

2010 ARMA-Milwaukee Spring Seminar & Vendor Technology Showcase



"Tightwad Technology for Records Professionals: Tips, Tricks, Tools & Techniques for Tough & Trying Times"

with guest speaker
Ross Kodner, Esq.
MicroLaw, Inc.

Wednesday, May 5, 2010

7:30 am – 4:00 pm

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Radisson Hotel - Milwaukee West

2303 North Mayfair Rd.

Milwaukee, WI

Located at Hwy 100 (Mayfair Rd) and North Ave

Program

"From Paper to Pixels: Paper LESS Works, Paperless Doesn't"

- Avoid security risks, legal exposure, end the hemorrhaging of wasted time by best tracking project files
- A proven, twenty year field-tested process for every business or practice, large or small

"60+ Hot Tech Tips, Gadgets and Websites in 90 Minutes"

- Learn how to better use the tech you already have without spending more!
- Squeeze more out of Word, Acrobat, Outlook and your other software systems
- Information you can put to use IMMEDIATELY in your business or practice!

"Tightwad Technology: How to Better Use of Adobe Acrobat and Microsoft Word"

- Demystify Microsoft Word 2007 - learn about styles, using "Lego" in Word to build documents via "clause-based" assembly and more
- Little-used but invaluable PDF tools: Bates stamping, redaction, typewriter, PDF "electronic three ring binders" and more
- Securing your PDFs and removing PDF metadata

"E-Discovery and Metadata: Protecting Your Business, Protecting Your Records"

- Find out how to incorporate metadata removal into your records management policies and procedures in ways that won't expose you to litigation sanctions
- We'll cover an e-discovery survival guide – what every records manager needs to know to be discovery-ready, discovery-proof and discovery-responsive

Presenter

Ross L. Kodner, Esq.,

Ross is a frequent speaker and author internationally on a broad range of legal technology topics, including his Paper LESS Office™ process, practice management and electronic discovery, having conducted over 1400 CLE sessions since the mid-1980's. He is also a frequent writer, having authored over 600 articles on legal technology, law practice management and marketing topics.

Ross has received an unprecedented six awards from the industry's Technolawyer Community. In 1999 he was honored as the "Technolawyer Consultant of the Year" - a lifetime achievement award and the industry's highest honor. He was subsequently awarded the Contributor of the Year award in 2000, 2001, 2002, 2005 and 2006.

His firm's website at www.Microlaw.com is the world's largest web repository of free online viewable legal technology CLE materials and his blog, Ross Ipsa Loquitur at www.rossipsa.com was recognized in 2007 as one of the world's most influential legal blogs and was honored again in 2008 as one of the ABA's 100 Most Important Legal Blogs in the Technology category.

Schedule

7:30 - 8:00 am	- Registration and Continental Breakfast
8:00 - 11:30 am	- Speaker Presentation
11:30 - 1:00 pm	- Lunch and Vendors Showcase
1:00 - 4:00 pm	- Speaker Presentation

The Vendor Technology Showcase

The showcase offers attendees an opportunity to view the latest trends, products and services in the Records Management profession.

Registration Options

1. Register online at: www.ARMA-Milwaukee.org **OR**
2. Print out this page and Mail the completed registration form with a check made payable to ARMA-Milwaukee to:

ARMA-Milwaukee, PO Box 1233, Milwaukee, WI 53201

Please Note: ARMA-Milwaukee does not accept credit cards.

Form

2010 ARMA-Milwaukee Spring Seminar and Vendor Technology Showcase

Name: _____
Company: _____
Address: _____
City, State, Zip: _____
Phone: _____
E-mail: _____

Registration

\$100 per person (received by April 26, 2010)

\$125 per person (received after April 26, 2010)

May we release your contact information to attendees and exhibitors? YES NO

Seminar Cancellation Policy: Fee refunded for cancellations made on or before April 29, 2010.
No-shows will be billed. Substitution of attendees can be made at any time.

Travel Directions

Radisson Hotel – Milwaukee West (Phone: 414-257-3400) www.radisson.com/milwaukeeewi_west

- From I-94, traveling east or west, take Hwy. 45 N at EXIT 305B, "FOND DU LAC" – a left exit when heading east on I-94. Next, travel two miles north on Hwy. 45, and take EXIT 42A, Hwy 100 / MAYFAIR RD. Travel north on Mayfair Road and turn left at the first traffic light, NORTH AVE.

Corporate Room Rates are available: \$109+tax per night

Questions regarding Seminar can be directed to Linda Walker (414.297.4961) or ljwalker@foley.com