



NALS REGION 5 CONFERENCE

July 9-10, 2010

HILTON MINNEAPOLIS/ BLOOMINGTON

3900 AMERICAN BLVD WEST
BLOOMINGTON, MN 55437
RESERVATIONS: 800-445-8667
WWW.BLOOMINGTONHILTON.COM

ROOM RATE: \$99/NIGHT (EXPIRES 6/8/2010)
REFERENCE NALS REGION 5 FOR RATE OR VISIT
WWW.HILTON.COM/EN/HI/GROUPS/PERSONALIZED/
MSPBWHF-NAL-20100708/INDEX.JHTML
**INCLUDES BREAKFAST VOUCHER, FREE
PARKING & AIRPORT SHUTTLE**



Whether you work in a large, multi-practice firm, for a solo practitioner, a corporate legal department, or a boutique firm, your attendance at the NALS Region 5 Conference will be invaluable to your career. With topics ranging from the ethics of technology, properly citing legal resources and using The Bluebook, electronic filing in the Federal Court system, and more, the 2010 Conference is something you do not want to miss.

The topics presented are vital and relevant to legal secretaries and legal assistants, and reflect many current trends in the legal industry. Our presenters are attorneys and other legal professionals that will provide you with the knowledge to help move your career forward. There is no doubt – you will be more effective performing your job after attending this conference.

Visit www.nalstwincities.wordpress.com for conference information, speaker bios and course descriptions. Continue to check back for updates!

REGION 5 STATES:

- ◆ Minnesota
- ◆ Wisconsin
- ◆ North Dakota
- ◆ South Dakota
- ◆ Kansas
- ◆ Nebraska
- ◆ Iowa

The Twin Cities is a vibrant and diverse conference setting, and offers fabulous opportunities for dining out, sightseeing, family activities, great shopping and more. The Minneapolis/Bloomington Hilton is ranked in the top 10 for best service by their customers amongst all Hilton Hotels domestically. Amenities include free shuttle service and coupon booklet to Mall of America, fitness center, swimming pool, whirlpool and on-site restaurant and lounge.



*Hosted by
NALs
Twin
Cities*



NALS...the association for legal professionals
National Association of Legal Secretaries, formed 1929
maximizing your potential!

NALS is dedicated to enhancing the competencies and contributions of members in the legal services profession.



REGISTRATION FORM

Register for:	NALS Member	Non-Member	Student	Price
<input type="checkbox"/> Conference	89.00	109.00	49.00	\$ _____
<input type="checkbox"/> Late Registration: Add if sent on or after May 21, 2010	10.00	10.00	10.00	\$ _____
				Total: \$ _____

Make checks payable to NALS Twin Cities and send to:
Rachelle Ricke, NALS Twin Cities
c/o Robins, Kaplan, Miller & Ciresi L.L.P.
800 LaSalle Avenue, Suite 2800
Minneapolis, MN 55402

Name _____

Firm/Company/School _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ E-mail address _____

Friday Program

- 8:00 Registration
- 8:30 Welcome
- 8:45– 10:15 Immigration Law Today: What is all the Fuss About?
•Laura Danielson, Esq.
- Or**
- 8:45– 9:30 The Ethical “Potholes” to Avoid on the Information Super Highway
•Thomas C. Atmore, Esq.
- 9:30– 10:15 Tech for Dummies
•Jessica Kuhl
- 10:15 Morning Break
- 10:30– 12:00 Federal Court ECF Training: Basic Overview with Advanced Tips
•Jackie Ellingson
- Or**
- 10:30– 12:00 Balancing the Benefits and Risks of Business Social Networking
•Jamie Nafziger, Esq.
•Gretchen Agee, Esq.
- 12:00 Lunch (included)
Vendor & Exhibitor Presentations
- 1:30– 2:30 Death Investigation: Much More Than CSI
•Jackie Soucek, Sr. Investigator

Or

Handling A Sudden Job Loss
•Barbara LeCaptain, PLS

- 2:30 Afternoon Break/Vendor Info
- 3:00– 4:30 Avoiding the Blue Book Blues
Correct Use of Legal Citations
•Damien A. Riehl, Esq.

Saturday Program

- 8:30– 9:30 Professionalism at Work
•Kathie Amirante, PP, PLS
- 9:30 Morning Break
- 9:45– 11:15 Professional Satisfaction: The New Science of Happiness
•Alanna Moravetz
- 11:15 Closing Remarks and NALS Foundation Raffle
- 11:30 NALS Region 5 Meeting
•Reneé Kleinjan, PLS



NALS MISSION STATEMENT

NALS is dedicated to enhancing the competencies and contributions of members in the legal services profession. NALS accomplishes its mission and supports the public interest through:

- Continuing legal education and resource materials;
- Networking opportunities at the local, state, regional, and national levels;
- Commitment to a Code of Ethics and professional standards;
- Professional certification programs and designations.

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Further, members of NALS are bound by the objectives of this association and the standards of conduct required of the legal profession. Every member shall:

- Encourage respect for the law and the administration of justice;
- Observe rules governing privileged communications and confidential information;
- Promote and exemplify high standards of loyalty, cooperation, and courtesy;
- Perform all duties of the profession with integrity and competence; and
- Pursue a high order of professional attainment.

NALS is a dedicated, ethical, professional association that gives back to the profession as well as its members. To find more information about NALS...the association for legal professionals, please visit their website at www.nals.org

KEYNOTE PRESENTATION

PROFESSIONAL SATISFACTION— THE NEW SCIENCE OF HAPPINESS

What does the new science of positive psychology and research on happiness teach us about our effectiveness and well-being in the legal profession? What is the role that positive emotions play in our ability to sustain our careers and thrive in our organizations?

Alanna Moravetz has worked in human and organizational development for over 20 years as an educator, trainer, consultant and coach. Her work with individuals focuses on the successful management of transitions, and in helping her clients explore launching points that lead to more effective lives. Whether it's finding purpose in work and life style, a new career, a second-half career, or a meaningful retirement, Alanna helps clients define values, clarify individual and corporate vision, discover passions that lead to more work and personal satisfaction, and construct plans for the future.

In addition to being a professional coach, Alanna is a licensed attorney whose experience includes serving as the Director of Education and Organization Development for the Minnesota State Court system. Alanna's clients include attorneys, judges, and managers, as well as the organizations in which they work.



This program is made possible through a grant from the NALS Foundation

Course Information

CANCELLATION/ NO-SHOW POLICY

Paid registrants who cancel their registration at least 48 hours before the program will receive a full refund less a \$20 administrative fee; if fewer than 48 hours the full registration amount will be forfeited. Registration is transferable to a substitute participant should scheduling conflicts arise.

ACCOMMODATION

If you have a disability and need an accommodation in order to attend, contact Rachele Ricke, PLS at 612-349-0880 or RARicke@rkmc.com.

CREDITS

PP and PLS continuing legal education credits will be granted from NALS...the association for legal professionals.

QUESTIONS

If you have any questions about this seminar or NALS Twin Cities, contact Mari Johnson, PLS, at 612-305-7592, mjohnson@nilanjohnson.com or Reneé Kleinjan, PLS at 612-492-7764, rkleinjan@fredlaw.com.

CHECK OUT THE NALS TWIN CITIES BLOG FOR INFORMATION UPDATES, SPEAKER BIOS, AND COURSE DESCRIPTIONS:

WWW.NALSTWINCITIES.WORDPRESS.COM