

SCHEDULE | Friday, September 28 | Day 1

7:00-7:35 a.m. **Continental Breakfast**

7:00-9:00 a.m. Conference Registration, Exhibit Hall and Wellness Retreat Setup

7:45-8:00 a.m. **Greetings and Institute Overview**

State Bar of Georgia President, Ken Hodges and Chair, Law Practice Management Advisory Committee, Kathleen Womack (Room A/Room 5)

EDUCATIONAL TRACKS	PRACTICE MANAGEMENT	TECHNOLOGY	HOW TO	SUBSTANTIVE LAW	OFFICE OPERATIONS	VENDOR SHOWCASE	SOLO SMALL SUCCESS	ALL HANDS-ON TECH	"RECHARGE" WELLNESS RETREAT
LOCATION	Room A	Room 5	Room 3	Room 1	Room SB2	Mock Trial Courtroom	President's Boardroom	1st Floor Training Room	Room SB1

8:00-9:00 a.m. **Plenary - Wellness Starts with You - State Bar of Georgia Wellness Initiative Committee (Room A/Room 5)**

9:05-10:05 a.m.	Cybersecurity Roundtable - Chip Trefry and Scott Reid	Ethics and Law Office Technology: Where Worlds Collide - Megan Zavieh	How to Properly E-File in Federal Court - Amy C. Nerenberg and Sheila Welten	Matrimonial Mediation: Divorce Cases with Mediation - Randy Kessler	Professionalism for Modern Law Offices - Karlise Yvette Grier	Vendor Showcase Session #1	Handling Complex Civil Litigation - Darren W. Penn	Building Your Profile with CloudLawyers - Yael Boloker	Wellness Activity #1
-----------------	---	---	--	---	---	----------------------------	--	--	----------------------

10:10-11:10 a.m. **Plenary - Practice Everywhere: Mobile Lawyering Techniques - Brett Burney (Room A/Room 5)**

11:15 a.m -12:30 p.m. **Lunch and Exhibit Hall Break**

11:30 a.m. -12:30 p.m.	Vendor Showcase Session #2	Vendor Showcase Session #3	Vendor Showcase Session #4	Vendor Showcase Session #5		Vendor Showcase Session #6			Wellness Activity #2
12:35-1:35 p.m.	Managing E-Discovery in Small Law Offices - Brett Burney	Automating Your Practice and Creating Alternative Revenue Streams - Kimberly Y. Bennett	How to Navigate the New Tax Law Landscape - Murray Saylor	Entertainment Law: What Success Looks Like - James L. Walker, Jr.	How to Use Operational Reviews to Craft Small Firm Success - Alvaro Arauz	Vendor Showcase Session #7	Success Chronicles - Vol. I - Tiffany Simmons	Using the State Bar's Website - Sarah Coole	Wellness Activity #3

1:40-2:40 p.m. **Plenary - Solo and Small Firm Magic - Rochelle Washington (Room A/Room 5)**

2:45-3:30 p.m. **Exhibit Hall Break**

3:30-4:30 p.m. **Plenary - Getting It Done: Productivity for the Entire Firm - Andrea Cannavina (Room A/Room 5)**

4:35-5:35 p.m.	New Models for Access to Justice - Mike Monahan and Sarah Babcock	All the Tech You Need for Efficiency in a Small Law Office - Steve Best	Streamline Your DUI and Criminal Case Work - Erin Gerstenzang	Civil Rights Law: Updates and Issues - Tiffany Roberts	Law Office Ethics Questions Asked and Answered - William NeSmith	Vendor Showcase Session #8	Success Chronicles - Vol. II - Sharri Edenfield	Setting Up and Leveraging Office 365 Tools - Ben Schorr (via Skype)	Wellness Activity #4
----------------	---	---	---	--	--	----------------------------	---	---	----------------------

5:40-6:40 p.m. **Plenary - 60 Tips, Apps, Sites and Gadgets in 60 Minutes - Brett Burney, Andrea Cannavina, Natalie Kelly and Rochelle Washington (Room A/Room 5)**

6:45-7:30 p.m. **Networking Reception**

SCHEDULE | Saturday, September 29 | Day 2

8:30-9:15 a.m. **Exhibitors and Supporters' Breakfast and Prizes**

9:15-10:15 a.m.	Going Paperless: Updating Procedures and Fine-tuning Your Workflow - Nancy Duhon	Selecting Effective Time and Billing Systems - Rochelle Washington	How to Find What You Need: Legal Research Methodology for Small Firm Lawyers - Maureen Cahill	Take Charge of Your Firm for Higher Profits and Efficiency - Shanna Pothier	Vendor Showcase Session #9	Navigating Small Firm Challenges - Training - Claude M. Kicklighter, Jr.	Basic Fastcase - Swailtha Richardson	Wellness Activity #5	
10:20-11:20 a.m.	Solo and Small Firm Score Card: Is Your Solo or Small Firm Structured to Succeed? - Stephanie Everett	Online Marketing, Social Media and Websites for Small Firms - Andrea Cannavina	How to Develop an Estate Planning Practice - Thua Barlay	Litigating Med Mal Cases - Derric Crowther	Strategic Planning for Solo and Small Firms - Travis Townsend, Jr.	Vendor Showcase Session #10	Drafting Your Next Chapter: Succession Planning for Solos and Small Firms - Natalie Kelly	Advanced Fastcase Training - Swailtha Richardson	Wellness Activity #6

11:20-11:30 a.m. **Coffee/Tea Break**

11:30 a.m. -12:30 p.m. **Plenary - Professionalism for Solo and Small Firms - Chief Justice's Commission on Professionalism (Room A/Room 5)**

12:30-12:45 p.m. **Institute Wrap Up**