

The Solo and Small Firm Practice Symposium

Thursday, November 15, 2018

- 8:00 a.m. – 9:10 a.m.** Registration and Breakfast
- 8:15 a.m. – 9:00 a.m.** Mindfulness for Lawyers
Speaker: **Walt Hampton**, Summit Success, Canton
- 9:00 a.m. – 9:10 a.m.** Break
- 9:10 a.m. – 10:10 a.m.** **Selecting a Practice Management Program and How It Can Mitigate Risk**
- Attorneys have been subjected to substantial sanctions for their ignorance, or even reckless disregard, in handling client documents, data, communications and other electronic exchanges. This session will explain the ethical implications of selecting and using a practice management program while providing attorneys with the knowledge to avoid malpractice claims. We will discuss common claims and how technology can assist in preventing them.
- Speaker: **Adriana Linares**, LawTech Partners, Orlando, FL
- 10:10 a.m. – 10:20 a.m.** Break
- 10:20 a.m. – 11:20 a.m.** **Your Ethical Responsibilities with Your Legal Documents**
- This session highlights potential pitfalls of sharing Word docs and PDF's in their electronic form, as well as discusses tools and techniques for avoiding issues when sharing. Metadata is electronically stored information that generally is not visible from the face of a document that has been printed out, or as first seen on a computer screen. Microsoft Word is particularly vulnerable to exposing such information which often is useless but at other times, can be quite significant and perhaps even privileged.
- Speaker: **Adriana Linares**, LawTech Partners, Orlando, FL
Moderator: **Christopher P. Kriesen**, The Kalon Law Firm LLC, Hartford
- 11:20 a.m. – 11:30 a.m.** Break
- 11:30 a.m. – 12:30 p.m.** **Managing Client Expectations in an Amazon World**

Speaker: **Ryan McKeen**, Connecticut Trial Firm LLC,
Glastonbury

12:30 p.m. – 1:15 p.m.

Lunch

1:15 p.m. – 2:15 p.m.

Recognizing and Addressing Common Security Threats in Your Law Firm

Another day, another data security breach. Data breaches have proliferated with amazing speed. Because of the sensitive data that law firms collect and store, they are a favorite target for hackers and cybercriminals. We will address common issues such as strong passwords, two-factor authentication, secure browsing, protecting digital client files, mobile device security, and encrypting data in transit and at rest.

Speaker: **Adriana Linares**, LawTech Partners, Orlando, FL
Moderator: **Austin Berescik-Johns**, Law Office of Austin B. Johns LLC, Hartford

2:15 p.m. – 2:25 p.m.

Break

2:25 p.m. – 3:25 p.m.

Mindfulness is Nice, but How about Some Techfulness? Let's Embrace Technology to Reduce Stress, Not Create It

With laptops, smartphones, and persistent internet, lawyers are only a call, text, or email away from business and client demands, long after “normal” business hours have ended. More often than not, technology takes the blame for added anxiety in our lives. But we can certainly turn the tables on it and use technology to our advantage. Simple and affordable tools, services, and apps can be used to help busy lawyers reduce stress, boost mental and emotional health and help to deliver superlative client service.

Speakers: **Adriana Linares**, LawTech Partners, Orlando, FL;
Henry A. Herrman, Herrman Law Firm, Los Angeles, CA

3:25 p.m. – 3:35 p.m.

Break

3:45 p.m. – 4:30 p.m.

Relax and Refresh Yoga with Angie Jacques, Take Shape With Angie LLC

Relax and refresh during this all levels yoga posture flow to promote calm and renewal. Class ends with a 10 minute deep relaxation with guided meditation.