Work Smarter, Not Harder: Life Hacks for the Modern-Day Practitioner

LIVE and WEBCAST
Thursday, April 23, 2020
NC Bar Center
8000 Weston Parkway
Cary

REGISTER TODAY!
Save 10% if registration is received by April 2, 2020.
www.tinyurl.com/CLE897SFP

Satisfies NC State Bar Technology Training requirement

TOTAL CLE CREDIT
6.0 HOURS

Substance Abuse/Mental Health
1.0 HOUR

Program includes the 2020 Small Firm & Technology Section Annual Meeting
Whether practicing solo or in a large firm, every attorney should work smarter, not harder. This program addresses various common mistakes attorneys make and how to avoid these pitfalls. Learn how to utilize technology, such as Office 365 and e-discovery, to make the practice of law easier, more efficient and less stressful.

— Attendees, 2019 NCBA Small Firm & Technology CLE
THURSDAY, APRIL 23, 2020 | 8:30 a.m. – 4:30 p.m.

8:30  **Registration and Continental Breakfast**

8:55  **Welcome and Introductions**

9:00  **Civ Pro 101: What You Forgot and What You Never Knew – From Client Intake to Case Closure**

Bowers

Review key rules of civil procedure and how they can play a critical part in any lawsuit. Hear tips and practical takeaways for practicing confidently, smartly and efficiently, told through anecdotal experience.

10:00  **60ish Technology Tips, Tools and Tricks in 60 Minutes**

‡ Reach

Explore new apps, software and tools for tracking time, improving client communications, cloud computing, security, social media, productivity, mobile devices and more. Then, consider how these tools and other useful resources help all legal professionals be technologically competent, more productive and highly efficient.

11:00  **Break**

11:15  **Hidden Gems in Office 365 for Lawyers**

‡ Reach

Do you know all the features of Office 365? Explore what you can do with this software and how it can help with document creation, management, communication and collaboration. Learn about new features like FindTime, Power Automate and MyAnalytics, and receive tips for keeping sensitive and confidential data secure.

12:15  **Small Firm & Technology Section Annual Meeting**

Ashley L. Felton, Michael Best & Friedrich LLP, Raleigh, 2019-2020 Section Chair, presiding

12:30  **Networking Lunch**
From Chaos to Calm: Reducing Stress and Building Resilience at Work and in Life†
Gentile
Stress can alter your mental, emotional and physical health, as well as undermine your sense of well-being and effectiveness. Gain a clear understanding of the indicators and consequences of stress, and learn mindfulness techniques for health and well-being.

Break

E-discovery Simplified: Answers to the Questions You Were Too Embarrassed to Ask, or Didn’t Know You Didn’t Know‡
Bowling and Smith
Dive into the who, what, where, when and why of e-discovery — from commonly used but misunderstood terminology, to basic tools for review and management, and when to consult with a third-party vendor.

Social Media from Start to Finish
Perry and Shinn
Discuss the effective use of social media platforms throughout your practice. Hear about the possible pitfalls and receive helpful tips and tricks to use social media to your and your client’s advantage.

Adjourn

† Indicates portion providing Substance Abuse/Mental Health credit
‡ Indicates portion providing Technology Training credit
PROGRAM DETAILS

SPEAKERS
- Jessica E. Bowers, Smith Bowers PLLC, Raleigh
- Todd Bowling, Novo Office Strategies, Raleigh
- Annelies M. Gentile, Conduit for Change, Raleigh
- Nolan R. Perry, Morgan & Perry Law, Fuquay-Varina
- Catherine Sanders Reach, North Carolina Bar Association, Cary
- Ali Shinn, Whitfield Bryson and Mason, Raleigh
- Connie Smith, Cicayda, Fort Lauderdale, FL

SPECIAL ACCOMMODATIONS
NCBA makes every effort to ensure a quality learning experience. If you have dietary restrictions or need special accommodations, please contact us at least one (1) week prior to the program start date.

HOTEL INFORMATION
Contact hotels directly for reservations at the special NCBA room rate. Rates are based on availability and rooms may sell out.

Embassy Suites
201 Harrison Oaks Boulevard, Cary
- **Nightly Rate:** $174 single/double
- **Reservations:** 919.677.1840 or www.tinyurl.com/NCBA-Embassy
- **Corporate Account Code:** 2691626

TownePlace Suites by Marriott
120 Sage Commons Way, Cary
- **Nightly Rate:** $114 studio queen with sleeper sofa (Sunday–Thursday)
- **Reservations:** 919.678.0005
- **Ask for the NCBA corporate rate.**

PLANNERS
- M. Riana Smith, Smith Bowers PLLC, Raleigh
- Lindsey E. Powell, Anderson Jones PLLC, Atlanta, GA

We extend our sincere gratitude to the NCBA Small Firm & Technology Section as well as the planners and speakers who volunteer their time and expertise toward the goal of presenting an educational program of the highest quality.
Your NCBA membership now includes access to more than 32,000 pages of electronic content from past CLE program manuscripts.

To browse the virtual collection, go to www.ncbar.org/CLEbookstore and click on “Member E-library.”
STEP 1: Tell us who you are. (Please print clearly.)

Print Full Name: ____________________________
Address: ____________________________________
City, State and ZIP: ___________________________
Daytime Phone Number: _______________________
Email Address: _______________________________
NC State Bar No. (Required for MCLE Credit): ____________________

STEP 2: Select your tuition rate. (Register early and save 10%. Payment must be received three (3) weeks prior to program date to qualify for the early rate.)

Standard Rate: ☐ $325 / ☐ $295 Early
NCBA Member: ☐ $270 / ☐ $245 Early
NCBA Small Firm & Technology Section Member: ☐ $250 / ☐ $225 Early
CLE Premier Pass: ☐ $0

STEP 3: Select your learning format.

☐ Live (897SFP) ☐ Webcast (897LWC) ☐ Video Replay (See below.)

Video Replay registration (if selected).

Video Replays are scheduled for this program. The agenda may not include certain breakouts/tracks shown at the original program. For a list of dates and locations visit www.tinyurl.com/CLE897SFP and indicate your choice below.

Location: _______________ Date: ___________ Code: ________

STEP 4: Complete your payment information.

(Registration is complete only after payment is processed. Please print clearly.)

I am registering for this program at the tuition rate checked above.

☐ Enclosed is a check, payable to NCBA. ☐ Please charge my credit card.
Card Number: ___________________________ Exp. Date: ________
Total Amount: ________ Signature: _____________________________

Online: www.tinyurl.com/CLE897SFP | By phone: 800.228.3402
By mail: Attn: Accounting–NCBA, 8000 Weston Parkway, Cary, NC 27513

Discounts may be available for NCBA members who are students, law professors, judges or legal services/public interest attorneys. Call CLE at 800.228.3402 for details.
**REGISTRATION:** All registrations are processed after payment is received. To qualify for the early tuition rate, payment must be received prior to the deadline indicated. Stated early discount rate percentage is approximate. Registrations may be capped based on venue size and may include an overflow room with additional seating. **CHANGES TO EXISTING REGISTRATIONS:** Should an attendee need to cancel his or her registration to a Live, Webcast or Video Replay program, the cancellation request must be received by 9:00a ET one (1) week prior to the start of the program to receive a full refund. Any attendee requesting cancellation less than one week prior to the program will receive a refund, less a $75 administrative fee. An attendee may choose to transfer his or her registration at a program to the Live, Webcast or Video Replay format of the same program only. Transfer requests must be received by 9:00a ET one (1) business day prior to the program start date. An attendee may further choose to substitute his or her registration to a Live or Video Replay program only. Substitution means sending another person to attend the Live or Video Replay program when the original registrant is unable to attend. Substitution requests must be received by 9:00a ET one (1) week prior to the program start date. The substituted person may be assessed a different fee based on their NCBA membership classification. Cancellation, transfer and substitution requests must be provided in writing by email at askcle@ncbar.org or by calling 800.228.3402. If an attendee misses any portion of a program, that portion is not subject to substitution, refund or transfer. Except as provided herein, registrations, including On Demand registrations, cannot be canceled, substituted or transferred once purchased. **NO-SHOWS:** Anyone who is registered for a program, including CLE Premier Pass holders, but does not check in is considered a no-show. No-shows are not issued a refund, and Premier Pass holders will be assessed a $75 administrative fee. These registrants will receive the digital materials, available in their online accounts, in full consideration of tuition paid. **MISCELLANEOUS:** The NCBA reserves the right to cancel or reschedule programs at any time. Should the NCBA cancel or reschedule a program, registrants may elect to receive a full refund or attend the newly scheduled program. The NCBA is not responsible for any additional expenses incurred as a result of such cancellation or rescheduling. Each attorney must maintain a record of his or her attendance for the NC State Bar Annual Report. MCLE credit is reported by the NCBA only if a NC State Bar number is provided. Registration and attendance at NCBA CLE programs constitutes an agreement by the registrant with the NCBA for use and distribution of the attendee’s image or voice in photographs, videotapes, electronic reproductions and audiotapes of such programs and activities. Unless specified, spouses or guests are not eligible to attend NCBA CLE programs and activities without registering to attend. These terms are subject to change.

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