

# ACLEA CLE BOOT CAMP PLUS

NOVEMBER 10, 2008

OFFICES OF THE D.C. BAR - 1250 H STREET NW - B1 LEVEL CONFERENCE CENTER  
WASHINGTON, D.C. 20001

The **CLE Boot Camp** was created to assist our colleagues who are new to the profession and those who just need a refresher. Boot Camp has consistently met with rave reviews, and ACLEA is committed to continuing this service to its members. The sessions within Boot Camp are basic level, and the overall curriculum is designed to help you in all areas of CLE programming and professional development. We are delighted and thankful to have so many volunteers and "old-timers" help with these sessions. We know you will walk away with lots of information to help you in your own organization.

**Presented by:** *Lawrence J. Center* - Georgetown Law Center CLE; *Roger B. Curlin III* - Carlton Fields, P.A.; *Jan F. Majewski* - Holland & Knight LLP; *Vince O'Brien* - Minnesota CLE; *Amy Danziger Shapiro* - ALI-ABA; *Donna J. Passons* - Texas Institute of Continuing Legal Education; *Lalla H. Shishkevish* - District of Columbia Bar; *Yvette Snavelly* - Institute of Continuing Legal Education

## PROGRAM AGENDA:

**8:45 Introductions and What You Hope to Gain as an ACLEA Member**

**9:00 Program Planning from A to Z** - Discover how to make contacts, decide on subjects, content, faculty and formats, understand budgeting and pricing, develop timelines and deadlines, and how to analyze your results.

**10:15 Break**

**10:30 The Basics of Marketing CLE Products: From Ideas to Follow-up** - An overview of a professional marketing approach for courses and books utilizing your entire organization, while understanding and adapting to the unique qualities and evolving world of our CLE customers.

**11:30 Finance and Negotiation Techniques** - Gain insight on how to save money at your seminars and conferences with budgeting, expense monitoring and financial ratios, while learning proven hotel negotiation strategies.

**12:30 Luncheon - Carnies, Cotton Candy, and Collaboration** - How law firms and other CLE providers can work together.

**2:00 Break - Proceed to Regular Boot Camp or In-House/Professional Development Breakout**

**2:15 Technology & CLE** - Learn how to maximize technology in your daily operations, programming, marketing, publications, and website presence. Make the most of what you already have while looking toward the future of CLE and technology.

**3:15 The MCLE Application and Reporting Process** - Are you looking for ways to simplify the MCLE application and recording process? Find out how to work with accreditation agencies and get answers to your questions about different state MCLE requirements.

**3:45 Panel of Experts**

**4:15 Adjourn**

**2:15 In-House/PD Breakout** - An interactive discussion about the unique program planning issues faced by law firms and in-house CLE professionals. Topics will focus on the special needs of new/summer associates, and other unique groups within the firm; MCLE issues for law firms, especially those with multiple jurisdictions; an overview of technology that helps with program delivery; professional development responsibilities beyond training, including building strong relationships with your attorneys, career coaching, mentoring and more. This interactive session is designed to allow the audience to craft discussions around their burning issues and specific needs.

**4:15 Adjourn**

*Registration Fee includes detailed course materials.*

# GENERAL INFORMATION

ACLEA CLE BOOT CAMP PLUS - NOVEMBER 10, 2008 - WASHINGTON, D.C.

**Conference Location** — *CLE Boot Camp Plus* is being held at the offices of the D.C. Bar (1250 H Street NW, B1 Level - Conference Center, Washington, DC 20001). There is no convenient parking near the building so the use of taxis or the train is highly recommended (the METRO Center is 1.5 blocks from the building.) There are numerous hotels within walking distance. We recommend you make your reservations immediately if you plan to attend this course. Grand Hyatt Washington (.1 mile away), Room Rate: \$219, (202) 582-1234; Four Points Sheraton (.2 miles away), Room Rate: \$205, (202) 289-7600; Embassy Suites (.2 miles away), Room Rate: \$240, (202) 739-2001; Sofitel Washington DC (.3 miles away), Room Rate: \$240, (202) 730-8800.

**Pre-Registration** — To ensure sufficient materials are available for all attendees, pre-registration is strongly encouraged. Door registration is an additional \$50.00. *The Registration Fee includes detailed course materials.*

**Special Registration** — Non-members of ACLEA may attend at the discounted member rate when accompanying a current ACLEA member from the same organization.

**Registration by Telephone** — You may register by calling 512/453-4340. Phone-in registrations require an AmEx, Visa or MasterCard number, expiration date, security code and billing address.

**Cancellations and Refunds** — Refunds, less a \$50.00 processing fee, will be given to registrants who cancel by 5:00 p.m. on the Wednesday preceding the Boot Camp/Special Session. No refunds will be granted thereafter. Course materials will automatically be mailed to prepaid registrants who were not able to attend.

**Special Accommodations** — If special arrangements are required for a person with a disability to attend this program, please contact us at 512/453-4340.

## REGISTRATION FORM

**Mail to:** ACLEA CLE Bootcamp-D.C.  
P.O. Box 4646  
Austin, Texas 78765-4646

**or FAX Form to:** 512/451-2911  
**Phone:** (512) 453-4340

*(Phone & Fax Registrations must be accompanied by a AmEx, Visa or MasterCard information)*

**Please register me as follows:**

<input type="checkbox"/> CLE Boot Camp Registration (Due by 5 p.m. November 3) .....	\$195.00	\$145.00
<input type="checkbox"/> After 5:00 p.m. November 3rd and Door Registration Fee .....	+\$50.00	+\$50.00
<input type="checkbox"/> Join ACLEA Now and Register at the Discounted Member Rate .....		\$ _____
<small>(\$195 for the 1st member from an organization; \$180 for each additional member from the same organization)</small>		

Circle Your Rate →	Non-Member Rate	Member Rate

**TOTAL ENCLOSED**..... \$ \_\_\_\_\_

**No refunds after 5:00 p.m., Monday, November 3, 2008.**

Name \_\_\_\_\_  
Firm/Company \_\_\_\_\_  
Address \_\_\_\_\_ Country \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Check enclosed payable to **ACLEA** or Charge my \_\_\_\_\_ AmEx \_\_\_\_\_ Visa or \_\_\_\_\_ MasterCard  
Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Authorized Signature \_\_\_\_\_ Name on Card \_\_\_\_\_  
Security Code (3 or 4 digits) \_\_\_\_\_ Billing Address (incl. zip) \_\_\_\_\_



The Network for CLE Professionals...Worldwide

For more information about ACLEA, visit our website at [www.aclea.org](http://www.aclea.org).