

Lunch and Learn Series: Technology Tools for Your Practice

Register now at osbar.inreachce.com and search for the individual program code



Fuel your legal career and yourself with the OSB's Lunch and Learn series. OSB CLE Seminars provides the learning and if you attend the in-person seminars at the bar center—the lunch! (Lunch available at live in-person seminars only.)

Each series focuses on specific topics to help you fully develop your law practice. Attend the in-person seminars for the opportunity to interact with the presenters. With the live webcasts you can watch the seminars from the convenience of your computer. Can't attend at a scheduled time? Register for the webcast and receive access to an archived video of the seminar.

This technology series covers areas that are key to your practice. In "I Spy" you'll learn the risk of storing client electronic information and how to protect client confidential communications. "Tracking Digital Footprints" reveals the wealth of electronic evidence available from everyday electronic communication formats and devices. Gain essential time management techniques with "Effective Use of Time" to get more done during the day. Implement the tips highlighted in "Effective Use of Technology" to become a high performer. With each seminar you'll walk away with valuable tools for enhancing your practice, productivity, and personal life.

Presented by:
Tom Howe, *Howe & Associates, Portland*

March dates – see schedules below

Noon–1 p.m.

Oregon State Bar Center

16037 SW Upper Boones Ferry Rd., Tigard

CLE credits: Each seminar—1 Practical Skills credit unless otherwise indicated

(* .5 Practical Skills and .5 Ethics credits for March 7 seminar)

(**1 Personal Management credit for March 21 seminar)

LIVE IN-PERSON

March 7 — I Spy: Client Confidentiality, Computer Security, and Counter Surveillance (TTE118)*

March 14 — Tracking Digital Footprints: Electronic Evidence from Smartphones, Text, Voicemail, GPS, and Social Media (TTE218)

March 21 — Effective Use of Time for Lawyers (Eliminate, Automate, Delegate, Do) (TTE318)**

March 28 — Effective Use of Technology for Lawyers (TTE418)

Individual seminar price: \$45

(Includes lunch and electronic materials)

LIVE WEBCAST

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Discount for Live Event & Live Webcast Series

Register for any two seminars
and save 10% off registration rates

Register for three or more seminars
and save 15% off registration rates

Register for the webcasts at osbar.inreachce.com and search using the code next to the seminar title.



Questions or need help with registration?

Call the OSB CLE Service Center:
(503) 431-6413 or **(800) 452-8260, ext. 413**

50-Year and Active Pro Bono OSB members and Oregon judges and their lawyer staff – please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413 to register for the live seminar.

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WEDNESDAY, March 7

11:30 Registration (*Lunch is included with registration; brown bags are also welcome.*)

Noon I Spy: Client Confidentiality, Computer Security, and Counter Surveillance

- Protecting client confidential information
- Securing client data, encryption, and effective passwords
- Breach of attorney-client privilege through electronic surveillance and spyware
- Backups to prevent data loss

1:00 Adjourn

WEDNESDAY, March 14

11:30 Registration (*Lunch is included with registration; brown bags are also welcome.*)

Noon Tracking Digital Footprints: Electronic Evidence from Smartphones, Text, Voicemail, GPS, and Social Media

- Using smartphone evidence, social media accounts, and GPS location information for better case outcomes
- Types of smartphone data that are captured and stored
- Social media as an online personal diary
- Geolocation information on smartphones, computers, social media, cameras, and other devices

1:00 Adjourn

WEDNESDAY, March 21

11:30 Registration (*Lunch is included with registration; brown bags are also welcome.*)

Noon Effective Use of Time for Lawyers (Eliminate, Automate, Delegate, Do)

- Eliminate unimportant tasks and learn how to say “No”
- The truth about multitasking
- Dealing with information overload
- Overcoming procrastination

1:00 Adjourn

WEDNESDAY, March 28

11:30 Registration (*Lunch is included with registration; brown bags are also welcome.*)

Noon Effective Use of Technology for Lawyers

- PC/Mac utility time-savers
- Smartphone apps for task management
- Email, letter, and pleading templates
- Using voice recognition to triple the speed of content creation

1:00 Adjourn

General Information

Cancellations: Cancellation requests must be received at least 72 hours prior to the date of the seminar to qualify for a refund. Refunds are subject to a \$25 cancellation fee. To cancel, please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413.

Tuition Assistance: Email a request stating your financial situation to cle@osbar.org or call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413, no later than one week before the seminar.

Dietary Restrictions or Accessibility Accommodations: Please call (503) 431-6352 or (800) 452-8260, ext. 352, at least 72 hours before the date of the seminar.