



# 2008

**NFPA:\\TECH.INSTITUTE\\:  
REAL WORLD TOOLS  
\\FOR THE VIRTUAL WORLD**

**July 25-26, 2008  
Doubletree Hotel  
Aurora, Colorado**

[www.paralegals.org](http://www.paralegals.org)



**Registration Brochure**

**NFPA:\TECH INSTITUTE\:**  
**Doubletree Hotel**  
**Aurora, CO**  
**July 25-26, 2008**



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## NFPA:\Tech Institute\:

The National Federation of Paralegal Associations is very proud to present *REAL WORLD TOOLS\FOR THE VIRTUAL WORLD*. This event is a world class education program based on technology issues and topics for the *REAL WORLD*. Learn from real-life experiences in the *VIRTUAL WORLD* as users, administrators, and implementers of technology in the paralegal profession come together to address *TOOLS* needed in today's *WORLD*.

### Important Dates and Times

**Early Registration ends: May 15, 2008**

**Late Registration begins: June 22 2008**

**Tech Institute begins: Friday, July 25, 2008**

**Tech Institute ends: Saturday, July 26, 2008**

### Where To Stay

#### Doubletree Hotel Denver Southeast

The Doubletree Hotel Denver Southeast is located in Aurora, Denver's fastest growing commercial center, five minutes from the Denver Tech Center. This full-service hotel has Internet accessible guest rooms, an in-house restaurant and pub, a fitness center, and an outdoor pool.

**Rates:**           Single/Double: \$119/night  
                      Additional person: \$10/night  
                      Premier King: \$139/night

Hotel room rates are subject to applicable state and local taxes (currently 12.35%) in effect at the time of check in.

**For Reservations:** Call 303-337-2800. Remember to mention NFPA to receive the group rate.

**Cutoff Date:** Reservations by attendees must be received on or before July 3, 2008.

**Check-In:** 3:00pm   **Checkout:** 12 noon

# Experience NFPA Tech Institute Education

## Litigation Readiness and Document Review Management

Speaker: Lee McAllister

## Electronic Redaction in eDiscovery: Technology, Methodology and Liability

Speaker: Jeff Herding

## ABC's of EDD

Speaker: Steve MacDonald

## Multimedia in the Field of Law

Speaker: Pen Volkmann

## Spoilation and Protecting Electronic Data

Speaker: Rhea Frederick

## A Paralegal's Guide to Microsoft Office 2007

Speaker: Courtney David Mills

## Hot Technology: How Paralegals Use it to Add Value to Depositions

Speaker: Colin Kuhn

## Technical Skills for Paralegals

Speaker: Charlotte Riser Harris

## Playing By The Rules - Life After the FRCP & The Emerging Trends in E-Discovery

Speaker: Susan Ippoliti

## Document Retention, Legal Holds, and E-Discovery: Putting It All Together

Speakers: Bobby Malhotra, Esq. and Greg Spicer

## Using Technology to Defend Class Actions Across Jurisdictions

Speaker: James Crane

## EDD Careers: How to Make More Money & Have More Influence

Speaker: Monica Bay

## Structured Data-The Sleeping Giant of ESI

Speaker: Chris Harvey

## Applying Analytics to Litigation

Speaker: John Tredennick

## Preparing for a High-Tech Trial Presentation: Best Practices and Tips & Tricks

Speaker: S. Kristine Farmer, RP

## Using Technology to Effectively Manage Data Collections

Speaker: Debbie Hindin-King

## Online Technology Tools for the Corporate Paralegal

Speaker: Mike Rothell

## What You Need to Know About Computer Forensics

Speaker: Jeremy D. Wunsch

## Favorite Websites of Legal Professionals

Speaker: Georgette M. Lovelace, RP

## Document Management Using Concordance

Speaker: Trent Walton

## E-Discovery Lifecycle and Early Litigation Assessment (ELA)-The Paralegal Difference-Communication, Cutting Costs and Saving Time

Speakers: John Holland, Peter Coons, and Denise Murphy

## Technology for Today's Paralegal: Case Organization & Analysis via LexisNexis CaseMap

Speaker: Keith Nolte

## Technological Aspects to Finding Census and Demography Information

Speaker: Rebecca Picaso

## STOP, YOU DON'T NEED TO JUMP OFF THAT LEDGE . . .

## Workable Litigation Case Management through to Trial: Summation

Speaker: Timothy A. Piganelli

# Schedule at a Glance

## Day One

7:00am	Registration
7:00am	Continental Breakfast
7:15am	Exhibit Hall Opens
8:00am	Education Sessions
9:30am	Morning Break
10:00am	Education Sessions
11:30am	Keynote Luncheon
1:15pm	Education Sessions
2:30pm	Afternoon Break
3:15pm	Education Sessions
4:40pm	Education Sessions
6:00pm	Reception

## Day Two

7:30am	Registration
7:30am	Continental Breakfast
7:30am	Exhibit Hall Opens
8:00am	Education Sessions
9:15am	Morning Break
9:45am	Education Sessions
11:15am	Education Sessions
12:30pm	Institute Concludes

## Our Keynote Speaker

**MARY MACK, CORPORATE TECHNOLOGY COUNSEL FOR FIOS, INC.**

Whether in response to an inquiry, a second request or class action litigation, Attorney Mack brings legal and technical professionals together in a focused manner to determine a successful, cost-effective course of compliance with electronic discovery requests. As Corporate Technology Counsel for Fios, she has more than 20 years experience delivering enterprise-wide electronic discovery, managed services and software projects with legal and IT departments in publicly held companies. Attorney Mack is a hands-on strategic advisor to counsel for some of the largest products liability class actions, government investigations and intellectual property disputes. Clients include the largest law firms, pharmaceutical companies and insurance companies in the world. She holds certifications in Computer Forensics and Computer Telephony.



*Doubletree Hotel  
Denver Southeast*



*NFPA - The Leader of the Paralegal Profession®*

### **All About Town**

Denver is a vibrant city with 300 days of annual sunshine, year-round adventure and the breathtaking Rocky Mountains in its backyard. From a thriving arts and culture scene, world class attractions and endless shopping possibilities, to nationally recognized chefs, exciting nightlife and abundant outdoor recreation, Denver welcomes you to experience, explore and discover how the Mile High City will awaken your senses like nowhere else.

### **Local Information**

From Food & Wine to Gourmet, Denver's young, innovative chefs have been gaining a national reputation for the city's renaissance in fine dining. Always known for its outstanding steak houses (serving both Colorado beef and bison), Denver now has a wide selection of Latin fusion and Asian fusion restaurants, as well every other type of cuisine. Seafood is flown in fresh daily from Mexico and both coasts.

Denver is the shopping capital of the Rocky Mountain West. With nearly 500 department stores, boutiques and galleries, the Cherry Creek Shopping District is the largest and most varied shopping experience between St. Louis and San Francisco. Neighborhoods like Highlands, Golden Triangle and Santa Fe Arts District offer a multitude of galleries.

Denver has the largest city park system in America with 200 named parks in the city and 14,000 acres of parks in the nearby mountains. Red Rocks Amphitheatre, Buffalo Bill's Grave and beautiful Echo Lake at the base of Mount Evans are all Denver parks. There are 850 miles of paved, off-road bike trails in metro Denver – the largest bike path network of any

urban area in the nation. Bikes can be rented downtown on Platte Street in Highlands and in Cherry Creek North near the Cherry Creek Bike Path. Denver has more than 17 miles of kayak chutes along the South Platte River. Kayaks can be rented near Confluence Park on Platte Street. Or visit the award-winning kayak park on Clear Creek in the center of downtown Golden. This kayak course has been gaining national attention for its design.

### **Getting to Denver**

Getting around the Mile High City is easy. Denver International Airport is the 5th busiest in the nation, 10th busiest in the world. Downtown Denver is a walkable pedestrian area, best seen on foot. Free shuttle buses travel up and down the mile long 16th Street Mall, stopping on every corner as often as every 90 seconds. Light Rail offers connections to the Denver Tech Center and Platte River Valley.

Denver International Airport (DEN) combines safety, security, efficiency and beauty in providing a seamless travel experience. Consistently rated as one of the least-delayed major airports in the nation, DIA offers smooth traffic flow without the airfield bottlenecks that plague many busy airports. This translates into quick flight turnarounds and on-time departures and arrivals.

#### *Taxi/Shuttle Service*

The Doubletree Hotel Denver Southeast provides a complimentary shuttle service 30 minutes past each hour. Please call from the airport phones for pickup spot and information. Other taxi and shuttle service is available at the Denver International Airport.

# NFPA Tech Institute Registration Form



## Contact Information (please print)

Name:

First Name for Badge:

Professional Credentials:

Title:

Company:

Address:

City:

State:

Zip:

Phone:

Fax:

Email Address:

Emergency Contact:

Emergency Phone:

- Check here if you would prefer a vegetarian lunch.

## Fees:

### Registration Fees:

Your registration fee includes education sessions, scheduled meals, breaks and receptions. You are responsible for transportation, housing, meals on your own, and incidental expenses.

### Payment Policies:

You will receive a confirmation e-mail upon initial processing of your registration indicating your payment. The National Federation of Paralegal Associations will accept payment for the Tech Institute via check or credit card. The National Federation of Paralegal Associations accepts American Express, MasterCard or VISA.

### Early Enrollment Deadline:

Attendees must register by May 15, 2008 in order to receive the early enrollment rate.

### Basic Cancellation Policy:

If you are unable to attend the NFPA Tech Institute, you may transfer your registration fees to another attendee for the 2008 Tech Institute. Notification of cancellation must be made in writing. If cancellation is received less than two weeks prior to the start of the NFPA Tech Institute, there will be a \$25 cancellation charge.

### Late Enrollment

#### June 23-July 3

- \$275 Member  
 \$300 Non-Member

### Student Enrollment

- \$150

### RMPA Members

- \$175

### Method of Payment:

- American Express     MasterCard     Visa  
 Check *Made payable to "NFPA"*

Total Amount of Charge or Check: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

1. **Online** from NFPA's website at [www.paralegals.org](http://www.paralegals.org) using your credit card.
2. **Fax** your completed form with credit card payment to (425) 771-9588. Our fax line is open 24 hours a day.
3. **Mail** your completed form with check or credit card payment to: NFPA, PO Box 2016, Edmonds, WA 98020-9516