Created by Paralegals, for Paralegals

CURRICULUM

Corporate Governance and Maintenance: Tracking subsidiaries, deadlines for filings, software demos, annual reports, keeping minutes, reading financial statements, checklists, logistics, gadfly rules, schedule, checklists, timelines, proxy and down, annual meeting, corporate resolutions, tracking

Compliance: Working with counsel to design and implement the paralegal portion of an effective compliance plan

Documents: Creating, storing, tracking; reviewing documents created by outside counsel: subpoenas, pleadings, orders, deposition

Advertising and Contests

Government Affairs: SEC 8Ks, FCC Filings

Ethics and Professionalism: Corporate ethics and professional best practices

CONFERENCE LOCATION AND LODGING

The conference will take place at the beautiful George Washington University Law School at 2020 H Street NW, just three blocks from the Club Quarters Hotel.

Club Quarters is located in a Beaux Arts building overlooking Farragut Square and just two blocks from the White House. In the center of the business district, just minutes from historic Pennsylvania Avenue, the Lincoln and Washington Memorials, Georgetown, Lafayette Square, and key government buildings. Club Quarters in Washington, DC provides easy access to Reagan National Airport, Union Station, and the Smithsonian

Approval pending for 12 Continuing Legal Education credits, including two hours of ethics and professionalism by the National Federation of Paralegal Associations (NFPA) and National Association of Legal Assistants (NALA)
The George Washington University is just blocks from the White House, the Lincoln Memorial, the Washington Monument, the Capitol, the Smithsonian, and other Washington DC landmarks

FEES AND COSTS

Conference Registration Fee: $550
Fee covers the cost of the program with breakfast, break refreshments, and lunch. Dinner and lodging are not included.

Reservations for Conference Rate Lodging: $179 per night
Room reservations can be made at –

Club Quarters 839 17th Street, NW
Washington DC·20006
P: 202.463.6400
F: 202.463.6401

Refer to George Washington University and use Group Code GWU518 when you make your reservations.

Participants are also free to make independent lodging arrangements. Learn more about things to see and do while you are in exciting Washington DC at:  http://adventure.howstuffworks.com/washington-dc-city-guide.htm/printable

Space is quite limited, so enroll now

For more conference information please contact
Toni Marsh marsht01@gwu.edu or 202.994.2844
THE GEORGE WASHINGTON UNIVERSITY

CORPORATE PEP 2011 REGISTRATION FORM

THE GEORGE WASHINGTON UNIVERSITY
CORPORATE PARALEGAL EDUCATION PROGRAM 2011 - MAY 19 AND 20, 2011

Conference Participant’s Name_______________________________________________________________

Position __________________________________________________________________________________

Firm Name __________________________________________ ______________________________________________________________________________________________

Firm Address __________________________________________________________________________________

Home Address __________________________________________________________________________________

Work Phone ________________ Cell Phone__________________ Home Phone__________________

Email _______________________________________________________________________________________

Payments can be made by check or credit card. Checks should be made payable to The George Washington University.

Cost of attendance: $550

- Check Check Number__________
- Credit Card Type___ MasterCard ____Visa

Credit Card Number __________________________ Security Number______________________________

Name on the credit card __________________________ Expiration Date_____________________________

Billing Address_____________________________________________________________________________

Signature: __________________________________________________________________________________

PLEASE COMPLETE THIS FORM AND SUBMIT BY FAX (202.994.7718) OR MAIL TO:
COLLEGE OF PROFESSIONAL STUDIES, ATTN: CORPORATE PEP 2011,
THE GEORGE WASHINGTON UNIVERSITY, 805 21ST STREET, NW, SUITE 301, WASHINGTON, DC 20052

IF YOU HAVE REGISTRATION QUESTIONS, PLEASE CONTACT AMY NAAMAN (NAAMAN@GWU.EDU)

Cancellation Policy

Registrant requests for refunds must be submitted in writing to Amy Naaman (naaman@gwu.edu). Cancellations postmarked or received May 5, 2011 are entitled to a full refund minus a $50.00 processing fee, per registrant. No refunds will be granted for cancellations made after May 5, 2011.

Substitution Policy

Substitutions are allowed at any time with the written authorization of the person who is no longer able to attend. Send the name of the registrant and the substitute attendee’s name and contact information to Amy Naaman (naaman@gwu.edu).
CONFERENCE SCHEDULE

THURSDAY, MAY 19

9:00 – 10:30
Ethics and Professionalism: Corporate ethics and professional best practices

11:00 – 12:30
Corporate Governance and Maintenance: Tracking subsidiaries, deadlines for filings, software demos, annual reports, keeping minutes, reading financial statements, checklists, logistics, gadfly rules, schedule, checklists, timelines, proxy and down, annual meeting, corporate resolutions, tracking

12:30 – 1:30
Lunch

1:30 – 3:00
Documents: Creating, storing, tracking; reviewing documents created by outside counsel: subpoenas, pleadings, orders, deposition

3:00 – 4:30
Advertising and Contests: Processes, methods, rules, checklists

FRIDAY, MAY 20

9:00 – 10:30
Working With Outside Counsel: Establishing processes, managing costs, assessing performance

11:00 – 12:30
Compliance: Working with counsel to design and implement the paralegal portion of an effective compliance plan

12:30 – 1:30
Lunch

1:30 – 3:00
Government Affairs: SEC 8Ks, FCC Filings

3:00 – 4:30
Leveraging paralegals in the law office: How to make help your attorneys make your law office more efficient, effective, and pleasant through the savvy use of paralegals

Brainstorming next year’s program