by popular demand, Tony and Barry will reveal insights into the challenges that law firms are facing as they attempt to increase revenue and improve profitability while controlling costs during these unpredictable economic times. Their survey addresses topics such as billing rates, billable hours, profits per partner, a/r turnover, leverage, realization, and IT expense.

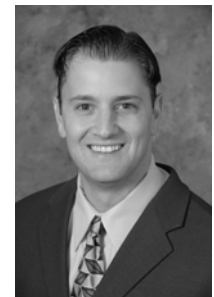
Presenter: Barry Rosenthal, CPA

Barry is a partner with McGladrey & Pullen, LLP, which merged with his former employer Altschuler, Melvoin & Glasser, LLP, where he was the managing partner. He serves as the head of the Service and Nonprofit group and national director of the Law Firm Services group. Throughout his career, Barry has been involved extensively with all aspects of accounting, taxation and management advisory services related to closely held companies, with a particular emphasis on law firms.



Presenter: Anthony Fiore

Tony is an audit director with McGladrey & Pullen's Great Lakes practice. Tony began his career with the Firm in 1993 and has over 15 years of integrated experience in analytical and decision-making skills coupled with a solid ability to apply rigorous financial discipline to accounting operations and financial reporting. Tony's background includes significant experience in providing audit, accounting, and consulting services. Tony serves a variety of clients with a concentration in law firms and other professional services organizations.



2009 ALA GREATER CHICAGO CHAPTER EDUCATIONAL CONFERENCE AND BUSINESS PARTNER EXHIBITION

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Mr. Michael P. Motyka
Dykema Gossett LLP

Ms. Lisa Van Sant
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MORNING BREAKOUT SESSIONS CONTINUED

HUMAN RESOURCES

How to Teach Superb Sharing of Secretaries, Assistants, & Other Staff: Terrific Teamwork Training

The "sharing" arrangement where lawyers, secretaries, assistants, and paralegals work in clusters or teams often works poorly or is mediocre because it's just assumed (incorrectly) that people will just figure out how to get it right. This unique session designed by Michael especially for law firms details exactly what members on the most highly effective legal teams say and do to work with each other with respect, trust, mutual support, and high productivity. Cut through unnecessary stress and problems while increasing performance with these practical skills.

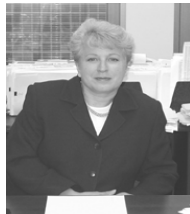
Presenter: Michael Brandwein



LEGAL INDUSTRY

Legal Industry: The Anatomy of Your Professional Liability Application and Policy - Mind the Gaps!

The speaker will provide you with critical advice on completing your application and placing your coverage. The session will conclude with a question and answer period. At the end of the session you will be able to advise your firm on how to best complete your application and how to avoid gaps in coverage on your professional liability policy.



Presenter: Jody A. Harris, ARM, RPLU

Managing Director of Arthur J. Gallagher's Lawyers
Professional Liability Insurance Division

LUNCH
11:45 AM TO 1:00 PM

Steve Wingert, At Large Director, ALA Board of Directors, will do a short presentation during lunch on the "Rebranding of the ALA".

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2009 ALA GREATER CHICAGO CHAPTER SPONSORS

SEARS TOWER

NEXT DAY TONER SUPPLY

MAGNIFICENT MILE

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WAREHOUSE DIRECT**

AFTERNOON BREAKOUT SESSIONS

1:00 PM TO 2:15 PM

INFORMATION TECHNOLOGY

Fifty Fantastic Tech Tips No Legal Administrator Can Live Without!

More and more, technology is making a difference in the way legal administrators work, communicate and ultimately succeed. But how can you keep up with it all? By starting with the basics of course! Attend this session to pick up countless practical technology skills, tips and resources that will help you harness and maybe even enjoy the benefits technology can provide. Our experts will share information on Windows XP and Vista, Word, Outlook, scanners, and much more.

**Presenter: Jeremy Schapter, Blue Star
Computer Solutions**

Jeremy Schaper, a founder and Principal at BlueStar Computer Solutions, Inc., has a decade of legal industry software training and instructional design experience. He conducts training for legal professionals at many Am Law Top 100 Firms throughout the country and speaks to numerous industry groups about legal technology and vendor services.



HUMAN RESOURCES

Illinois Law Update

2009 has been a busy year in the employment area. Join this popular session which will include information regarding recent amendments to FMLA regulations, proposed amendments to ADA regulations, United State Supreme court decisions regarding what is discrimination, employer responsibility for harassment, and trends in the field like use of social networking sites.

Presenter: David Miller, Dykema Gossett

Mr. Miller is a member in the Chicago office of Dykema, where he has aggressively represented private and public employers in all aspects of labor relations and employment law. He assists clients to develop creative, cost-effective solutions to workplace issues involving employees or unions, and defends employers in administrative and court proceedings. Mr. Miller is a past Co-Chair of the Chicago Bar Association, YLS, Labor and Employment Committee, and the recipient of the Association's David Hilliard Distinguished Service Award. Mr. Miller has been an instructor for the Northern Illinois University's SHRM Certification Test Preparation Course and currently serves as a board member on several non-profit organizations.



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A MAGNIFICENT MILE SPONSOR
OF THE GREATER CHICAGO
CHAPTER OF THE ALA!

Come And Join Us.....

For Educational
Sessions,

Networking,

Vendor Exhibits,

Prize Drawings!!!

AFTERNOON BREAKOUT SESSIONS CONTINUED

LEGAL INDUSTRY

Utilize the RFP Process to Ultimately get what you want from suppliers

As legal industry procurement gets more complex, learn how to apply a proven RFP methodology to get what you want from suppliers, achieving better deals at lower costs.

Presenter: Kevin Ellison, BA, JD
Principal – Ellison Consulting



Kevin owns and manages Ellison Consulting, a full-service firm that provides expert consulting services in Project Management, Business Process Engineering, Training Services and Procurement/Supply Chain. Clients range from law firms to Fortune 500 corporations, providing him a unique perspective in helping to deliver best-in-class solutions to solving clients needs. He has extensive experience in the legal supplier industry providing consulting services to law firms throughout the US on projects ranging from legal industry time and billing implementations (Thomson's Enterprise and 3E software solutions) and project management to procurement/supply chain requirements. He has done legal industry vendor agreements with nearly every major legal service supplier at a variety of law firms.

EXHIBIT HALL
2:15 PM TO 3:00 PM

CLOSING SPEAKER
3:00 PM TO 4:15 PM

Lighten Up – How to Put More Fun In Your Life and Work

In this program, participants will learn how humor can reduce stress, improve creativity, increase productivity and balance the stress of life and work by providing them a new perspective. Through a fun, funny and educational experience, participants will acquire humor coping skills to incorporate into their personal and professional lives.

Presenter: Doug Dvorak

Doug Dvorak is a certified sales trainer, management consultant and corporate humorist. Doug holds a Bachelor of Arts degree in Business Administration and a Master of Business Administration in Marketing Management. But Doug's sense of humor is no less refined, as he is a graduate of the Player's Workshop of the Second City. Through the unique, original character created by Doug Dvorak, Dr. Earnest Carpediem, delivers a highly energetic and creative interactive presentation attendees will not want to miss!



COCKTAIL RECEPTION AND PRIZE DRAWINGS
4:30 PM TO 6:00 PM

2009 ALA GREATER CHICAGO CHAPTER EDUCATIONAL CONFERENCE AND BUSINESS PARTNER EXHIBITION REGISTRATION FORM

Please send check and completed registration form to:

Jena Neisler
Director of Administration
Sedgwick, Detert, Moran
& Arnold LLP
One North Wacker
Suite 4200
Chicago, Illinois 60606

Please make checks payable to:

"ALA Greater Chicago Chapter"

Directions/Parking

The Sheraton Hotel And Towers is located at 301 East North Water Street. The Sheraton offers valet parking at the In-Door Garage in the hotel (based upon availability).

Questions

Questions regarding the conference should be directed to:

Jena Neisler at
jena.neisler@sdma.com or
312-641-9050

or to:

Patsy Carey at
pcarey@stamostrucco.com or
312-630-7979

ALA GREATER CHICAGO CHAPTER EDUCATIONAL CONFERENCE AND BUSINESS PARTNER EXHIBITION 2009 REGISTRATION FORM

**SEPTEMBER 2, 2009 – THE SHERATON HOTEL AND TOWERS
CHICAGO, ILLINOIS 60606**

FIRST NAME: _____ LAST NAME: _____

TITLE: _____

FIRM: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

E-MAIL: _____

ARE YOU A FIRST-TIME ATTENDEE? YES _____ No _____

ARE YOU A MEMBER OF
ALA GREATER CHICAGO CHAPTER? YES _____ No _____

IF YES, MEMBER NUMBER: _____

WILL YOU BE ATTENDING THE COCKTAIL RECEPTION (INCLUDED IN REGISTRATION FEE)?

Yes _____ No _____

CHECK WHICH BREAKOUT SESSIONS YOU PLAN TO ATTEND. ONE IN EACH TIMESLOT, PLEASE.

MORNING SESSION 10:30 AM TO 11:45 AM

_____ FINANCE	FINANCIAL UPDATES	BARRY ROSENTHAL, TONY FIORE
_____ HR	LEGAL TEAMWORK SUCCESS	MICHAEL BRANDWEIN
_____ LEGAL INDUSTRY	ANATOMY OF PROFESSIONAL LIABILITY	JODY A. HARRIS

AFTERNOON SESSION 1:00 PM TO 2:15 PM

_____ IT	FIFTY FANTASTIC TECH TIPS	JEREMY SCHAPTER
_____ HR	ILLINOIS LAW UPDATE	DAVID MILLER
_____ LEGAL INDUSTRY	PROCUREMENT SOLUTIONS	KEVIN ELLISON

REGISTRATION INFORMATION:

REGISTRATION INCLUDES BREAKFAST, EDUCATIONAL SESSIONS, HANDOUT MATERIALS, ADMISSION TO BUSINESS PARTNER EXHIBITS, LUNCH, BREAKS AND COCKTAIL RECEPTION.

\$50 EARLY BIRD REGISTRATION FOR MEMBERS WHO REGISTER BY AUGUST 15, 2009

\$55 FOR MEMBERS WHO REGISTER AFTER AUGUST 15, 2009

\$65 FOR NON-MEMBERS