

ACLEA CLE BOOT CAMP

November 14, 2006

The Law Offices of Holland & Knight LLP 131 South Dearborn, 30th Fl, Chicago, IL 60603

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 publications. 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.

FEATURING...

A Special Breakout Session for In-House CLE Professionals!

A special 90-minute breakout session for in-house CLE administrators has been developed specifically for this Boot Camp. This session will focus on CLE Tracking Methods and Record Keeping; Marketing to In-House Lawyers; and Delivering Programming to Lawyers Outside Your Home Office.

TOPICS INCLUDE:

- **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.
- **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.
- **Technology and 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.
- **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.
- **Publications** - Curious about publishing CLE books, working with authors or writing a manuscript?
- **The MCLE Reporting Process** - Are you looking for ways to simplify the MCLE application and recording process? Discuss this and other topics you would like the panel to focus on.

Presented by: *Roger B. Curlin III* - Holland & Knight LLP; *Leslie Lynn Myers* - Texas Institute of CLE; *Donna J. Passons* - Texas Institute of CLE and ACLEA's Executive Director; *Jane S. Rhee* - Shearman & Sterling LLP; and *Ginger Shepard* - Illinois Institute for CLE.

Registration Fee includes a continental breakfast, networking luncheon, and extensive, detailed materials.

BOOT CAMP AGENDA

- 8:30 a.m. Continental Breakfast & Registration
- 8:45 a.m. Introductions and What You Hope to Gain From These Sessions
- 9:00 a.m. Presentations and Panel Discussions
- 10:15 a.m. Break
- 11:45 a.m. Networking Luncheon
- 12:30 p.m. Presentations and Panel Discussions
- 4:30 p.m. Adjourn

SPECIAL FOCUS!

**The New Mandatory
CLE Rules Recently
Adopted in Illinois**

*Special Thanks to Holland & Knight LLP for hosting the Chicago CLE Boot Camp
and for their continued support of ACLEA.*

GENERAL INFORMATION

ACLEA CLE Boot Camp - November 14, 2006 - Chicago, Illinois

Conference Location — Thanks to the hospitality of Holland & Knight LLP, the meeting will be held in their offices at the Citadel Center (131 South Dearborn - 30th Floor, Chicago, IL 60603) 312/263-3600.

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 a continental breakfast, networking luncheon, and extensive, detailed 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 a VISA or MASTERCARD number and expiration date.

Cancellations and Refunds — Refunds, less a \$50.00 processing fee, will be given to registrants who cancel by 5:00 p.m. on the Tuesday preceding the Boot Camp. 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.

Hotel Information — The following hotels are within close proximity of the meeting location. Call for available rates and to make reservations.

Carlton Oak Park Hotel and Inn - 1110 Pleasant St, Oak Park, IL - 708/848-5000

Palmer House Hilton - 17 E Monroe St - 312/726-7500

W Chicago City Ctr - 172 W Adams St. - 312/332-1200

Crowne Plaza Chicago-Downtown - 10 S Wabash Ave - 312/372-7696

REGISTRATION FORM

Mail to: ACLEA CLE Bootcamp **or FAX Form to:** 512/451-2911 *(Phone & Fax Registrations must be accompanied by a Visa or Mastercard Number)*
P.O. Box 4646 **Phone:** (512) 453-4340
Austin, Texas 78765-4646

Please register me for the CLE Boot Camp as follows:

<input type="checkbox"/> ACLEA Member Registration (Due by 5 p.m. November 10)	\$145.00
<input type="checkbox"/> Non-Member Registration (Due by 5 p.m. November 10)	\$195.00
<input type="checkbox"/> After 5:00 p.m. November 10 and Door Registration Fee	\$+50.00
<input type="checkbox"/> Join ACLEA Now and Register at the Discounted Member Rate	\$ _____

(\$195 for the 1st member from an organization; \$180 for each additional member from the same organization)

TOTAL ENCLOSED..... \$ _____

No refunds after 5:00 p.m., Tuesday, November 7, 2006.

Name _____

Firm/Company _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

Check enclosed payable to **ACLEA** or Charge my _____ VISA or _____ MASTERCARD

Card No. _____ Exp. Date _____

Authorized Signature _____ Name on Card _____



For more information about ACLEA, visit our website at **www.aclea.org**.

ACLEA Membership Application

Name Mr. or Ms. (please circle one) _____

Job title _____

Organization _____

Street address _____

City, State/Province, Zip/Postal Code, Country _____

Telephone _____ Fax _____ E-mail _____

Organization's Web Site address _____

In which area(s) of CLE do you have responsibility?

Please check all that apply

- Audio-visual
- Technology
- Executive Director
- Financial
- Marketing
- Management
- Programs/Seminars
- Publications
- Support Staff (list area): _____
- Other (please explain): _____

Your CLE organization can best be described as a:

- Bar Association – Local/Specialty
- Bar Association - National/State/Provincial
- Government/Judicial Agency
- Independent
- National/Regional
- Law Firm or Law Department In-House Education
- Law School
- Law Society - Provincial
- Legal Publisher
- Other (Please Describe): _____

In what year did your organization begin to offer CLE services? _____

How many years, including prior employment, have you worked in the field of CLE? _____

Have you ever been a member of ACLEA? No Yes When? _____

Special Interest Groups (SIGs)

Organizational SIGs: ACLEA Members meeting the criteria for membership in an organizational SIG are automatically placed in one of the following: In-House; Law Schools; Local & Specialty Bars; Nationals; State & Provincial Bars; Entrepreneurs. You will also be subscribed to the corresponding listserv. Organizational SIG listservs include only members of the SIG. If you do not wish to be included on the appropriate Organizational SIG listserv, please check here

Functional SIGs: All ACLEA Members are invited to join the Functional SIGs and the corresponding listserv. Please check the Functional SIGs and listservs you would like to join:

	<u>Executive Leadership</u>	<u>Marketing</u>	<u>Publications</u>	<u>Technology</u>
Join SIG:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Join Listserv:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACLEA has my permission to fax or email me information regarding my membership and ACLEA's educational offerings.

Signature _____

Date _____

Payment Information: Check or Money Order (drawn on U.S. banks only) Visa MasterCard
 US \$195 primary member from an organization US \$180 for each additional member from same organization
Visa/MasterCard Account Number: _____ Exp. Date _____
Name on Card: _____ Signature: _____

Please return application and payment to: ACLEA, P.O. Box 4646, Austin, TX 78765 or fax to 512/451-2911
If you have any questions, contact ACLEA headquarters at 512/453-4340 or at aclea@aclea.org.