

The International Litigation Support Leaders Conference Agenda

June 20 – 21, 2013

Date/Time: Day 1	Thursday, June 20					
		General Litigation Support	Electronic Discovery	Project Management	Best Practices	
7:30am – 4:00pm	Registration					
8:30am – 9:30am	Breakfast	Breakfast - Riverfront South Conference Introduction				
8:45am – 9:30am	Keynote	Keynote - Riverfront South				
9:30am – 9:45am	Transition Period					
9:45am – 10:45am	Breakout Sessions	GLS 101: Litigation Support Primer	ED 101: Social Media Ediscovery Challenges for Collection and Production	PM 101: Ediscovery Project Management - Initiation, Planning, Executing, Monitoring, Controlling and Closing - Part I	BP 101: 26(f) Conference - What you need to know and how to prepare the Attorney Team	
10:45am – 11:30am	Exhibit Hall & Networking	Exhibit Hall Open & Beverage Break				
11:30am – 12:30pm	Breakout Sessions	GLS 201: Litigation Support, IT and Paralegals – working together	ED 201: Early Data Assessment Techniques and Tools	PM 202: Ediscovery Project Management - Initiation, Planning, Executing, Monitoring, Controlling and Closing - Part II	BP 201: Clawbacks - What litigation Support Professionals Need to know	
12:30pm – 1:30pm	Lunch/Networking Exhibit Hall	Exhibit Hall Open & Luncheon				
1:30pm – 2:30pm	Breakout Sessions	GLS 301: Key Ingredients for a Successful Litigation Support Department	ED 301: What you need to know about ediscovery - An EDD Primer	PM 201: Ediscovery Project Management - Staying in Control	BP 301: Key Word Searching Strategies - Best Practices	
2:30pm – 3:15pm	Exhibit Hall & Networking	Exhibit Hall Open & Beverage Break				
3:15pm – 4:15pm	Breakout Sessions	GLS 401: Litigation Support: In House vs. Outsourcing	ED 401: Forensic Primer for Beginners	PM 301: Leaving Bread Crumbs - Documenting the process	PF 101: The Power of Blogging	
4:15pm – 4:30pm	Transition Period					
4:30pm – 5:30pm	Breakout Sessions	GLS 501: Organizing the out of town Trial	Super Session – ED 501: Hands-on Computer Forensics Grab Exercise	PM 401: Putting the Pieces Together - Practical Project Management in a Litigation Support Environment	PF 201: Advancing Your Career Through Social Networking	
Day One		Conference Ends				

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Date/Time: Day 2	Friday, June 21					
		General Litigation Support	Electronic Discovery	Project Management	Best Practices	
8:30am – 9:30am	Breakfast	Breakfast - Riverfront South				
8:45am – 9:30am	General Session	General Session - Riverfront South CF 101: Overview of Litigation Support & Ediscovery Certification and Education Programs:				
9:30am – 9:45am	Transition Period					
9:45am – 10:45am	Breakout Sessions	GLS 601: Latest Technical advances in Trial Presentation Technology	ED 601: Preservation & Forensics & Economics		BP 401: Marketing your Litigation Support Services to your Firm	
10:45am – 11:30am	Exhibit Hall & Networking	Exhibit Hall Open & Beverage Break				
11:30am – 12:30pm	Breakout Sessions	GLS 701: iPads for Legal Professionals	ED701: What you need to know about EDD Processing in-House		CF 201: Litigation Support Professional and Paralegal Careers for the 21st Century	
12:30pm – 1:30pm	Lunch/Networking & Awards Presentation Exhibit Hall	Presentation of the Betsy Ann Reynolds Awards for Excellence in Litigation Support				
1:30pm – 2:30pm	Breakout Sessions	GLS 801: Litigation Support in the Cloud - SAAS and Managed Services	ED 801: Document Production Formats and Techniques		BP 602: Predictive Coding - Emerging Best Practices - Part II	
2:30pm – 3:15pm	Exhibit Hall & Networking	Exhibit Hall Open & Beverage Break				
3:15pm – 4:30pm	Breakout Sessions	Super Session – GLS 901: Hands-on Trial Presentation Exercise	ED 901: Strategies and Technologies to Optimize and Accelerate Review		PF 301: Ethics rules as they relate to technology/litsupport - Avoiding ethical violations in an ediscovery world	
Day Two		Conference Ends				

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Core Description	Session Number	Session Description
Electronic Discovery	ED 101	Social Media Ediscovery Challenges for Collection and Production: Social media is more than LOLs, OMGs, "likes this" posts, and 140-character Tweets. Important evidence and even corporate business records have migrated to social networking sites like Twitter, LinkedIn, MySpace, Facebook, YouTube, Foursquare and other Web 2.0 venues. In all of these contexts, adequately preserving the content at issue is critical, which can be challenging given its dynamic, evanescent, and often multi-format nature. Discussion focuses on tools and techniques to capture content from sites as well as devices such as iPads iPhones, Kindles, etc.
Electronic Discovery	ED 201	Early Data Assessment Techniques and Tools: Almost every major e-discovery vendor now includes early data assessment tools as part of its product offerings and services. Some of these products provide powerful analytical tools that can enhance more traditional methods of early data assessment. Discussion focuses on industry tools and techniques along with the pros and cons of each.
Electronic Discovery	ED 301	What you need to know about ediscovery - An EDD Primer: New to ediscovery? Get started and learn about ediscovery as defined by the EDRM (electronic Discovery Reference Model). The language of ediscovery, Sedona Glossary, complications in each phase of ediscovery. Discover the resources for finding information and keeping up with the happenings of the industry.
Electronic Discovery	ED 401	Forensic Primer for Beginners: Digital evidence is now common place in everyday litigation. However, if you don't have a lot of experience with the collection and examination of digital evidence, it can be intimidating. Come learn about the process, the terminology used and what is involved. Lecture focuses on forensic basics, tools, techniques and best practices.
Electronic Discovery	ED 501	Super Session: Collection – Hands-on Computer Forensics Grab Exercise: Hands-on session walking you through the process of conducting a forensic grab using the latest industry tools and techniques.
Electronic Discovery	ED 601	Preservation & Forensics & Economics: With the explosion of data, preservation and collection can eat a large chunk of the budget. Come learn how to cope with the cost of vendor collection - gain insight on strategies to manage cost on selective collections. Discover what can be done to manage the cost of collection and what (horrible things) can happen when you do collection on the cheap?
Electronic Discovery	ED 701	What you need to know about EDD Processing in-House: This panel of ediscovery experts will discuss the criteria to determine the best strategy for finding a balance between in-house and outsourced ediscovery. Attendees will gain practical advice on how to divide resources to ensure the most effective ediscovery process, and tips and tools for collaborating to mitigate duplication of efforts between in-house and outside teams. Finally the discussion will highlight the important issues of cost and how a balanced in-house defensible strategy can drive ROI for the organization. Sample processing checklist for before and for QC.

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Electronic Discovery	ED 801	Document Production Formats and Techniques: There are a few ways to produce ESI - all tiff, all native or a hybrid approach. Most applications give you lots of options with each format. Each case you work on can be very different in how data needs to be produced. In this session we will talk about the different ways to produce ESI and about tricks, traps and mind fields when producing ESI and metadata in ediscovery.
Electronic Discovery	ED 901	Strategies and Technologies to Optimize and Accelerate Review: It's no secret that clients are under extreme economic pressure to minimize the cost of document review while not sacrificing quality. As a direct result, law firms are increasingly being asked to improve review efficiencies and reduce costs. Clients in turn need to know more about their data and how it will impact their decisions earlier in the process than ever before. Discussion centers on strategies and specific technologies that can make an immediate impact on overall cost reduction while accelerating the review process.
General Litigation Support	GLS 101	Litigation Support Primer: Litigation Support basics discussing a very broad scope of document processing and automation for large and small document management matters from RFPs, tracking, bates stamping, indexing, document determination, imaging considerations, managing onsite discovery and dealing with members of the team and vendors.
General Litigation Support	GLS 201	Litigation Support, IT and Paralegals – working Together: Bridging the gap in order to work effectively. How to make the relationship work and what you need to know. Learn effective techniques and approaches from those who have made this transition work. Dueling and competing missions, checklist and bullets. How to educate and navigate the mine field while meeting your deadlines.
General Litigation Support	GLS 301	Key Ingredients for a Successful Litigation Support Department: Panel discussion on How to Lead a successful Litigation Support Department. This session will take a look at the key ingredients to building, implementing and running a successful litigation Support department.
General Litigation Support	GLS 401	Litigation Support: In House vs. Outsourcing: Learn how to evaluate your firm's needs and the most cost effective solutions for your clients and firm. Where do you draw the line between performing the work internally vs. outsourcing? Core Competency, Complexity, Cost Savings, Risk, and Ethics - All significant areas of concern and perhaps good reasons to outsource Litigation Support. However - are they absolutes? Discussion on cost savings for the client, expertise, institutional knowledge, trust, accountability, and vendor management.
General Litigation Support	GLS 501	Organizing the out of town Trial: This session covers everything from trial preparation logistics, war room setup, courtroom layout and configuration and other issues. Find out from the experts all you need to know to manage your offsite trial, how to create a trial configuration checklist, select the right hardware, and minimize courtroom mishaps. Failure is not an option.
General Litigation	GLS 601	Latest Technical advances in Trial Presentation Technology: This is an in-depth look at the latest advances in trial technology and tools. Discussion focuses on trial presentation software tools, video to Text Synchronization, courtroom equipment and setup, real-time transcription as well as graphics, timelines, video, and courtroom

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Support		visuals. Learn what any LSP and paralegal should know in order to provide effective onsite support and graphics for attorney presentations. Effective use of PowerPoint and other technologies discussed.
General Litigation Support	GLS 701	iPads for Legal Professionals: Learn what LSPs and Paralegals need to know to support iPad technology; more attorneys are incorporating iPad use into their daily workflow; learn the top apps for legal use; trial presentation; uploading and printing documents; synching with the cloud and other tips and techniques.
General Litigation Support	GLS 801	Litigation Support in the Cloud - SAAS and Managed Services: (SaaS) has become a frightening popular conduit for delivering software over the internet. Managed services promises to reduce litigation costs and reduce capital expenditures. This session will look at the general idea of SaaS and managed services, explore the challenges and security risks inherent in these services, and delve into some of the more interesting features of these applications.
General Litigation Support	GLS 901	Super Session: Hands-on Trial Presentation Exercise: Hands-on session using tools and techniques to develop trial presentations.
Project Management	PM 101	Ediscovery Project Management - Initiation, Planning, Executing, Monitoring, Controlling and Closing - Part I: Project management is mostly about defining and following a process or methodology to accomplish a project. This session identifies steps of well-designed electronic discovery project management (EDPM) methodologies and documentary tools covering the overall phases of project management and focusing on Initiation, Planning and Executing.
Project Management	PM 102	Ediscovery Project Management - Initiation, Planning, Executing, Monitoring and Controlling, and Closing - Part II: This session will continue to identify steps of well-designed electronic discovery project management (EDPM) methodologies and documentary tools covering the overall phases of project management and focusing on Monitoring, Controlling and Closing projects.
Project Management	PM 201	Ediscovery Project Management - Staying in Control: Some people in this industry have compared Ediscovery Project Management to Herding Cats. Although most of us have never actually had to herd cats, we have had to herd litigation teams and clients - not always a graceful endeavor. Come learn some tricks of the trade when it comes to keeping an Ediscovery project from derailing and bring it into the station on time and on budget.
Project Management	PM 301	Leaving Bread Crumbs - Documenting the process: Presenters will discuss and review key elements of documentation throughout the Ediscovery process using the EDRM model. Come and learn from experienced Project Managers on how to keep your process streamlined and fluid. Learn what reports you absolutely need and others that are helpful. From intake of a project to the conclusion of the matter, you will have handy takeaways to help you get started when you return to your office.
Project Management	PM 401	Putting the Pieces Together - Practical Project Management in a Litigation Support Environment: Discussion on the use of traditional project management principles applied to the litigation support environment and the potential benefits within law firms and legal departments. Discussion focused on initiation through closing.

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Core Description	Session Number	Session Description
Best Practices	BP 101	26(f) Conference - What you need to know and how to prepare: The phone rings and the attorney needs your help on the 26(f) tomorrow. Are you prepared? Discussion focuses on your role and how best to prepare your attorneys for the 26(f) with the pre-meet discussion of case, technical and production issues. Document Production - What does rule 34 really require and what do the courts think is required?
Best Practices	BP 201	Clawbacks - What litigation Support Professionals Need to know: What are clawbacks and why do you need to worry about them? Practical discussion on managing, tracking, locating and eliminating materials identified in a clawback agreements.
Best Practices	BP 301	Key Word Searching Strategies - Best Practices: E-Discovery in litigation today presents a number of challenges in creating a defensible, efficient, and iterative search protocol. Lecture focus on defensible keyword search protocol and best practices and techniques for implementation. Discussion of industry tools, testing, sampling. Discussion of application and tools.
Best Practices	BP 401	Marketing your Litigation Support Services to your Firm: Marketing your services internally can be an uphill battle in some firms. In this session learn how to sell the value of litigation support services internally and externally. Explore ways to maximize the use of litigation support, get buy-in from attorneys and improve the overall ROI.
Best Practices	BP 501	Negotiating with vendors and the RFP process: Selecting and negotiating with vendors is critical to managing your bottom line. Learn the best practices on how to select and manage vendors.
Best Practices	BP 601	Predictive Coding - Emerging Best Practices - Part I: Predictive coding is the electronic coding, organization, and prioritization of entire sets of electronically stored information ("ESI") according to their relation to discovery responsiveness, privilege, and designated issues before and during the legal discovery process. Discussion focuses on ranking, key word searching, sampling and other best practices.
Best Practices	BP 602	Predictive Coding - Emerging Best Practices - Part II: Technology Assisted Review (TAR) is the most talked about subject of 2011-2012. TAR is a marketing term used interchangeably with "predictive coding," "machine assisted review," "computer assisted review," and "meaning based computing." Continued focus on ECA (early case assessment) tools, data analysis, culling and data filtering.
Best Practices	BP 701	Developing Your Litigation Support Department: Hear from working litigation support professionals on how a firm develops their litigation support capabilities. We will discuss how firms hire the right staff to implement policies, technologies and procedures. What criteria do they used to make their choices? How do they assign roles? In addition, this session will take a look at the key ingredients to building, implementing and running a successful litigation Support department.
Paralegal Focus	PF 101	The Power of Blogging: Why paralegals and litsupport professionals should blog. Discussion focuses on how blogging can help your career, how to start a blog and

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Core Description	Session Number	Session Description
		blogging best practices.
Paralegal Focus	PF 201	Advancing Your Career Through Social Networking: How to leverage the social medial landscape to your career advantage - LinkedIn, Twitter, Google+, and other Law-related social media platforms.
Paralegal Focus	PF 301	Ethics rules as they relate to technology/lit support Avoiding ethical violations in an ediscovery world: Anyone who works in the legal profession, whether a litigation support professional or a paralegal, must have a fundamental understanding of the professional codes of conduct and laws dealing with the ethical obligations of members of the legal profession. This course covers the basic principles governing the ethical practice of law for both lawyers and paralegals. In addition, it provides students with the necessary tools for identifying and resolving ethical problems, and gives practical tips to implement in everyday practice.
Career Focus	CF 101	Overview of litigation support & e-discovery certification and education programs: To be or not to be... certified - That is the question. Certification and education programs are popping up everywhere. Are they worth it? Discussion focuses on current programs and certification, value, and benefits of programs within the industry.
Career Focus	CF 201	Litigation Support Professional and Paralegal Careers for the 21st Century: Litigation Support, Practice Support, ediscovery - Where do you fall in? Discussion on industry careers for both litigation support and paralegal professionals, how to break into and advance into these fields.

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