

REGISTER BY
April 5th
and **SAVE!**



discover the
difference

**ALA's 2024 Annual
Conference & Expo**

MAY Gaylord Rockies Resort & Convention Center
19-22 Aurora, Colorado

Agenda

#ALACONF24



Get Ready for a Celebration of Differences at **ALA's 2024 Annual Conference & Expo**



Our theme this year is Discover the Difference, and we can't wait to show you why!

We have planned an immersive experience from the moment you step inside the Gaylord Rockies.

From unique community building opportunities and exciting networking events to thought-provoking educational sessions and hands-on workshops, there's something for everyone.

We invite you to lean into an array of different experiences. It will be our beloved ALA conference but with programming and experiences that will highlight inclusion and well-being for everyone.

This year's educational programming features fresh topics that span all aspects of legal administration. You can look forward to sessions that will support the success of your firm, sessions that will help you to build a more cohesive, efficient team and sessions that will empower you so you can thrive both personally and professionally.

Inclusion, acceptance and accommodation can make an impact in all aspects of society. We will be featuring content that unlocks the world of neurodiversity – different ways of thinking, perceiving and experiencing the world. In addition to our entertaining networking receptions, this year's event will also feature social activities to challenge the norm and give you different ways to connect with our beloved ALA community.

Colorado will be the ideal breathtaking backdrop – the perfect setting for you to engage, learn and recharge in a vibrant and inspiring environment. Our conference venue is only nine miles away from Denver, Colorado, but Aurora doesn't need Denver to make it shine and sparkle in the foothills of the Rockies – Aurora can do it all on its own! And the Gaylord Rockies Resort & Convention Center offers a range of different amenities for us all to enjoy.

Let's challenge traditional norms, break stigmas, unlock potential and celebrate all that makes us different and unique!

We look forward to seeing you there!

Sincerely,
2024 Annual Conference Planning Committee

Discover the difference attending **#ALACONF24** can make in your professional and personal life!



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Deadline **April 5**

Register Now
& Save \$200

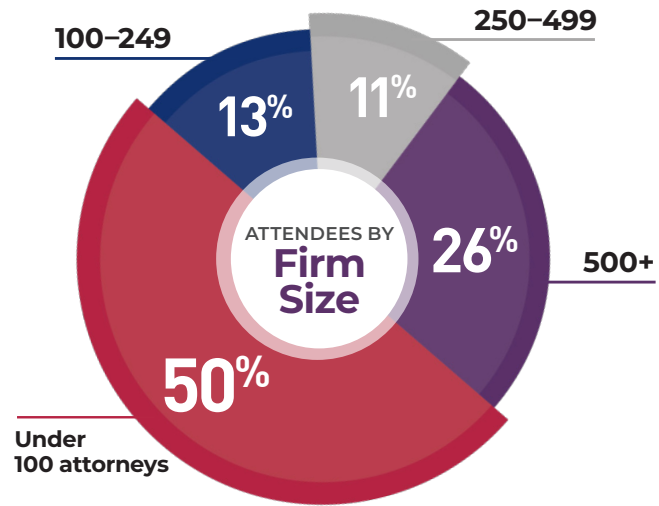
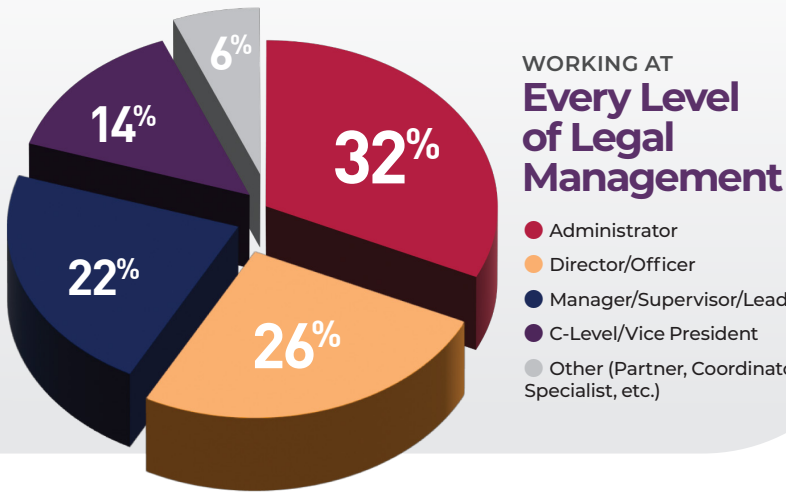
Firms That Learn
Together Save Together!

SAVE 10%
with Groups of
Five or More
*(From the same firm
at the same time)*

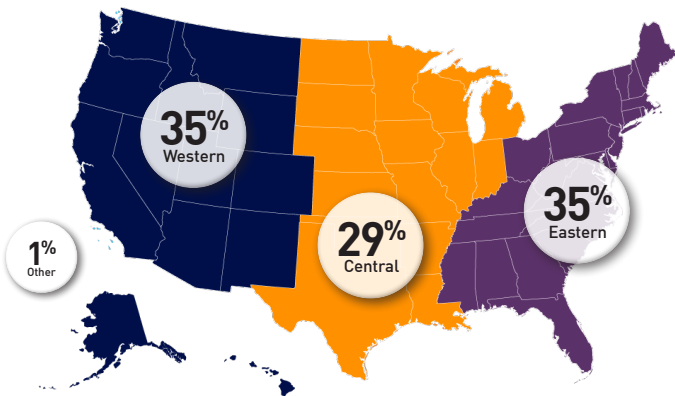
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WHO YOU WILL MEET AT #ALACONF24*

*Based on 2023 Annual Conference & Expo attendance, unless otherwise noted.



CONNECT WITH Your Peers from Across the U.S. and Around the World**



**Percentages based on 2023 attendance, international attendance represents 2019-2023 combined



†Where known

MEET AND MAKE Connections with Organizations, Including:

- Skadden, Arps, Slate Nelson Mullins Morrison & Foerster LLP Early Sullivan Wright Gizer & McRae The Lanier Law Firm, PC Meagher & Flom LLP Riley & Scarborough, LLP Crowell & Moring LLP Meissner Tierney Fisher & Nichols SC Alston & Bird LLP Brown Goldstein & Levy, LLP Greenberg Gross LLP Kirkland & Ellis LLP Osler, Hoskin & Harcourt LLP McGlinchey Stafford PLLC Husch Akerman LLP Rose Law Firm PC Moya White LLP Holland & Knight LLP Jellum Law P.A. Littler Jackson Lewis PC Blackwell LLP Lewis, Longman & Walker PA Ogletree, Deakins, Nash, Smoak & Stewart, P.C. Baker Donelson Mendelson PC Welborn Sullivan Dickinson Wright PLLC White & Case LLP Pillsbury Winthrop Benesch Friedlander Blum Gibbs Davies & Owen LLP Meck & Tooley PC Krieg DeVault LLP Williams Mullen Reinisch Wilson PC Shaw Pittman LLP Coplan & Aronoff LLP Squire Patton Boggs US LLP Clark Hill PLC Sullivan & Cromwell LLP Vedder Price, PC Adams and Reese LLP Jones Skelton Yost & Parker Poe Hodgson Russ LLP Cozen O'Connor Blaney McMurtry LLP BakerHostetler Blank Rome LLP & Hochuli PLC Baill LLP Dudley Newman Steptoe & Seyfarth Shaw LLP Greene Espel PLLC Wilson Sonsini Dorsey & Whitney LLP Cooley LLP Womble Bond Feuerzeig LLP Johnson PLLC Knobbe Martens Goodrich & Rosati, PC Saul Frost Brown Todd LLP Dickinson US LLP Ice Miller LLP Burr & Forman LLP Olson & Bear, LLP Barnes & Thornburg LLP Ewing LLP Carpenter, Hazlewood, Delgado & Bolen PLC Blake, Cassels & Graydon LLP Marshall Dennehey Warner Turner Padgett Early Sullivan Wright Weil Gotshal & Manges LLP Hall Booth Smith PC Mayer Brown LLP Markowitz Herbold PC Graham & Laney, PA Gizer & McRae Thompson Coburn LLP Jones Walker LLP Klinedinst PC Coleman & Goggin Frazer Ryan Goldberg Ellis & Winters LLP Bowman and Brooke LLP WilmerHale Cunningham Bounds LLC Fox Rothschild LLP & Arnold LLP Pirkey Barber, LLP Goodman Butler Snow, LLP Foley & Mansfield PLLP Wilkinson Barker Knauer LLP Gould & Ratner LLP Perkins Coie LLP Morgan Lewis Taylor Day PA Johnston, Kinney & Zulacia LLP Davis Wright Morris Nichols Arshd Dentons US LLP Burke, Warren, MacKay & Serritella PC & Bockius LLP Friedman Rubin Orrick Duane Morris LLP Tremaine LLP & Tunnell LLP Fairfield and Woods PC Flaherty Sensabaugh Bonasso PLLC Paul Weiss Goldfarb & Lipman LLP Tucker Ellis LLP Duane Morris LLP DLA Piper Spencer Fane LLP Shook, Hardy & Bacon LLP Rifkind Wharton Meyer Nelson Mullins Riley & Scarborough, LLP Stael Rives LLP K&L Gates Locke Lord LLP Kutak Rock LLP & Garrison LLP Capel PC Sheppard Mullin Haynes and Boone, LLP Shuffield Lowman & Wilson PA

EDUCATIONAL CATEGORIES

CLM Application Categories

Sessions with these icons are applicable to the application credits from the category(ies) indicated:



Communication Skills



Information Technology



Organizational Development



Self-Management Skills



Writing Skills

Education and CLM Functional Specialty Categories

Look for these icons for the main four educational categories, which also align with the CLM Functional Specialty categories:



Financial Management
CLM Functional Specialty



Human Resources Management
CLM Functional Specialty



Legal Industry/
Business Management
CLM Functional Specialty



Operations Management
CLM Functional Specialty

CLM Recertification Categories

Sessions with these icons are applicable to the recertification credits from the category(ies) indicated:



Communications and Organizational Management



Financial Management



Human Resources Management



Legal Industry/
Business Management



Operations Management



Substance Abuse



Business Ethics

OPPORTUNITIES TO ENGAGE



EXHIBIT HALL

Make it a priority to spend dedicated time in the Exhibit Hall to develop relationships with industry-leading business partners who offer solutions to many of the challenges facing your firm. Our exhibitors are eager to learn more about your firms and how they can add value!



FIRSTFIVE LIVE!

The *FirstFive* Community is a forum for legal management professionals in the first five-ish years of their career. *FirstFive Live!* is an in-person opportunity to advance your skill set in a collaborative, supportive environment. Come prepared to talk freely and have frank, open discussions for maximum value!



DEEP DIVE

To meet the demand for higher-level content, ALA is pleased to offer deep-dive sessions at **#ALACONF24**. Intended for more experienced attendees, Deep Dives are cohesive and interactive sessions that allow for a more focused, in-depth exploration of a subject than is possible in regular sessions.



MEETING OF MINDS

Meeting of Minds sessions are facilitated roundtable discussions on pertinent legal management issues. They are an opportunity for participants to discuss and develop solutions to common challenges by leveraging shared experiences and the collective knowledge of industry peers.



BUSINESS MATTERS!

These practical, 30-minute sessions take place directly on the Exhibit Hall floor. Learn from our featured business partners as they share insights, product demos and the latest products and services that can help you excel and simplify your day-to-day responsibilities.

PRECONFERENCE | SUNDAY, MAY 19

7:30 a.m.–9 p.m.	Registration	Noon–1:30 p.m.	Committees Lunch*
8 a.m.–noon	Member Ambassador Committee Meeting*	12:30–3:30 p.m.	MEETING OF MINDS: Personal Injury Plaintiff
8 a.m.–noon	Member Experience Committee Meeting*	12:30–3:30 p.m.	FIRSTFIVE LIVE!
9–11 a.m.	Standards Review Committee Meeting*	12:30–3:30 p.m.	MEETING OF MINDS: Small Firm (1–30 attorneys)
9 a.m.–noon	Foundation of the Association of Legal Administrators Meeting*	2–3:30 p.m.	CLM® Recognition Event*
9 a.m.–noon	Certification Committee Meeting*	3:30–4 p.m.	Session Managers Meet & Greet*
9:30 a.m.–noon	Diversity, Equity, Inclusion and Accessibility Committee Meeting*	4–5 p.m.	ALA Ambassadors Mixer
10:30–11:30 a.m.	Product and Service Review Committee Meeting*	5–6 p.m.	Newcomers Connection
10:30 a.m.–noon	Professional Development Advisory Committee Meeting*	6–9 p.m.	Welcome Reception
			Sponsored in part by: FIRSTLEGAL

*by invitation only

Continuing Education and Accreditation



ALA is an approved provider for HRCI, SHRM, CPE and CLE (California) credits, and it is also the credentialing body for the Certified Legal Manager (CLM)® program. Certain conference sessions provide PHR, SPHR, SHRM-CP and SHRM-SCP recertification credits, CPE and CLE credits, and CLM credits for both recertification and application.

ALA is an approved provider for HRCI, SHRM, CPE and CLE (California) credits. Certain conference sessions provide PHR, SPHR, SHRM-CP and SHRM-SCP recertification credits, CPE and CLE credits. Stay tuned at [ALAannualconf.org/accreditation](https://www.alaannualconf.org/accreditation) for details.



Continuing Professional Education (CPE)



Continuing Legal Education (CLE)



HR Certification Institute (HRCI)*



Society of Human Resource Management (SHRM)

*The use of this seal is not an endorsement by the HR Certification Institute of the quality of the activity. It means that this activity has met the HR Certification Institute's criteria to be pre-approved for re-certification credit.

LEGEND

CLM Application Categories

- Communication Skills
- Information Technology
- Organizational Development
- Self-Management Skills
- Writing Skills

CLM Recertification Categories

- Communications and Organizational Management
- Financial Management
- Substance Abuse
- Human Resources Management
- Legal Industry/Business Management
- Operations Management
- Business Ethics

Education and CLM Functional Specialty Categories

- Financial Management
CLM Functional Specialty
- Human Resources Management
CLM Functional Specialty
- Legal Industry/Business Management
CLM Functional Specialty
- Operations Management
CLM Functional Specialty

Schedule at a Glance

[SCHEDULE AT A GLANCE](#)

[SPEAKERS](#)

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[BUSINESS PARTNERS](#)

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CONFERENCE DAY ONE | MONDAY, MAY 20

- 6:15–6:45 a.m. **Morning Energizer**
- 6:30–7:30 a.m. **Morning Run**
- 7–7:30 a.m. **Walk and Talk**
- 7:30 a.m.–5 p.m. **Registration**
- 7:30–8:30 a.m. **Networking Continental Breakfast**

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8:30–9 a.m. **Welcome and Opening Remarks**

9–10 a.m.



Keynote Session

Matt Vogl
Mental Health Specialist
(Workplace Safety, Stress and PTSD)
and Comedian

Sponsored by:
CARET Legal

10 a.m.–5 p.m.

Exhibit Hall Hours

10–11:30 a.m.

Networking Break in the Exhibit Hall

Business Matters! Sessions (Exhibit Hall)

10:30–11 a.m.

Hub 1: Unlocking Potential: Select the Right GenAI Tools to Revolutionize Your Firm's Practice

Led by:  **nd**
netdocuments

Hub 2: How To Use AI Without Losing Your Mind

Led by:  **Clio**

BREAKOUT SESSIONS

11:15 a.m.–12:45 p.m.

 **DEEP DIVE**
Navigating People Management in an Era of Unprecedented Distractions: A Self-Coaching Approach for Today's Legal Professionals

 **DEEP DIVE** **FIRST 5**
Law Firm Finance for the Nonfinance Professional

11:30 a.m.–12:30 p.m.

 **DEEP DIVE**
Workflow Innovation: How AI Will Impact Law Firm Operations and Significantly Reduce Costs

 **DEEP DIVE**
From Data to Action: Understanding Law Firms' 2024 Priorities to Unlock Opportunities and Strategies

 **DEEP DIVE**
6 Mistakes That Erode Engagement

 **DEEP DIVE**
Convening with a Cause: Infusing Sustainability and DEIA into Meetings and Events

12:30–1:45 p.m.

Networking Lunch in the Exhibit Hall

Business Matters! Sessions (Exhibit Hall)

12:45–1:15 p.m.


Hub 1: Lessons from the Frontline: Using Data to Evidence the Value of Your Teams on Law Firm Profits and Service Levels

Led by:  **BigHand**

Hub 2: Automation: A Necessity for Modern Law Firms


Led by:  **Lawmatics**

2–3 p.m.

 **DEEP DIVE**
Enough Old Hat! Freshen Up Your Approach, Deliver Greater Value to Your Firm and Advance Your Career

 **DEEP DIVE**
Neurodiversity 101

 **DEEP DIVE** **FIRST 5**
Brevity in Business Communication

 **DEEP DIVE**
Rethinking Your Firm's Workplace Design: An Intimidation-Free Guide to Office Renovations and Relocations

 **DEEP DIVE**
The New Law Firm Model: How a People-First Strategy Will Increase Innovation, Collaboration, Profits and Firm Loyalty

 **MEETING OF MINDS**
Meeting of Minds: Mental Health/Wellness

3–4 p.m.

Networking Break in the Exhibit Hall

Business Matters! Sessions (Exhibit Hall)

3:15–3:45 p.m.

Hub 1: Building the Hybrid Office of the Future with Services and Technology


Led by:  **Maptician**

Hub 2: Transforming the Legal Landscape: Leveraging Best-in-Class Platforms Through Targeted Automation to Capitalize on Future Innovation


Led by:  **LeanLaw**

BREAKOUT SESSIONS


4–5 p.m.

 **DEEP DIVE**
Procrastinate Now: How To Use the Behavior of 'Doing Nothing' to Get Everything Done in Your Firm

 **DEEP DIVE**
From Traditional to Transformational: Lead the Way by Unleashing the Power of Authentic Leadership

 **DEEP DIVE** **FIRST 5**
Law Firm Operations: A Return to Basics to Achieve Real-World Success

 **DEEP DIVE**
How Law Firms Get Hacked (and What You Can Do About It)

 **DEEP DIVE**
Cash Is King: Strategic Cash Flow Management for Small Firms

 **MEETING OF MINDS**
Meeting of Minds: Human Resource Management

5:15–6:45 p.m.

ALA's 2024 Awards Reception

#ALACONF24

 @ala_buzz



Association of Legal Administrators (ALA)



Association of Legal Administrators (ALA)

CONFERENCE DAY TWO | TUESDAY, MAY 21

6-7 a.m. Yoga

6:30-7:30 a.m. Morning Run

7-7:30 a.m. Walk and Talk

8 a.m. -6:30 p.m. Registration

8-9 a.m. Continental Breakfast Available in the Exhibit Hall

9-10:30 a.m. **David W. Brezina Memorial Session**
 Liz Murray
 Author, *Breaking Night: My Journey from Homeless to Harvard*
 Founder, The Arthur Project

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Presented by:

 Foundation of the Association of Legal Administrators

10:30 a.m. -6:30 p.m. Exhibit Hall Hours

10:30-11:30 a.m. **Networking Break in the Exhibit Hall**

Business Matters! Sessions (Exhibit Hall)

10:45-11:15 a.m.

Hub 1: AI-Powered Law: Insights from Our 2024 Industry Report


Led by: 
 ALA's Premier VIP Payment Partner


Hub 2: Life in the Clouds: Can It Really Be This Easy (and Secure) – Even for Law Firms?


Led by: 
 Innovative Computing Systems

BREAKOUT SESSIONS

11:30 a.m. -12:30 p.m.

 Navigating the Next Normal: Practical Strategies for Cultivating Resilience in the Age of Uncertainty

 Rest – Not Sleep – Is What You Actually Need to Avoid Burnout

 Finding Common Ground: The Language of De-escalation and Conflict Resolution

 Reimagining Law Firm Operations

 CFO Perspectives: Exploring Profitability Improvement Opportunities at Your Firm Part 1

 How To Become an Insta Social Animal Without Getting Ethically 'X'd

12:45-2 p.m. **Association Luncheon**

BREAKOUT SESSIONS


2:15-3:15 p.m.

 Building a Diverse Candidate Pipeline

 Super-Charged Productivity with Legal Document Automation + AI: Critical Steps in Beginning Your Journey

 Unleashing Potential: Revolutionizing Employee Experience and Retention in the Legal Business Landscape

 CFO Perspectives: Implementing Profitability Improvement Opportunities at Your Firm Part 2

 Tales from the Trenches: Our Thorniest Legal Management Experiences

 Meeting of Minds: Large Firm (100+ attorneys)

3:15-4:15 p.m. **Networking Break in the Exhibit Hall**

Business Matters! Sessions (Exhibit Hall)

3:30-4 p.m.

Hub 1: Calendaring, Copilot, DMS and Billing: Together Inside Microsoft 365


Led by:  LawToolBox

Hub 2: Streamlining Success: Integrating AI into Your Law Practice With PatternBuilder MAX

Led by:  nd
 neldocuments

4:15-5:15 p.m.


 Improving Team Dynamics to Create Greater Efficiency

 Substance Use Disorders and Brain Neurobiology: How Can You Help?

 Powering Your Success: Leveraging Technology to Drive Your Firm's Potential

 Families and the Future of Work: Supporting Parents Creates a Talent Advantage

 Client Experience Surveys: Creating a Competitive Advantage

 Meeting of Minds: Legal Support Staff – Large Firm

 Meeting of Minds: Legal Support Staff – Medium/Small Firm

5:15-6:30 p.m. **Game On! Exhibit Hall Reception**

Schedule at a Glance

[SCHEDULE AT A GLANCE](#)

[SPEAKERS](#)

[AGENDA](#)







[BUSINESS PARTNERS](#)

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CONFERENCE DAY THREE | WEDNESDAY, MAY 22

6:30-7:30 a.m.	Morning Run	8-9 a.m.	Continental Breakfast Available in the Exhibit Hall
7-7:30 a.m.	Walk and Talk	8 a.m.-1:30 p.m.	Exhibit Hall Hours
8 a.m.-4 p.m.	Registration		



BREAKOUT SESSIONS

9-10 a.m.	 <p>Knowing Your Crowd: How To Adapt to Different and Ever-Changing Firm Cultures</p>	 <p>How To Retain Attorneys and Staff in the 'Job-Hopping Era'</p>	 <p>How To Reenergize Your Firm's Mentorship Program</p>	 <p>Stay Ahead of the Game: E-Billing Is Here. Is Your Firm Ready?</p>	 <p>Nonequity Partners and the Law Firm Structure</p>	 <p>Meeting of Minds: Medium Firm (31-99 attorneys)</p>
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10-11 a.m. Networking Break in the Exhibit Hall

Business Matters! Sessions (Exhibit Hall)

10:15-10:45 a.m.

<p>Hub 1: Elevating Your Benefit Strategy: The Power of Family-Building Benefits Led by: </p>	<p>Hub 2: 7 Things You Can Do Today to Protect Your Firm From the Latest Cyber Threats Led by: </p>
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BREAKOUT SESSIONS

11 a.m.-12:30 p.m.	 <p>Succession Planning: The Key to Law Firm Stability and Sustainability</p>	 <p>Strategies for Effectively Hiring, Managing Performance and Terminating Employees</p>	 <p>Crisis Communications: First-Hand Experiences with Responding to People During World and Social Events</p>	 <p>Cracking the Code of Human Connection</p>	 <p>Meeting of Minds: Branch Office</p>
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12:30-1:30 p.m. Networking Lunch in the Exhibit Hall

Business Matters! Sessions (Exhibit Hall)

12:45-1:15 p.m.


<p>Hub 1: The Changemakers Report: New Insights to Empower Catalysts for Firm Innovation Led by: </p>	<p>Hub 2: Grow Your Law Firm and Improve Profitability with These 4 Financial Metrics Led by: </p>
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1:30-2:30 p.m.

 <p>Unlocking Effective Communication with Attorneys: Building Bridges for Productive Conversations</p>	 <p>From Chaos to Control: Navigating Interruptions, Distractions and Delegation</p>	 <p>Legal Research Negotiation Tips That Can Win Your Firm Six-Figure Savings (or More)</p>	 <p>Breaking the Mold: Tackling Tokenism in Law Firm DEI Strategies</p>
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2:30-3 p.m. Refreshment Break

3-4 p.m.

<p>Closing General Session Dawn R. Rosemond, Esq.</p> 
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6-9 p.m. Colorado Casino Celebration

LEGEND

<p>CLM Application Categories</p> <ul style="list-style-type: none">  Communication Skills  Information Technology  Organizational Development  Self-Management Skills  Writing Skills 	<p>CLM Recertification Categories</p> <ul style="list-style-type: none">  Human Resources Management  Legal Industry/Business Management  Communications and Organizational Management  Financial Management  Operations Management  Substance Abuse  Business Ethics
<p>Education and CLM Functional Specialty Categories</p> <ul style="list-style-type: none">  Financial Management CLM Functional Specialty  Human Resources Management CLM Functional Specialty  Legal Industry/Business Management CLM Functional Specialty  Operations Management CLM Functional Specialty 	



KEYNOTE SPEAKER

Matt Vogl

Mental Health Specialist (Workplace Safety, Stress and PTSD) and Comedian

Matt Vogl is an internationally recognized leader and an in-demand speaker in the mental health field. He has worked nearly 30 years to address our nation's mental health crises, prevent suicide and combat stigma. Vogl was a founder of the University of Colorado Depression Center. He also founded the National Mental Health Innovation Center. Vogl is currently Chief Executive Officer and Co-Founder of VXVY Mental Health, Inc.

Sponsored by: **CARET**
Legal

DAVID W. BREZINA MEMORIAL SESSION SPEAKER

Liz Murray

Author, Breaking Night: My Journey from Homeless to Harvard
Founder, The Arthur Project

The child of drug-addicted parents who routinely ate from dumpsters and sought refuge at all-night subway stations to survive, Liz Murray was homeless at age 15 — and fending for her life. Determined not to be defined by her circumstances, she earned her high school diploma in just two years and won a scholarship to Harvard University. Murray is the subject of *Lifetime* Television's Emmy-nominated original film, *Homeless to Harvard*. Today, as Co-Founder and Executive Director of The Arthur Project, she advocates for underserved youth and works to end generational poverty through relationship-based learning.

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practice management software


Presented by: **Foundation of the Association of Legal Administrators**
Advancing knowledge, creating opportunities, touching lives




CLOSING GENERAL SESSION SPEAKER

Dawn R. Rosemond, Esq.


Named a "Nation's Best" by Lawyers of Color®, best-selling author, speaker and self-proclaimed "superhero" Dawn R. Rosemond, has garnered a lot of attention over her 28+ year career. She's moved by none of this though except in one respect — these blessings afford her an audience with you. Such is paramount because Rosemond exists to point people to their greatness. So get ready. Through humor, powerful storytelling and unparalleled authenticity, you will emerge changed.




Shannon H. Andrus, EdD
Speaker and Trainer
Word Nerd Consulting




Vivian Luiz Coco, MSc
Director of Marketing and Client Relations
Licks Attorneys



Danny Combs
Founder
TACT (Teaching the Autism Community Trades)
Co-Founder
Colorado Neurodiversity Chamber of Commerce



Michelle Connolly
Senior Vice President, Strategy and Solutions
Epiq Global



Catherine Dapra
Managing Director, Executive Search – Talent Management
Calibrate



Abigail L. Davis-Hess, CLM
Consultant
ADH-Consulting, LLC



Stacey P. Dougan, JD, LLM, MS, LPC, NCC
Owner/Psychotherapist
Stacey Dougan Counseling & Consulting LLC



Matt Durrin
Director of Training and Research
LMG Security



Carrie Anne English
Senior Learning & Development Manager (North America)
Clyde & Co US LLP



Kimberly A. Ess
Chief Executive Officer
Nilan Johnson Lewis PA



Caryn Fairlie
Director of Client Services
IA Interior Architects



Meredith E. Flanagan, CMP Fellow, CMM, CPCE, SEPC
Workplace Experience Manager
Gensler



Debbie Foster
Managing Partner
Affinity Consulting Group



Keren Gavra
Vice President of Product
Centerbase, LLC



Kelly Druen Green
Director of Attorney Development
Ogletree Deakins




Whitney M. Harvey, JD
Principal
The Self Coached Lawyer




Jennifer K. Hill
Chief Executive Officer
OptiMatch



John F. Hopkins, AIA, LEED AP
Design Director
IA Interior Architects



Terry M. Isner
Owner/Chief Executive Officer, Branding and Business Development
Jaffe



Josh Kalish, CLM, MBA, CFA, MA
Managing Partner
Law Firms of the Future, LLC




Robert Keatinge
Of Counsel
Holland & Hart LLP



Amanda Kelly, PhD, BCBA-D
President and Chief Executive Officer
Firefly Autism
Co-Founder
Colorado Neurodiversity Chamber of Commerce



Juanita Kendall, HRIC, SHRM
Chief Human Resources Officer
Hall Booth Smith P.C.



Keshia Kent
DE&I Talent Strategist
Husch Blackwell LLP



Shirley Laboy
Director of Administration
Bondurant Mixson & Elmore LLP



Tracy LaLonde
Chief Joychiever
Joychiever, LLC



Travis A. Larson
Chief Administrative Officer
Morgan, Lewis & Bockius LLP




Charles F. Luce, Jr.
Chair, Intellectual Property Group
Moye White LLP



Jason Marty
Global Chief Operating Officer
Bryan Cave Leighton Paisner LLP



Maria S. Mason, CLM
Business Director
Greenberg Traurig, LLP




Daniel J. McCormack, CLM, MBA, ACC
Chief Executive Officer
Dan McCormack & Associates, LLC



Kasey Methot
Senior Manager, eBilling Solutions
Fulcrum Global Technologies



Lori Mihalich-Levin, JD
Chief Executive Officer and Founder
Mindful Return



Eden S. Minucci, CLM, SHRM-CP
Partner, Legal Operations
Clear Guidance Partners




John Mitchell
Managing Director
KM Advisors LLC



Nancy Morris, MSc
Applied Psych
Certified Business Psychologist



Elise Powers
Founder
Elevue Consulting



Ken Purse
Principal and Founder
Research Contract Consultants



Haley J. Revel
Managing Director, HR and Talent Management
Calibrate



Bill E. Sansone, CPA
Practice Leader, Law Firm Advisory and Team Leader, Law Firms
Withum



Chris Sims, CPA
Firm Administrator
GBG LLP



Norma Spearman
Chief Legal Support Officer
DLA Piper LLP (US)



Michelle Spencer
Lead Product Marketing Manager
NetDocuments



Early Stephens
Chief Executive Officer
Actionstep




David Strathy-Miller
Senior Product Manager
Centerbase, LLC



Matthew P. Sullivan, JD
Founder and Chief Executive Officer
Unravel Legal



Jessica Swan, MCJ, MAC, LSATP
Executive Director
Recovery Consulting




Sarah M. Tetlow
Chief Executive Officer and Founder
Firm Focus




Beth Thompson
Senior Director of Market Growth
Actionstep



Julie T. Tran
Senior Director of Talent
Vinson & Elkins LLP



Will Verchereau
DE&I Manager – Programs & Communications
Husch Blackwell LLC




Rosa E. Walker
Chief Diversity & Inclusion Officer
Pillsbury Winthrop Shaw Pittman LLP



Alexandra M. Williamson, JD
Manager of Parent Lawyer Programs and Resources
Latham & Watkins LLP



Joel A. Wirchin
Managing Director, Professional Services
RRD/GO Creative



Laura L. York
Firm Administrator
Gladstone, Weissman, Hirschberg & Schneider, P.A.

Preconference | Sunday, May 19



7:30 a.m.–9 p.m.	Registration	9:30 a.m.–noon	Diversity, Equity, Inclusion and Accessibility Committee Meeting*
8 a.m.–noon	Membership Ambassador Committee Meeting*	10:30–11:30 a.m.	Product and Service Review Committee Meeting*
8 a.m.–noon	Member Experience Committee Meeting*	10:30 a.m.–noon	Professional Development Advisory Committee Meeting*
9–11 a.m.	Standards Review Committee Meeting*	Noon–1:30 p.m.	Committees Lunch*
9 a.m.–noon	Foundation of the Association of Legal Administrators Meeting*		
9 a.m.–noon	Certification Committee Meeting*		

12:30–3:30 p.m.



FirstFive Live!

The *FirstFive* Community is a forum for legal management professionals in the first five-ish years of their career. *FirstFive Live!* is an in-person opportunity to advance your skill set in a collaborative, supportive environment. Come prepared to talk freely and have frank, open discussions for maximum value!

Facilitated by:

-  **Abigail L. Davis-Hess, CLM**
Consultant
ADH-Consulting, LLC
-  **Crystal Ludlow**
Firm Administrator
Novus Law Firm, Inc.

12:30–3:30 p.m.



Meeting of Minds: Personal Injury Plaintiff

Meeting of Minds sessions are facilitated roundtable discussions on pertinent legal management issues. They are an opportunity for participants to discuss and develop solutions to common challenges by leveraging shared experiences and the collective knowledge of industry peers.

Facilitated by:

-  **Kathy J. Miller, CLM**
Director of Operations
Hale Law, P.A.
-  **Michelle Tyree**
Executive Administrator
The Brad Hendricks Law Firm

12:30–3:30 p.m.



Meeting of Minds: Small Firm (1–30 attorneys)

Meeting of Minds sessions are facilitated roundtable discussions on pertinent legal management issues. They are an opportunity for participants to discuss and develop solutions to common challenges by leveraging shared experiences and the collective knowledge of industry peers.

Facilitated by:

-  **Melissa Hirst, MSLA**
Chief Operating Officer
Altitude Community Law PC
-  **Sarah K. Stromberg, SPHR, SHRM-SCP**
Firm Administrator
Harris, Karstaedt, Jamison & Powers, P.C.

2–3:30 p.m.

CLM® Recognition Event*

3:30–4 p.m.

Session Managers Meet & Greet*

*by invitation only

4–5 p.m.

ALA Ambassadors Mixer

Currently serving as an ALA Membership Ambassador? Interested in participating in this program? ALA is calling you to attend this mixer. Jump-start your Annual Conference networking by joining the Membership Development Committee on Sunday afternoon for a celebration of ALA's Membership Ambassadors Program. The committee will share program highlights and explain how easy — and rewarding — participation can be.



5–6 p.m.

Newcomers Connection

Is it your first time attending the Annual Conference? Get acclimated and connect with other first-time attendees at this fun, informal event. It is also your opportunity to be introduced to ALA leadership and staff.

6–9 p.m.

Welcome Reception

Located on the Front Range Lawn overlooking the majestic Rocky Mountains, the Welcome Reception offers an entertaining evening of live music, good food and refreshing drinks, and the opportunity to connect and reunite with your fellow attendees. The Welcome Reception theme is *Prospecting in the Wild West*. Get ready to saddle up — dust off your cowboy boots, don your best denim and top it off with a cowboy hat as we embark on a journey reminiscent of the rugged charm of the Old West. With ample space to mingle or convene in quieter areas, this reception offers something for everyone!



Sponsored in part by:  **FIRSTLEGAL**

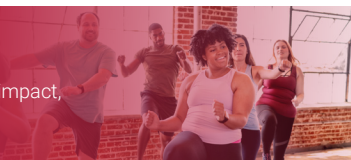
Conference Day One | Monday, May 20



6:45–7 a.m.

Morning Energizer

Discover the difference 30 minutes makes: Wake up with Innovative Computing Systems and iManage in a light-impact, high-energy workout session that knocks the cobwebs off and energizes you before your ALA sessions start!



Sponsored by:



Innovative Computing Systems

6:30–7:30 a.m.

Morning Run

8:30–9 a.m.

Welcome and Opening Remarks

7–7:30 a.m.

Walk and Talk

10 a.m.–5 p.m.

Exhibit Hall Hours

7:30 a.m.–5 p.m.

Registration

10–11:30 a.m.

Networking Break in the Exhibit Hall

7:30–8:30 a.m.

Networking Continental Breakfast



9–10 a.m.

KEYNOTE SESSION: Transforming Lives and Reimagining Mental Health: We ARE the Difference



Matt Vogl highlights the challenges that unmet mental health needs present to ALA members and the legal profession. Members of the legal community are particularly at risk for a variety of outcomes such as burnout, anxiety, depression and higher-than-average suicide rates.

By sharing his deeply moving mental health journey, Vogl encourages an open dialogue about mental health when addressing the stigma that keeps many from accessing the care they need. He challenges you to become part of a new mental health workforce dedicated to taking care of one another every day.

Sponsored by: **CARET Legal**

10:30–11 a.m.

Business Matters! Sessions (Exhibit Hall)

10:30 –11 a.m.

Hub 1: Unlocking Potential: Select the Right GenAI Tools to Revolutionize Your Firm's Practice

As law firms increasingly seek to enhance efficiency and deliver higher value to clients, selecting the right generative AI tools becomes crucial. Join us to explore key considerations and how to avoid risks when choosing AI solutions that align with your firm's goals and unlock its full potential. Gain valuable insights and practical tips for successfully integrating AI into your firm's operations, enhancing productivity and driving success.

Michelle Spencer
Lead Product Marketing Manager
NetDocuments



10:30 –11 a.m.

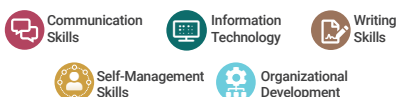
Hub 2: How To Use AI Without Losing Your Mind

Designed for tech-forward administrators, this session demystifies artificial intelligence (AI) and offers practical strategies for integrating it into your firm without feeling overwhelmed. Learn to leverage AI for efficiency, while maintaining the human touch and improving the client experience.

Nefra MacDonald
Senior Manager, Strategic Engagement
Clio



CLM Application Categories



Education and CLM Functional Specialty Categories



CLM Recertification Categories



Conference Day One | **Monday, May 20**



11:15 a.m. – 12:45 p.m.

CONCURRENT BREAKOUT SESSIONS

11:15 a.m. – 12:45 a.m.



Navigating People Management in an Era of Unprecedented Distractions: A Self-Coaching Approach for Today's Legal Professionals

In today's fast-paced world, distractions are everywhere, affecting our ability to stay focused and productive. How can you thrive in this environment? This transformative session provides practical strategies to help you navigate distractions, enhance focus and accelerate productivity. Through the seven core principles of self-coaching and the power of HypnoBreathwork®, you'll learn how to reclaim your focus, create a more balanced professional life and manage distractions in a world filled with constant interruptions.

Objectives:

- Examine the impact of distractions on productivity and well-being, according to research.
- Develop self-coaching skills for post-distraction recovery, focus restoration, productivity enhancement and improved well-being.
- Generate and nurture awareness, authenticity, compassion, purpose, empowerment, self-care and team accountability.
- Use HypnoBreathwork® to heighten focus, improve decision-making and strengthen team collaboration through emotional release, visioning and goal setting.



Whitney M. Harvey, Esq.
Principal
The Self Coached Lawyer

11:15 a.m. – 12:45 a.m.



Law Firm Finance for the Nonfinance Professional

Take a deep dive into important basic, intermediate and advanced finance concepts essential to properly run a law firm. You'll cover financial statements, key performance indicators, budgets and cash flow and best practices in client intake, timekeeping, billing and collections. New and seasoned administrators, marketing professionals, facilities managers — and yes, even finance professionals — should attend this session to quickly strengthen their working knowledge of critical financial practices and prepare to participate at a higher level.

Objectives:

- Discuss practical insights into law firm accounting and finance.
- Participate in and help make critical business decisions involving cost-savings, budgets, new projects, growth strategies and more.
- Recognize what can go wrong in a law firm (and what can go right).



Chris Sims, CPA
Firm Administrator
GBG LLP



STAY IN THE MIDDLE OF ALL THE ACTION AT THE GAYLORD ROCKIES RESORT & CONVENTION CENTER!

Beautiful scenery, tons of indoor and outdoor amenities, plus special ALA room rates. [Learn more.](#)



For special ALA airfare rates, [click here.](#)

Conference Day One | Monday, May 20



11:30 a.m. – 12:30 p.m.

CONCURRENT BREAKOUT SESSIONS

11:30 a.m. – 12:30 p.m.



Workflow Innovation: How AI Will Impact Law Firm Operations and Significantly Reduce Costs

What is the future impact of generative AI? And what is its role for not just the delivery of legal services, but for the operations and finances of law firms? In this thought-provoking session, you'll discuss the current and future state of generative AI products and dive into workflow innovations driven by the introduction of generative AI. Be ready to examine how generative AI will impact operations, what talent and staffing models may accompany it and the potential hard and soft savings firms are looking at as we hurtle toward the future.

Objectives:

- Identify workflow bottlenecks and inefficient processes common to most law firms.
- Discover methodologies to implement innovation as a tool.
- Differentiate the business value of generative AI products.
- Calculate and balance the risk and rewards of implementing generative AI products.



Joel A. Wirchin
Managing Director, Professional Services
RRD/GO Creative



11:30 a.m. – 12:30 p.m.

6 Mistakes That Erode Engagement

Engagement rates of professionals are at their lowest in a decade. Why? It boils down to the way people are being managed. Many managers are unintentionally making one or more leadership missteps that lead to exhaustion, feed mistrust, inhibit growth and increase loneliness and detachment. This session will provide concrete ways to manage always-on pressure, empower appreciation, enable autonomy, bolster psychological safety, conduct one-on-one check-ins and make purpose visible. Leave knowing how to greatly improve engagement with just a few shifts in management behavior.

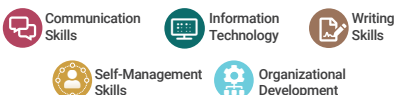
Objectives:

- Recognize how to mitigate always-on pressure and burnout.
- Employ strategies for building trust and enabling autonomy.
- Define how to create meaningful connections.
- Model behaviors that reinforce purpose.



Tracy LaLonde
Chief Joychiever
Joychiever, LLC

CLM Application Categories



Education and CLM Functional Specialty Categories



CLM Recertification Categories



11:30 a.m. – 12:30 p.m.



From Data to Action: Understanding Law Firms' 2024 Priorities to Unlock Opportunities and Strategies

What matters most to firms and their legal professionals in 2024 and beyond? The 2024 edition of Actionstep's *US Midsize Law Firm Priorities Report* surveyed law firm professionals at firms with 10-200+ employees to dig further into broader business priorities, resource challenges, stress factors and mental health, overall work satisfaction and the use of technology and its impacts in all these areas. Takeaways from the survey can apply to firms of all sizes. The second year of research uncovers interesting findings from the state of midsize law, including generational differences and the key role administrative support plays not only in day-to-day operations but also in long-term business planning and execution.

This session will equip you with the insights to appropriately address the needs of legal and administrative support staff. Based on 2023 report data, administrative roles are more likely to say they are stressed by team or firm culture issues, not having clear processes in place to follow and a lack of support from leadership. What do 2024's stats look like for legal professionals?

Objectives:

- Identify the top trends affecting midsize law firms, and specifically administrative roles, and see how those trends can apply to firms of all sizes.
- Demonstrate a reduction in the most time-consuming non-billable tasks using practical examples.
- Apply proven technology best practices to increase productivity, attract and support the next-gen workforce, accelerate automation and help alleviate administrative burden.



Early Stephens
Chief Executive Officer
Actionstep



Beth Thompson
Senior Director of Market Growth
Actionstep



11:30 a.m. – 12:30 p.m.

Convening with a Cause: Infusing Sustainability and DEIA into Meetings and Events

Join this interactive session centered on operational management strategies for implementing sustainability, diversity, equity, inclusion and accessibility into meetings and events. Through multimodal techniques, you'll discuss how your firm can implement the *Four Principals of Sustainable Events*, learn from event planning case stories and apply best practices for improving implementation.

Objectives:

- Apply skills and tools to incorporate the *Four Principals of Sustainability Events* into your firm's meetings and events.
- Discover key strategies for reducing your meeting and event carbon footprint.
- Assess your planning processes to ensure the implementation of DEIA measures.



Meredith E. Flanagan, CMP Fellow, CMM, CPCE, SEPC
Workplace Experience Manager
Gensler

Conference Day One | Monday, May 20



12:30–1:45 p.m.

Networking Lunch in the Exhibit Hall

12:45–1:15 p.m.

Business Matters! Sessions (Exhibit Hall)

12:45 –1:15 p.m.

Hub 1: Lessons from the Frontline: Using Data to Evidence the Value of Your Teams on Law Firm Profits and Service Levels

Discover the transformative potential of data in firm back-office operations. Engage in a dynamic session where legal leaders showcase their metrics-driven approach, offering insights into workflow optimization, team efficiency, strategic decision-making and staff value. Gain actionable ideas from real-world examples to enhance operational performance in the evolving legal landscape.

Duska Frink
Global Head of Solutions
BigHand

Eric Wangler
President
BigHand

Debbie Foster
Chief Executive Officer
Affinity Consulting

Matt Spiegel
Chief Executive Officer
Lawmatics



12:45 –1:15 p.m.

Hub 2: Automation: A Necessity for Modern Law Firms

It's become almost impossible for law firms to rely on manual processes to provide robust experiences throughout the client journey. Consumer expectations in the digital age demand immediate engagement, clear communication and convenience. This session will teach you how to expand your bandwidth, delight clients with personal attention and gain business intelligence without additional administrative labor – all by automating your firm's standardized processes.

ALA MEMBERSHIP

If you are not yet completely familiar with ALA and everything it has to offer, we are the nonprofit association and undisputed leader serving the legal industry and the people managing it. ALA is where the business of law gets personal, offering powerful opportunities for knowledge and networking that link productivity with profitability. ALA is the catalyst for growth by providing diverse educational experiences, engaged peer communities, strategic solutions, dynamic resources and trusted networks. We invite you to learn more about us and how ALA is creating excellence, driving innovation and empowering leaders in law.

ALA connects you to all its powerful resources, helps you benchmark your organization against others and gain competitive intelligence you can't afford to be without. We invite you to take the next step and explore how ALA membership can deliver the knowledge, networking and resources you need in today's environment. Join ALA and give us the opportunity to welcome you.

Swing by the ALA Booth (#621) to chat with an ALA staff member or current volunteer about the many benefits of joining ALA. Or, visit alanet.org/membership for more details.



Conference Day One | Monday, May 20



2-3 p.m.

CONCURRENT BREAKOUT SESSIONS



2-3 p.m.

Enough Old Hat! Freshen Up Your Approach, Deliver Greater Value to Your Firm and Advance Your Career

Providing spreadsheets or reports full of data to stakeholders is not enough. They must be accompanied by a story about the state of the firm, helpful predictions about what's coming and action items. This requires you to wear or supervise three hats — one as the bank teller, one as the storyteller and one as the fortune teller. Discover why each hat is important, when to wear each and how the hats lead to success.

Objectives:

- Recognize and clarify the hats you, or your employee, can and should wear.
- Demonstrate why each hat is critical to your professional growth and your firm's success.
- Apply the three-hat approach to your work and coach others to do the same to deliver more value.



Kimberly A. Ess
Chief Executive Officer
Nilan Johnson Lewis PA



2-3 p.m.

Brevity in Business Communication

Brevity is the lifeblood of excellent professional communication. How do you achieve it in your increasingly media-saturated world when you're inundated with texts, instant messages and emails? During this session, you'll focus on how to cut excess verbiage, prioritize main points and clarify your position. You'll leave with concrete tips for mastering brevity and communicating clearly, precisely and convincingly.

Objectives:

- Express clarity in all your professional communication.
- Revise and edit your writing to reduce wordiness, increase readability and avoid errors.
- Analyze how readers skim information and process digital content.
- Produce writing that captures a reader's attention and conveys information cogently and directly.



Shannon H. Andrus, EdD
Speaker and Trainer
Word Nerd Consulting

Education and CLM Functional Specialty Categories



2-3 p.m.

Neurodiversity 101

Join this enlightening session where you'll learn everything you need to know about neurodiversity and navigating its intersection with the workplace and beyond. You'll gain insights into the challenges neurodistinct individuals face in conventional settings and discover the untapped potential they bring. Plus, you'll explore the synergy between neurodiversity and diversity, equity and inclusion (DEI) initiatives. You'll leave equipped with practical guidance to ensure a more neuroinclusive lens and actionable steps to create a supportive workplace that accommodates and celebrates neurodiversity.

Objectives:

- Recognize and understand the broad spectrum of neurodiversity and the unique strengths and challenges of neurodistinct individuals in the workplace.
- Analyze and assess the impact of neurodiversity on workplace dynamics.
- Apply strategies to align neurodiversity initiatives with broader DEI efforts to foster an inclusive culture.



Amanda Kelly, PhD, BCBA-D
President and Chief Executive Officer
Firefly Autism
Co-Founder
Colorado Neurodiversity Chamber of Commerce



Danny Combs
Founder
TACT (Teaching the Autism Community Trades)
Co-Founder
Colorado Neurodiversity Chamber of Commerce



2-3 p.m.

Rethinking Your Firm's Workplace Design: An Intimidation-free Guide to Office Renovations and Relocations

As the person managing lease expirations, your role is dynamic and multifaceted. This session focuses on the value you bring to the decision-making process. You'll get an education on current office trends, topics and strategies. Through case studies, you'll deepen your understanding of how to translate strategy results into successful workplace design solutions. You'll also explore how to build consensus among partners, strategic activities to understand your firms' challenges and opportunities, alternative workplace solutions, metrics and benchmarking, and how to make the decision-making process seamless.

Objectives:

- Identify strategic real estate considerations, including stay versus go analysis.
- Assess the current benchmark metrics and new space types being considered for the law firm workplace of the future.
- Discuss how to navigate designing for hybrid work.
- Evaluate recently completed law firm designs and solutions.

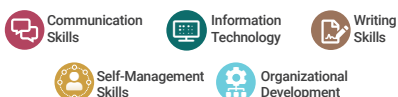


John F. Hopkins
Design Director
IA Interior Architects



Caryn Fairlie
Director of Client Services
IA Interior Architects

CLM Application Categories



CLM Recertification Categories



Conference Day One | **Monday, May 20**



2-3 p.m.

CONCURRENT BREAKOUT SESSIONS



2-3 p.m.

The New Law Firm Model: How a People-First Strategy Will Increase Innovation, Collaboration, Profits and Firm Loyalty

Imagine if your law firm was designed by Antoni Gaudi and your leadership modeled after Ted Lasso. Sounds fantastical, but it's realistic. In this session, you'll consider how the world has changed and relevant businesses are putting humanity first by "investing" in people. Find out how to do the same in your firm to achieve greater loyalty, retention, growth and revenue. Gain a new perspective on the values that matter and are reshaping law firm cultures.

Objectives:

- Define how to lead and increase profits the Ted Lasso way.
- Examine DEIA and how bringing one's whole self to work directly connects to increased profits.
- Breakdown the client journey and get tips from inside counsel on what they look for in a pitch.
- Model new tools that are more efficient and effective in the pursuit of new clients and attorneys.



Terry M. Isner
Owner/Chief Executive Officer, Branding and Business Development
Jaffe



2-3 p.m.

Meeting of Minds: Mental Health/Wellness

Meeting of Minds sessions are facilitated roundtable discussions on pertinent legal management issues. They are an opportunity for participants to discuss and develop solutions to common challenges by leveraging shared experiences and the collective knowledge of industry peers.

Facilitated by:



Stacie Hedrick, CLM
Director of Administration
Welborn Sullivan Meck & Tooley, P.C.



Karie Rivkin, CLM
Chief Financial Officer
Eichelbaum Wardell Hansen Powell & Muñoz, P.C.

3-4 p.m.

Networking Break in the Exhibit Hall



DOWNLOAD THE BUDGETING/FUNDING TOOLKIT

Need help justifying your attendance at #ALACONF24? Read our Budgeting/Funding Toolkit [here](#).



VIP Program Solutions

ALA's VIP Program is a valuable member benefit that offers exclusive discounts and service options that provide savings for you and your firm — enough to cover the cost of attending the Annual Conference & Expo! Learn more at alanet.org/vip or contact Fred Ullman, Director, Business Development, at +1-847-267-1375 or fullman@alanet.org.

Conference Day One | Monday, May 20



3:15–3:45 p.m.

Business Matters! Sessions (Exhibit Hall)

3:15 –3:45 p.m.

Hub 1: Building the Hybrid Office of the Future with Services and Technology

The five-day office week is dead – half of all office space is underutilized. While the majority of law firms have hybrid work arrangements, compliance is weak as in-office attendance rates are significantly lower than pre-pandemic levels. Join us as we'll illustrate how law firms are building innovative solutions that combine technology and services in building the hybrid office of the future.

AshLea Allbery
Chief Operating Officer
Maptician



3:15 –3:45 p.m.

Hub 2: Transforming the Legal Landscape: Leveraging Best-in-Class Platforms Through Targeted Automation to Capitalize on Future Innovation

For decades, we have heard the siren call of “all-in-one” software as the path to law firm efficiency. This talk offers a different perspective: Efficiency gains lie in customizing core platforms like MS365 and QuickBooks Online through seamless integrations with focused niche software, positioning law firms to capitalize on innovations like artificial intelligence (AI) and virtual banking.

Jonathon Fishman
Founder and Chief Executive Officer
LeanLaw



4–5 p.m.

CONCURRENT BREAKOUT SESSIONS

4–5 p.m.



Procrastinate Now: How To Use the Behavior of “Doing Nothing” to Get Everything Done in Your Firm

Imagine what would happen to your firm if everyone thought their procrastination was a mark of intelligence rather than a sign of incompetence. This session will challenge what you think you know about procrastination by taking an innovative, up-to-date and scientific (yet simple) approach to the fundamentals of productivity and performance. Consider how “doing nothing” gets in the way of adapting to the changes your firm goes through and recognize how avoidance is a killer of change. Plus, you'll understand the psychological reasons behind procrastination and how to use them to achieve goals that will help your entire firm relax into the way legal business is done.

Objectives:

- Recognize blocks to productivity and performance that are psychologically based.
- Apply a simple strategy that creates reliable productivity.
- Design a change management protocol leveraging the psychological disruption of change as evidenced by procrastination.
- Translate business psychology into a solution to most business concerns and use it to bring innovative thought leadership to your firm.



Nancy Morris, MSc Applied Psych
Certified Business Psychologist

4–5 p.m.



From Traditional to Transformational: Lead the Way by Unleashing the Power of Authentic Leadership

Authenticity is not just a buzzword. It is the cornerstone of modern leadership and vital for building trust and maximizing team potential. This session provides a tool kit for excelling in an environment that encompasses remote work, office settings and a multigenerational workforce. You'll gain actionable strategies for understanding the motivations of both remote teams and those down the hall. You'll focus on the essential skill of giving effective feedback – a game-changer for boosting performance and job satisfaction. You'll also clarify how to craft an inclusive culture that honors generational differences and emphasizes the importance of being an authentic leader.

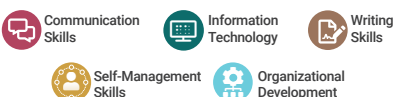
Objectives:

- Describe the evolving nature of leadership and key changes in leadership expectations and practices over time.
- Demonstrate your ability to adapt leadership styles to effectively lead multigenerational teams.
- Evaluate the impact of effective communication skills on team productivity and morale.
- Analyze the role of authenticity in effective leadership and construct a personalized approach that works for you.



Debbie Foster
Managing Partner
Affinity Consulting Group

CLM Application Categories



Education and CLM Functional Specialty Categories



CLM Recertification Categories



Conference Day One | Monday, May 20



4–5 p.m.

CONCURRENT BREAKOUT SESSIONS



4–5 p.m.

Law Firm Operations: A Return to Basics to Achieve Real-World Success

Whether you're a new or seasoned office administrator, you'll gain in this session a quick start in navigating the matrix environment of law firm operations. You'll learn how spheres of influences can contribute to your success. In addition, you'll take a matter-of-fact look at the basics of law firm operations, vendor relationships, budgets, empowering and developing your staff and supporting their professional development.

Objectives:

- Prepare to negotiate lease renewals, expansions and relocations.
- Identify positive, actionable steps to maximize productivity and build strong vendor relationships.
- Produce positive outcomes using goal alignments within the budget process.
- Express a vision for establishing and maintaining successful legal operations.



Daniel J. McCormack, CLM, MBA, ACC
Chief Executive Officer
Dan McCormack & Associates, LLC



4–5 p.m.

Cash Is King: Strategic Cash Flow Management for Small Firms

Take a deep dive into the fundamental aspects of cash flow management. From planning to presentation, you'll gain a comprehensive understanding of what cash flow entails and how to plan, manage, report and deliver it. You'll examine the critical components of planning and how to think through it. You'll discuss the management and reporting elements of your cash flow plan and the importance of performance indicators, regular checks, updates and analysis. You'll also focus on presenting your plan and reporting. Leave with new skills that can be the key to change management, attracting investors, securing loans, planning for future growth and making informed, data-driven decisions that contribute to your firm's development.

Objectives:

- Define how to think about and through cash flow.
- Prepare to strategically organize cash flow for its optimal use.
- Plan how to manage, forecast and effectively report your cash position.
- Recognize your cash runway and how to spot a cash crunch well before it happens.



Matthew P. Sullivan, JD
Founder and Chief Executive Officer
Unravel Legal



4–5 p.m.

How Law Firms Get Hacked (and What You Can Do About It)

Hackers want your data! The information you need to keep your office running is a gold mine for cyber criminals and new risks pop up every day. Your team, their passwords, your software and your third-party providers are all targets. In this fast-paced session, you'll discover how hackers break in and what happens to your data after it is stolen. Come dive into case studies and identify best practices for securing your digital goods and protecting yourself and your firm against the latest hacker threats.

Objectives:

- Provide examples of cloud and file storage hacking.
- Prepare to protect your firm against voice cloning and social engineering attacks.
- Analyze a demo of an actual business email compromise attack.
- Develop a practical understanding of the dark web where data is for sale.



Matt Durrin
Director of Training and Research
LMG Security



4–5 p.m.

Meeting of Minds: Human Resource Management

Meeting of Minds sessions are facilitated roundtable discussions on pertinent legal management issues. They are an opportunity for participants to discuss and develop solutions to common challenges by leveraging shared experiences and the collective knowledge of industry peers.

Facilitated by:



Andrea D. Everage, MHR, CLM, PHR
Director of Human Resources
Meyers Nave



Taylor Aston-Nielsen
HR Manager
Weil, Gotshal & Manges LLP

5:15–6:45 p.m.

ALA's 2024 Awards Reception

ALA's Awards celebrate outstanding projects, initiatives and individuals that have inspired the legal community. Help recognize your industry colleagues during this high-energy event. Hors d'oeuvres and drinks will be served.



Conference Day Two | Tuesday, May 21



6–7 a.m.

Yoga

Start your day with the restorative benefits of Vinyasa yoga led by fellow ALA member and an AFAA-certified fitness professional, Andrea Everage. Vinyasa yoga combines a series of poses, coordinated with your breathing to improve your energy levels while promoting relaxation and lowering stress levels.



Andrea D. Everage, CLM, MHR, PHR, SHRM-CP
 Director of Human Resources
Meyers Nave
 AFAA-Certified Fitness Professional



6:30–7:30 a.m.

Morning Run

8 a.m.–6:30 p.m.

Registration

7–7:30 a.m.

Walk and Talk

10:30 a.m.–6:30 p.m.

Exhibit Hall Hours

8–9 a.m.

Continental Breakfast Available in the Exhibit Hall



Liz Murray
 Author, *Breaking Night: My Journey from Homeless to Harvard*
 Founder, The Arthur Project

9–10:30 a.m.

DAVID W. BREZINA MEMORIAL SESSION: From Homeless to Harvard



In this session, Liz Murray shares a fascinating, inspirational story of growing up that is so powerful it was made into a movie. At age 10, she began supporting two drug-addicted parents. By age 15, she'd lost her mother and was homeless. It became the wake-up call that inspired her to break free of her circumstances and pursue a different path in life. While living on the streets of New York, she graduated from high school in two years going on to win a full scholarship to Harvard University. Her message is one of the most moving, elegant and uplifting you'll ever hear.

Sponsored in part by: **Centerbase**
 ALA's VIP premier partner for practice management software

Presented by: **Foundation of the Association of Legal Administrators**
 Technology | Human Resources | Accounting | Compliance | Ethics

10:30–11:30 a.m.

Networking Break in the Exhibit Hall

10:45–11:15 a.m.

Business Matters! Sessions (Exhibit Hall)

10:45 – 11:15 a.m.

Hub 1: AI-Powered Law: Insights from Our 2024 Industry Report

Discover how data on AI adoption from our *2024 Legal Industry Report* aligns with the latest technological advancements, highlighting the growing influence of AI in legal practice. We will explore how these innovative AI features can revolutionize your approach to legal work, enhancing both efficiency and decision-making. This session is specifically designed for legal professionals eager to stay at the forefront of legal technology and innovation.

Gabriela Cubeiro
 VP of Marketing
LawPay

LAWPAY
 ALA's Premier VIP
 Payment Partner

10:45 – 11:15 a.m.

Hub 2: Life in the Clouds: Can It Really Be This Easy (and Secure) – Even for Law Firms?

Join us to learn about the different types of cloud models, including hybrid cloud, full cloud and serverless computing, as well as security in the cloud and how you can leverage the cloud successfully and securely.

Eric Hoffmaster
 Chief Operating Officer
Innovative Computing Systems



CLM Application Categories



Education and CLM Functional Specialty Categories



CLM Recertification Categories



Conference Day Two | Tuesday, May 21



11:30 a.m. – 12:30 p.m.

CONCURRENT BREAKOUT SESSIONS

11:30 a.m. – 12:30 p.m.



Navigating the Next Normal: Practical Strategies for Cultivating Resilience in the Age of Uncertainty

There is a clear link between the quality of mental health and one's level of professional competence. Attend this session to cultivate the skills necessary to effectively manage stress, anxiety and relationships and enhance contentment, productivity and the quality of your work. You'll explore ways stress can manifest individually and collectively from a neurobiological perspective. You'll redefine resilience by understanding that it's about how you recharge rather than about how you endure. In addition, you'll identify customizable, science-backed strategies for cultivating resilience as you continue to navigate constant change.

Objectives:

- Illustrate how changing thoughts and behavior can rewire the brain.
- Develop customized strategies for using your body to calm your mind.
- Differentiate resilience from endurance.
- Identify, customize and prioritize science-backed strategies to cultivate resilience.



Stacey Dougan, JD, LLM, MS, LPC, NCC
Owner/Psychotherapist
Stacey Dougan Counseling & Consulting LLC

11:30 a.m. – 12:30 p.m.



Rest – Not Sleep – Is What You Actually Need to Avoid Burnout

You have been misled. Sleep is not the cure-all for burnout, fatigue, or the blues. Of course, sleep is imperative for survival. But being able to rest the brain is habit No. 1 for people who are consistently performing at the top level. In this session, you'll explore how turning off your brain through rest can turn on your natural intelligence, which minimizes psychological and physical exhaustion. Identify your own burnout risk factors and those in the firm. Plus, by planning your burnout-busting rest habits during the session, you'll acquire a framework to take back to the firm for others to apply.

Objectives:

- Recognize the why and how of psychological rest in relation to top work performance.
- Design your own simple habit plan based on work environment and firm objectives.
- Evaluate potential burnout risks within your firm.
- Develop a plan for minimizing short- and long-term risk.



Nancy Morris, MSc Applied Psych
Certified Business Psychologist

11:30 a.m. – 12:30 p.m.



Finding Common Ground: The Language of De-escalation and Conflict Resolution

Misunderstandings, disagreements and conflict are inevitable in the workplace. And the words you use – both verbal and written – in these conflicts can lead to mistrust and hostility. Join this session in which you'll learn to recognize the different types of conflict and how to address each for the best outcome. You'll also explore how to employ communication to make your point without minimizing the position of the other party. You'll leave with strategies for choosing language that defuses tense situations, convinces others to see your side and improves connection and harmony in your professional interactions.

Objectives:

- Prepare for a challenging exchange by developing a strategy for the situation.
- Use inclusive language to improve engagement – not alienate others.
- Examine how to defuse tense situations through word choice and body language.



Shannon H. Andrus, EdD
Speaker and Trainer
Word Nerd Consulting

11:30 a.m. – 12:30 p.m.



Reimagining Law Firm Operations

In a world where hybrid work environments are no longer novel, your firm needs to innovate processes and operational practices to thrive in a fluid environment and future-proof your strategies. So, what does the future of law firm operations look like? In this session, you'll hear a panel of representatives from firms across the Am Law 50, 100 and 200 discuss challenges they are facing and areas that are ripe for innovation.

Objectives:

- Identify the biggest operational challenges today's firms face and how to solve them.
- Discover creative ways to approach your operational strategy.
- Discuss tactical ideas for reimagining your operational practices.

Panelists:



Jason Marty
Global Chief Operating Officer
Bryan Cave Leighton Paisner LLP



Travis A. Larson
Chief Administrative Officer
Morgan, Lewis & Bockius LLP



Norma Spearman
Chief Legal Support Officer
DLA Piper LLP (US)



Moderator:
Michelle Connolly
Senior Vice President, Strategy and Solutions
Epiq Global

Conference Day Two | Tuesday, May 21



11:30 a.m.–12:30 p.m.

CONCURRENT BREAKOUT SESSIONS



11:30 a.m.–12:30 p.m.

CFO Perspectives: Exploring Profitability Improvement Opportunities at Your Firm Part 1

Note: This presentation is part one of a two-part series. Feel free to attend one or both.

Would you like to expand productivity measures beyond the traditional “utilization – realization – collections” paradigm and identify high-impact profitability improvement opportunities across the enterprise? In this session, you’ll learn the impact disciplined commitment to strategic planning has on profitability. You’ll discover how to use the framework of portfolio management theory to evaluate firm assets (cases) in the context of risk, reward and profitability. And you’ll improve your understanding of return on investment (ROI) and how to appropriately use it within your firm.

Objectives:

- Identify how the lack of a clear and specific strategic plan erodes firm value.
- Explain how operational measures of success align with strategic planning goals.
- Define law firm budgeting to include strategic targets and nonmonetary goals that drive profitability across multiple reporting periods.



Josh Kalish, CLM, MBA, CFA, MA
Managing Partner
Law Firms of the Future, LLC



11:30 a.m.–12:30 p.m.

How To Become an Insta Social Animal Without Getting Ethically 'X'd

Like just about every law firm, you’re probably using social media in your marketing. But be careful – one inappropriate post can have a negative effect on your reputation and your revenue. Join this lively discussion to learn how to avoid social media pitfalls and ethical booby traps.

Objectives:

- Examine how lawyers are effectively (or ineffectively) using social media.
- Identify and understand the potential ethical risks involved.
- Assess the good, the bad and the unethical in your own social media strategy.



Charles F. Luce, Jr.
Chair, Intellectual Property Group
Moye White LLP

12:45–2 p.m.

Association Luncheon

Refuel while staying up to date on the latest ALA happenings with a dynamic presentation from ALA’s Executive Committee.

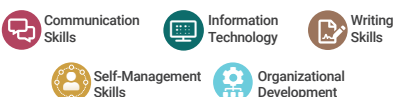


NEED CONTINUING EDUCATION CREDITS?

Many breakout sessions will help you earn CLM® Application, Functional Specialty and Recertification credits.

Plus, you can also earn CPE, HRCI and SHRM credits by attending. [Learn more.](#)

CLM Application Categories



Education and CLM Functional Specialty Categories



CLM Recertification Categories



Conference Day Two | Tuesday, May 21



2:15–3:15 p.m.

CONCURRENT BREAKOUT SESSIONS

2:15–3:15 p.m.



Building a Diverse Candidate Pipeline

Struggling with ways to create a more diverse organization? To diversify your workforce, you need a diverse pool of job candidates to choose from. Join this session to discover strategies for attracting diverse talent. You'll focus on outreach, networking, partnerships, mentorship programs and other approaches to creating a talent pipeline that matches your firm's needs.

Objectives:

- Formulate a real-world plan for connecting with and retaining diverse candidates.
- Develop ways to better utilize your teams, community and clients.
- Define and establish clear, realistic and measurable ways to connect and build solid relationships.
- Analyze the art of building teams that are loyal and feel a sense of belonging.



Kesha Kent
DE&I Talent Strategist
Husch Blackwell LLP



Will Verchereau
DE&I Manager – Programs & Communications
Husch Blackwell LLC

2:15–3:15 p.m.



Unleashing Potential: Revolutionizing Employee Experience and Retention in the Legal Business Landscape

Join this session to explore the pivotal role of competency frameworks in reshaping the legal industry's employee experience and retention strategies. You'll delve into how competency frameworks serve as catalysts for positive change, enabling legal organizations to attract, nurture and retain all top talent. Be part of the journey to unlock their potential and transform your firm's approach to enhancing employee experiences and bolstering retention. This session delivers the tools you need to effectively implement competency frameworks within your firm.

Objectives:

- Analyze and evaluate the significance of competency frameworks in legal organizations.
- Set up and apply competency frameworks to attract, develop and retain top talent.
- Develop a tailored competency framework strategy for your organization.
- Discuss in meaningful conversations the implementation of a real-world competency framework.



Catherine Dapra
Managing Director, Executive Search – Talent Management
Calibrate



Haley J. Revel
Managing Director, HR and Talent Management
Calibrate

2:15–3:15 p.m.



Super-Charged Productivity with Legal Document Automation + AI: Critical Steps in Beginning Your Journey

Legal document automation can be a huge accelerator for both administrative and legal teams. Find out how to add artificial intelligence (AI) to turbocharge your results and greatly improve client responsiveness, legal and administrative workflows, and new employee time-to-competency with reduced risk. You'll learn how to start this journey the right way so that you and your teams don't end up disillusioned – or in the news for using AI improperly. You'll leave with concrete steps you can follow to see the value of automation combined with AI while reducing your risk.

Objectives:

- Identify security risks and ethical considerations when using generative AI in the legal industry.
- Apply a framework for evaluating and testing generative AI solutions.
- Select use cases for testing AI and document automation that will likely have successful outcomes.



Michelle Spencer
Lead Product Marketing Manager
NetDocuments

2:15–3:15 p.m.



CFO Perspectives: Implementing Profitability Improvement Opportunities at Your Firm Part 2

Note: This presentation is part one of a two-part series. Feel free to attend one or both.

If you have a role in implementing profitability improvement initiatives, come learn how to create a change management governance structure at your law firm. You'll focus on how to apply elite consulting methodologies for getting your initiatives implemented. You'll learn how to create a governance structure that uses return on investment (ROI) benchmarks for decision-making and an internal Program Management Office that manages the implementation of profitability initiatives across multiple reporting periods. You'll also cover each phase of the profitability improvement life cycle, from discovery to measuring and monitoring and beyond.

Objectives:

- Create a framework that aligns market opportunities with law firm capabilities.
- Recognize the impact of corporate overhead on profitability, allocation methodologies and ruptures between profit centers and actual decision-making.
- Modify your financial chart of accounts to differentiate between profitability from ongoing operations and strategic growth.



Josh Kalish, CLM, MBA, CFA, MA
Managing Partner
Law Firms of the Future, LLC

Conference Day Two | Tuesday, May 21



2:15–3:15 p.m.

CONCURRENT BREAKOUT SESSIONS



2:15–3:15 p.m.

Tales from the Trenches: Our Thorniest Legal Management Experiences

Join this compelling session to explore the trials, tribulations and downright terror of our thorniest management experiences. You'll uncover what others have learned the hard way, so you don't have to, along with examples of what to do and **not** to do. This fun, highly interactive session will be conducted in a "fishbowl" style. Newer administrators will be able to bolster their experience and seasoned administrators will be encouraged to share their own scary stories.

Objectives:

- Recognize the types of unusual events that may arise in law firms.
- Define effective strategies to manage problematic situations.
- Identify the drivers of ineffective responses.
- Apply recognized best practices to future complex problems.



Maria S. Mason, CLM
Business Director
Greenberg Traurig, LLP



Eden S. Minucci, CLM, SHRM-CP
Partner, Legal Operations
Clear Guidance Partners



2:15–3:15 p.m.

Meeting of Minds: Large Firm (100+ attorneys)

Meeting of Minds sessions are facilitated roundtable discussions on pertinent legal management issues. They are an opportunity for participants to discuss and develop solutions to common challenges by leveraging shared experiences and the collective knowledge of industry peers.



3:15–4:15 p.m.

Networking Break in the Exhibit Hall

3:30–4 p.m.

Business Matters! Sessions (Exhibit Hall)

3:30–4 p.m.

Hub 1: Calendaring, Copilot, DMS and Billing: Together Inside Microsoft 365

LawToolBox is the first legal app approved for use with Microsoft 365 Copilot. Join us as we discuss how law firms can leverage Microsoft 365 and demonstrate how to turn handwritten scheduling orders or real estate closing documents into deadlines in Outlook and matter calendars. Plus, we'll show how LawToolBox Copilot summarizes a matter's emails, meetings, deadlines and chats instantly inside a client's Microsoft 365.

Carol Lynn Grow
Chief Operating Officer
LawToolBox



Dasha Baulina
Customer Success Manager
LawToolBox

3:30–4 p.m.

Hub 2: Streamlining Success: Integrating AI into Your Law Practice With PatternBuilder MAX

Learn how AI-powered tools can streamline processes and optimize workflows in law firms without the need of a developer. Gain practical insights and best practices for implementing AI solutions to improve efficiency, accuracy and client satisfaction in legal practice. Get an inside look at PatternBuilder MAX's nine Studio apps that help legal professionals summarize documents, extract data and draft new documents with ease to see immediate return on their investment.

Michelle Spencer
Lead Product Marketing Manager
NetDocuments



CLM Application Categories



Education and CLM Functional Specialty Categories



CLM Recertification Categories



Conference Day Two | Tuesday, May 21



4:15–5:15 p.m.

CONCURRENT BREAKOUT SESSIONS

4:15–5:15 p.m.

Improving Team Dynamics to Create Greater Efficiency

Chances are, your professional development opportunities are segregated based on title, department, level of experience and revenue vs. nonrevenue generating positions. Join this session to explore blended learning opportunities that improve team performance, increase engagement, elevate client service and inspire team loyalty and more creative outcomes. You'll learn how to design and implement a successful cross-discipline training initiative for improving the team-based performance of human resources, information technology, office administrators and other administrators who supervise cross-vertical teams.

Objectives:

- Identify projects that require multidisciplinary teams and the benefits of implementing such a team.
- Examine the organizational benefits of a multidisciplinary team aligned with your firm's strategy and the characteristics of a highly collaborative multidisciplinary team.
- Summarize and communicate the benefits of adopting a multidisciplinary training approach to key internal stakeholders and those participating in the integrated training.



Carrie Anne English
Senior Learning & Development Manager (North America)
Clyde & Co US LLP



Kelly Drueten Green
Director of Attorney Development
Ogletree Deakins

4:15–5:15 p.m.

Powering Your Success: Leveraging Technology to Drive Your Firm's Potential

Discover how you and your staff can reclaim control of your time and maximize productivity. Using real-life use cases, this session explores how technology can give you the tools and insights you need and help you redefine success for you and your firm. Stop feeling overwhelmed by administrative tasks, research, matter setup, client intake and countless other time-consuming activities. Attend this session and gain the tools and strategies you need to streamline processes, prioritize your time and refocus on providing exceptional service to your clients and solidifying your professional success.

Objectives:

- Plan your day and time and your staff's using dashboards to quickly see all your important metrics and tasks.
- Design workflows that saves time and improves quality using automatization, including integrated document management.
- Support the optimization of everyone's tasks and reduce redundant processes with personalized workspace views and setup.



Keren Gavra
Vice President of Product
Centerbase, LLC



David Strathy-Miller
Senior Product Manager
Centerbase, LLC

4:15–5:15 p.m.

Substance Use Disorders and Brain Neurobiology: How Can You Help?

Join us to explore the neurobiology of addiction. You'll deepen your understanding of how substance use disorders (SUD) are brain disorders that drive illogical behaviors. You'll discover what is different about the brain of someone with SUD. And, you'll leave knowing what you can do to help.

Objectives:

- Analyze the basic neurobiological differences of someone with SUD.
- Develop the skills necessary to support someone with SUD.
- Recognize how to apply these skills and knowledge in the workplace.



Jessica Swan, MCJ, MAC, LSATP
Executive Director
Recovery Consulting

4:15–5:15 p.m.

Families and the Future of Work: Supporting Parents Creates a Talent Advantage

Rethink organizational priorities with an eye toward the future of work. Employers who prioritize caregivers and families will have a clear talent advantage in the decade to come. Join this discussion of why the parent-lawyer and business professional populations are critical to your organizational success and identify the specific obstacles they face. Then, dive into actionable ways you can develop innovative support structures to attract, retain and promote caregivers. You'll leave with best practices for parental leave policies, structural support focused on parents, coaching opportunities and resources and community-building.

Objectives:

- Review the benefits of supporting and retaining parents.
- Define the obstacles parents face in the workplace.
- Point out opportunities to support parents and hear about what's working in practice.
- Formulate potential solutions for your organization through collaboration with your peers.



Lori Mihalich-Levin, JD
Chief Executive Officer and Founder
Mindful Return



Julie T. Tran
Senior Director of Talent
Vinson & Elkins



Alexandra M. Williamson, JD
Manager of Parent Lawyer
Programs and Resources
Latham & Watkins LLP

Conference Day Two | Tuesday, May 21



4:15–5:15 p.m.

CONCURRENT BREAKOUT SESSIONS



4:15–5:15 p.m.

Client Experience Surveys: Creating a Competitive Advantage

Examine how to use the power of client experience surveys to improve work quality, drive strategic planning, create referral sources and strengthen client loyalty and profitability. You'll learn how to use surveys to explore the client's experience by asking them how they feel about the services provided, how well your firm performed and where your firm needs to improve. You'll leave with a checklist for putting together a client experience survey and feedback program that will help you exceed your clients' expectations for service.

Objectives:

- Point out the benefits and feasibility of client experience surveys.
- Discuss the methodology and best practices when carrying out client experience surveys.
- Formulate questions you should ask in your surveys.
- Analyze survey data and utilize the findings to impact positive changes and client service initiatives.



Bill E. Sansone, CPA
Practice Leader, Law Firm Advisory and Team Leader, Law Firms
Withum Smith + Brown

4:15–5:15 p.m.

Meeting of Minds: Legal Support Staff – Large Firm

Meeting of Minds sessions are facilitated roundtable discussions on pertinent legal management issues. They are an opportunity for participants to discuss and develop solutions to common challenges by leveraging shared experiences and the collective knowledge of industry peers.

Facilitated by:



Suzanne Schwartz
Office Administrator – Milwaukee
Quarles



4:15–5:15 p.m.

Meeting of Minds: Legal Support Staff – Medium/Small Firm

Meeting of Minds sessions are facilitated roundtable discussions on pertinent legal management issues. They are an opportunity for participants to discuss and develop solutions to common challenges by leveraging shared experiences and the collective knowledge of industry peers.

Facilitated by:



Ashley Frisch
Senior Director of Legal Support
Rimon



5:15–6:30 p.m.

Game On! Exhibit Hall Reception

This Exhibit Hall extravaganza is where business meets fun. Put on your game face, smile and step into a realm of fun and friendly competition. Whether you're testing your strategic prowess in a game of giant Jenga, showcasing your precision with a round of cornhole or simply enjoying some classic card games, there's a game for everyone to enjoy. Let loose, make connections and let the games begin!



Not feeling the FOMO yet?

Take a look at what attendees loved in 2023 ...

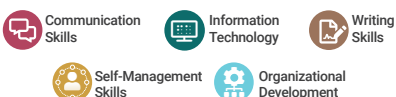
"Networking with peers, growth from high-value educational sessions, connecting with members from all over the world on current trends in the legal industry, opportunities to build confidence and collaborating with [business partners] in real time on services/programs offered."

CHRISTINE WILBUR, MBA, ORANGE COUNTY BAR ASSOCIATION

"Hearing about the latest trends on certain topics and collaborating with others on similar challenges that our firms might be facing/tackling."

ANDREW MCPHEE, STUART KANE LLP

CLM Application Categories



Education and CLM Functional Specialty Categories



CLM Recertification Categories



Conference Day Three | Wednesday, May 22



6:30–7:30 a.m.

Morning Run

8–9 a.m.

Continental Breakfast Available in the Exhibit Hall

7–7:30 a.m.

Walk and Talk

8 a.m.–1:30 p.m.

Exhibit Hall Hours

8 a.m.–4 p.m.

Registration

9–10 a.m.

CONCURRENT BREAKOUT SESSIONS



9–10 a.m.

Knowing Your Crowd: How To Adapt to Different and Ever-Changing Firm Cultures

Regardless of your position in your firm, you deal with multiple personalities, wear numerous hats, work under difficult individuals and go through management changes regularly. To be successful, you must be able to adapt to an ever-changing firm culture. Join this session to learn how to identify and deal with different employee personalities while changing the many hats you wear throughout the day.

Objectives:

- Recognize how to manage personalities – the good, the bad and, yes, even the ugly – and evaluate and deal with various employees.
- Discover how to prioritize, put some tasks on the back burner and not miss deadlines.
- Identify techniques to overcome and flourish when working under or with a narcissist – without losing sight of who you are.
- Examine how to handle management changes and adapt.



Laura L. York
Firm Administrator
Gladstone, Weissman, Hirschberg & Schneider, P.A.



9–10 a.m.

How To Reenergize Your Firm's Mentorship Program

Hear how leading law firms engage their attorneys in their mentorship program by adding structure and providing clear direction for maximizing their relationships. You'll discuss what makes a strong mentor relationship and how to encourage proactive relationship-building across the firm. You'll gather proven strategies for strengthening relationships in a hybrid work environment. In addition, you'll address the elements of building trust across generations and common intergenerational tensions, along with ideas for integrating mentorship programs into your diversity, equity, inclusion and accessibility (DEIA) initiatives.

Objectives:

- Generate proven strategies to excite attorneys about participating in your firm's mentorship program.
- Prepare experienced attorneys to coach and inspire the next generation of attorneys.
- Analyze how to empower early career attorneys to take initiative in developing their "personal board of directors."
- Breakdown the intergenerational dynamics that often create tension in mentor relationships.



Elise Powers
Founder
Eview Consulting



9–10 a.m.

How To Retain Attorneys and Staff in the 'Job-Hopping Era'

Retaining employees has never been tougher. In this session, you'll investigate how to engage new hires from day one to day 365. You'll learn strategies for engaging with employees during their first year through surveys and stay interviews. And you'll gain insight into the characteristics and motivations of job-hoppers in the legal industry. Take what you learn and build a long-lasting and effective structure for reducing turnover in your own firm.

Objectives:

- Analyze the current trend of frequent job changes among new hires and their impact on the workforce.
- Evaluate and compare the effectiveness of different policies and benefits in increasing employee retention, with a focus on compensation, work/life balance and competitive benefits.
- Synthesize strategies to identify signs of employee dissatisfaction in the first year and respond effectively, including the use of anonymous surveys.



Juanita Kendall, HRIC, SHRM
Chief Human Resources Officer
Hall Booth Smith P.C.



9–10 a.m.

Stay Ahead of the Game: E-Billing Is Here. Is Your Firm Ready?

A record number of clients are transitioning to e-billing. To stay ahead of this growing demand, attend this session where you'll learn to manage this process to avoid delayed payments and lengthy service-to-cash cycles. You'll identify the pain points associated with the e-billing process and how to mitigate them by leveraging technology, implementing best practices and proactively managing your e-billing data.

Objectives:

- Describe steps to proactively increase the timeliness of the successful submission of e-bills.
- Use technology to create, submit and track invoices through real-time integration.
- Demonstrate financial visibility to the collections team and fee earners using reporting strategies.
- Model and implement best practices to improve your e-billing process.



Kasey Method
Senior Manager, eBilling Solutions
Fulcrum Global Technologies

Conference Day Three | Wednesday, May 22



9–10 a.m.

CONCURRENT BREAKOUT SESSIONS



9–10 a.m.

Nonequity Partners and the Law Firm Structure

Explore the distinction between partners and other professionals and identify why it's important under state partnership and tax laws as well as for legal ethical rules. You'll examine the potential economic and intangible cultural consequences for the professional and the firm. You'll also learn variations some law firms are adopting which allow professionals to be partners for some purposes, but not for others. This session is packed with insight into the inherent flexibility of partnership relationships, ethical guidelines regarding a lawyer's representations pertaining to partner status and the legal dynamics among the partners and the partnership.

Objectives:

- Describe the importance of legal structure in a law firm.
- Recognize the effect of structure in the operation of your firm and economic relations within it. Explain the basic nature of the partnership and the effect of legal, tax and ethical variations on the structure.



Robert Keatinge
Of Counsel
Holland & Hart LLP

10–11 a.m.

Networking Break in the Exhibit Hall

9–10 a.m.



Meeting of Minds: Medium Firm (31–99 attorneys)

Meeting of Minds sessions are facilitated roundtable discussions on pertinent legal management issues. They are an opportunity for participants to discuss and develop solutions to common challenges by leveraging shared experiences and the collective knowledge of industry peers.

Facilitated by:



Andrea Kirksey
Executive Director & General Counsel
Stotler Hayes Group, LLC



10:15–10:45 a.m.

Business Matters! Sessions (Exhibit Hall)

10:15 –10:45 a.m.

Hub 1: Elevating Your Benefit Strategy: The Power of Family-Building Benefits

This insightful discussion will explore the transformative potential of integrating comprehensive family-building and family well-being benefits into the workplace. Such benefits not only prioritize employee well-being but also serve as a magnet for attracting and retaining top talent. By fostering an inclusive environment that supports diverse family needs, these benefits drive diversity, equity and inclusion (DEI) objectives, enhancing the overall health outcomes for employees. This approach not only underscores an organization's commitment to its workforce but also positions it as a leader in promoting a supportive and inclusive culture, essential for inspiring innovation and maintaining a competitive edge.

Tamara Lange
Vice President Sales, West Region
WIN Healthcare



10:15 –10:45 a.m.

Hub 2: 7 Things You Can Do Today to Protect Your Firm From the Latest Cyber Threats

A high-impact session on minimizing risk from the latest advancements in cyberattacks. You'll leave this session with seven things you should do now to protect your firm.

Led by:
Jay Ryerse, CISSP
LMT Technology Solutions



CLM Application Categories



Education and CLM Functional Specialty Categories



CLM Recertification Categories



Conference Day Three | Wednesday, May 22



11 a.m. – 12:30 p.m.

CONCURRENT BREAKOUT SESSIONS

11 a.m. – 12:30 p.m.



Succession Planning: The Key to Law Firm Stability and Sustainability

Conversations about succession planning rarely translate into actual planning and even more rarely into action. And firms that do plan typically focus on client relationship issues and ignore leadership succession. In this session, you'll examine succession planning through the lenses of continuity and risk management as you explore talent, clients, knowledge/intellectual property, strategy and adaptability. You'll learn how to analyze your firm's succession strengths and weaknesses and create a plan that you can easily implement, evaluate and adjust.

Objectives:

- Analyze how succession planning leads to stability and sustainability in law firms.
- Apply succession planning strategies to your own firm.
- Recognize and prioritize areas that require attention in your approach to planning.
- Develop a simple action plan to facilitate succession in your firm.



John Mitchell
Managing Director
KM Advisors LLC

11:15 a.m. – 12:15 p.m.

CONCURRENT BREAKOUT SESSIONS

11:15 a.m. – 12:15 p.m.



Crisis Communications: First-Hand Experiences with Responding to People During World and Social Events

In this session, you'll hear from diversity and inclusion experts on the ideal response to people during world and social events. The conversation will discuss issues such as why, when and where to post statements. The speakers will also share their experiences from numerous recent crisis situations from law firms, the legal industry and other professional services companies.

Objectives:

- Explore the critical components of implementing a successful communications strategy - internally and externally.
- Insight into crisis management guidelines.
- Understanding organizational behaviors in a crisis.



Will Verchereau
DE&I Manager – Programs
& Communications
Husch Blackwell LLC



Rosa E. Walker
Chief Diversity & Inclusion Officer
Pillsbury Winthrop Shaw
Pittman LLP



11:15 a.m. – 12:15 p.m.

Meeting of Minds: Branch Office

Meeting of Minds sessions are facilitated roundtable discussions on pertinent legal management issues. They are an opportunity for participants to discuss and develop solutions to common challenges by leveraging shared experiences and the collective knowledge of industry peers.

11 a.m. – 12:30 p.m.



Strategies for Effectively Hiring, Managing Performance and Terminating Employees

The hiring process is complex and requires several important elements to be successful. What are the key strategies and best practices for hiring, managing performance and terminating employees productively and legally? Find out in this interactive session. Whether you're a seasoned HR professional or a manager responsible for personnel decisions, you'll gain the knowledge and skills to navigate these critical aspects of the employment lifecycle.

Objectives:

- Recognize the significance of cultural fit and diversity in the hiring process.
- Discuss performance management and develop clear expectations and goals for employees to drive their productivity and engagement.
- Identify and employ effective communication techniques for providing feedback and coaching.
- Demonstrate an understanding of the legal and ethical considerations when terminating employees.
- Model how to manage difficult conversations and terminate sensitively.



Shirley Laboy
Director of Administration
Bondurant Mixson & Elmore LLP

11:15 a.m. – 12:15 p.m.



Cracking the Code of Human Connection

Discover the transformative power of empathy and sympathy and unlock the secrets of human connection. You'll learn to elevate your leadership skills by cultivating empathy and sympathy to connect more deeply with your team and to support your executive team in doing the same. In addition, you'll explore how to harness your capacity for active listening, a vital tool for building meaningful relationships and gaining insights into your team's needs and perspectives. You'll leave with scientifically proven HeartMath tools to enhance your resilience and your team's.

Objectives:

- Formulate ways to resolve workplace conflict.
- Define how to increase employee and client retention.
- Evaluate your next steps in enhancing resilience and performance.
- Develop greater EQ through cultivating empathy and sympathy.
- Demonstrate how to reframe challenging people and situations.



Jennifer K. Hill
Chief Executive Officer
OptiMatch

Facilitated by:



Carrie A. Valenzuela
Branch Office Manager
Meagher + Geer, P.L.L.P.



Kimberly Flowers
Director of Administration
Knobbe Martens

Conference Day Three | Wednesday, May 22



12:30–1:30 p.m.

Networking Lunch in the Exhibit Hall

12:45–1:15 p.m.

Business Matters! Sessions (Exhibit Hall)

12:45 –1:15 p.m.

Hub 1: The Changemakers Report: New Insights to Empower Catalysts for Firm Innovation

Driving firm innovation through technology can lead to better outcomes – increased profitability, greater productivity, higher staff engagement and better client satisfaction. Join us as we review the latest research into the state of change management in firms with insights shared from 30 cutting-edge legal administrators from across the country.

Ari Kaplan
Principal
Ari Kaplan Advisors



12:45 –1:15 p.m.

Hub 2: Grow Your Law Firm and Improve Profitability with These 4 Financial Metrics

Financial metrics are an important asset for growing your law firm. In this session, you will discover how much cash a law firm should have in the bank, what a forecast is and why you need one, how metrics can serve as levers to increase profitability, and how to measure your pipeline. You'll also learn how to compare your metrics to other firms in the industry. You'll leave understanding how you can utilize law firm profitability metrics to improve and grow your firm.

John Scott
Partner, Tax
Anders CPAs + Advisors



BY ANDERS

1:30–2:30 p.m.

CONCURRENT BREAKOUT SESSIONS

1:30–2:30 p.m.

Unlocking Effective Communication with Attorneys: Building Bridges for Productive Conversations

Here's an opportunity to delve into the unique personality traits of attorneys. You'll explore each trait along with written and face-to-face communication techniques tailored specifically to engage attorneys and navigate challenging conversations. You'll also consider the power of social influence when driving behavioral change within the legal profession. Come discover how to overcome hurdles such as skepticism and autonomy to foster a positive and productive working environment and create an empowered legal team.

Objectives:

- Analyze the psychology of attorneys by identifying key personality traits.
- Evaluate the impact of these traits on leadership and management within the firm.
- Apply effective communication strategies for engaging with challenging personalities in both written and face-to-face interactions.
- Assess social influence as a tool for behavioral change in attorneys and performance improvement.



Abigail L. Davis-Hess, CLM
Consultant
ADH-Consulting, LLC



1:30–2:30 p.m.

From Chaos to Control: Navigating Interruptions, Distractions and Delegation

As a busy law firm administrator or executive, you're overwhelmed with countless tasks, priorities and responsibilities and a to-do list that is constantly growing. In this engaging session, you'll discover how to determine which activities are necessary and which are distractions. You'll feel empowered to identify and eliminate distractions and interruptions and create a more productive day. You'll leave with effective strategies to help you delegate wisely, regain control and maximize your most valuable resource – time.

Objectives:

- Recognize the significance and impact of distractions on personal productivity.
- Apply practical techniques to identify and manage distractions in your workplace.
- Analyze and evaluate time-consuming distractions and how to make informed decisions about prioritization.
- Design a personalized strategy for proactively minimizing unproductive interruptions and regaining control of daily workflow.



Sarah M. Tetlow
Chief Executive Officer and Founder
Firm Focus



CLM Application Categories



Education and CLM Functional Specialty Categories



CLM Recertification Categories



Conference Day Three | Wednesday, May 22



1:30–2:30 p.m.

CONCURRENT BREAKOUT SESSIONS



1:30–2:30 p.m.

Legal Research Negotiation Tips That Can Win Your Firm Six-Figure Savings (or More)

Making informed decisions to control the costs of your legal research contracts and proactively manage your content subscriptions is challenging. The lack of transparency in legal research pricing practices could be costing you six or seven figures. This session will walk you through the pricing practices of the industry's two leading vendors, LexisNexis and Westlaw. You'll analyze case studies of the wild variability in costs and leave with concrete steps you can take to get a fair price from your legal research vendor.

Objectives:

- Breakdown the pricing practices of the industry's two leading vendors, LexisNexis and Westlaw.
- Predict the potential financial impact of these pricing practices.
- Review case study examples of the wild variability in legal research pricing practices.
- Define concrete tips any law firm can take to improve legal research negotiations and save money.



Ken Purse
Principal and Founder
Research Contract Consultants



1:30–2:30 p.m.

Breaking the Mold: Tackling Tokenism in Law Firm DEI Strategies

Elevate your diversity, equity and inclusion game by tackling the elephant in the room: tokenism. This session will empower you to go beyond surface-level diversity efforts that often do more harm than good. You'll unveil the hidden impacts of tokenism on organizational culture and gather game-changing strategies to inspire genuine inclusion. If you're committed to meaningful change, attend and walk away with transformative tools and insights that will revolutionize your approach to DEI in your law firm.

Objectives:

- Identify the hidden pitfalls of tokenism that compromise authentic DEI efforts.
- Assess the state of your own firm's DEI initiatives in the context of tokenism.
- Design transformative strategies that drive meaningful inclusion and diversity.
- Generate excitement among colleagues and stakeholders for championing genuine DEI change within your organization.



Vivian Luiz Coco, MSc
Director of Marketing and Client Relations
Licks Attorneys

2:30–3 p.m.

Refreshment Break

3–4 p.m.

CLOSING GENERAL SESSION: REIGNclass® 'The Answer'



Our difference is our superpower (as Dawn likes to say). Used properly, it is transformative (for you and all within your sphere of influence). Indeed, Dawn is convinced that when you realize that greatness is hardwired into your DNA, decide to own it and then put it on full display (i.e., rock it), you can accomplish anything. Look no further for the hero in your story. It's you. You're the answer. So get ready to learn and have some fun while being challenged to elevate. Get ready to grow!

Objectives:

- To unlock your greatness and turn you on ... to you.
- To challenge you to unapologetically walk in your uniqueness and to leverage it.
- To connect you to why this matters.
- To have fun.



Dawn R. Rosemond, Esq.

6–9 p.m.

Colorado Casino Celebration

Double down on your Annual Conference experience at the casino where you're guaranteed to hit the jackpot!

We're closing out the 2024 Annual Conference with a Colorado Casino Celebration. Win big as you unwind with your peers and develop relationships that will last long beyond our time in Colorado. Play along at the blackjack, roulette or craps tables or cheer from the side lines — and don't forget your dancing shoes, as it wouldn't be an ALA closing event without a dance floor!



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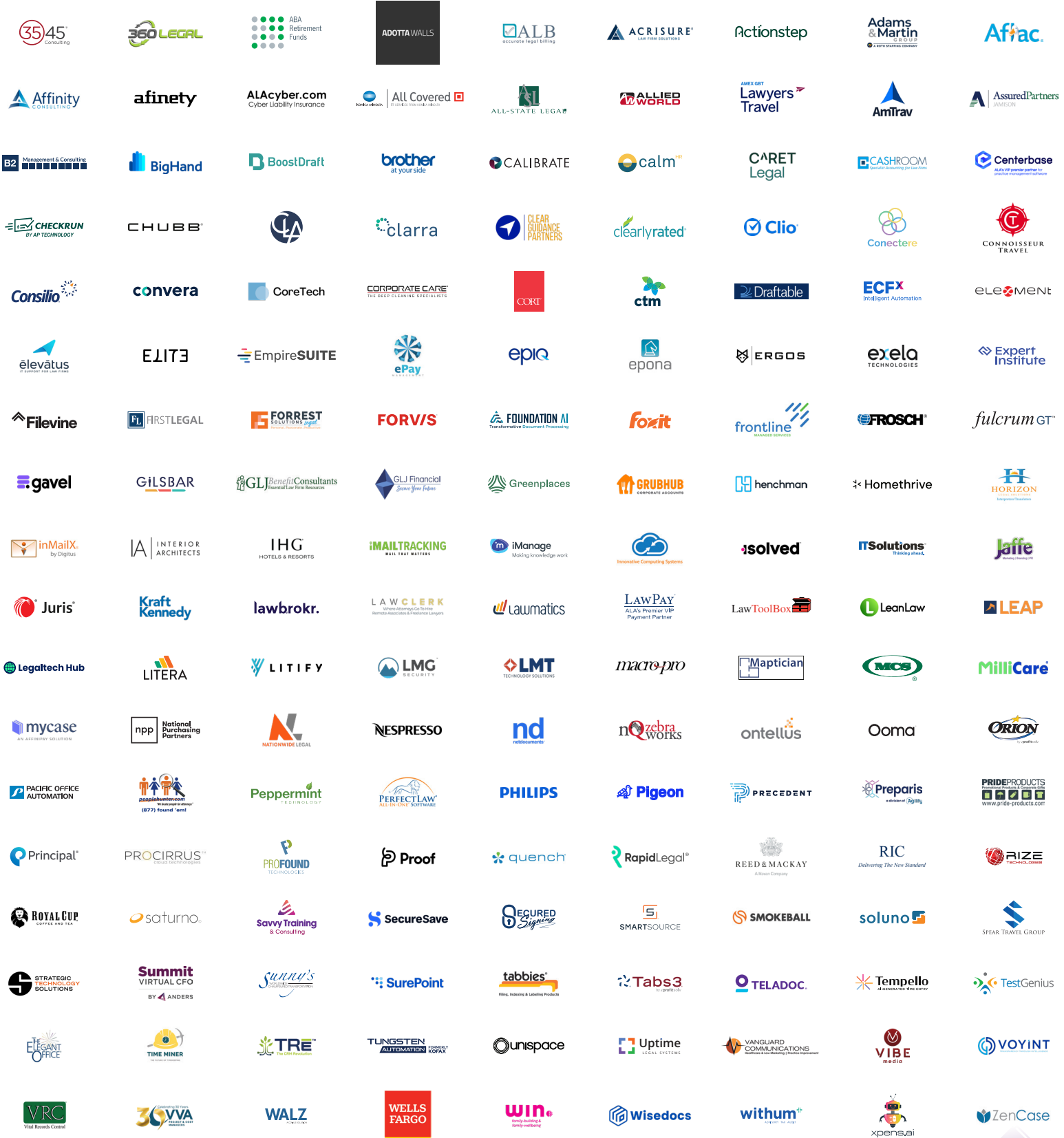
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LET'S GET TOGETHER AT #ALACONF24!

Refresh old friendships and forge new connections at the variety of social events and activities planned this year. Embrace the differences in our warm, welcoming ALA community, discover new ways to connect and have fun at the fan-favorite evening receptions.

ALA AMBASSADORS MIXER

Sunday, May 19
4–5 p.m.

Currently serving as an ALA Membership Ambassador? Interested in participating in this program? ALA is calling you to attend this mixer.

Jump-start your Annual Conference networking by joining the Membership Development Committee on Sunday afternoon for a celebration of ALA's Membership Ambassadors Program. The committee will share program highlights and explain how easy — and rewarding — participation can be.

NEWCOMERS CONNECTION

Sunday, May 19
5–6 p.m.

Is it your first time attending the Annual Conference? Get acclimated and connect with other first-time attendees at this fun, informal event. It is also your opportunity to be introduced to ALA leadership and staff.

WELCOME RECEPTION

Sunday, May 19
6–9 p.m.

Located on the Front Range Lawn overlooking the majestic Rocky Mountains, the Welcome Reception offers an entertaining evening of live music, good food and refreshing drinks, and the opportunity to connect and reunite with your fellow attendees. The Welcome Reception theme is *Prospecting in the Wild West*. Get ready to saddle up — dust off your cowboy boots, don your best denim and top it off with a cowboy hat as we embark on a journey reminiscent of the rugged charm of the Old West. With ample space to mingle or convene in quieter areas, this reception offers something for everyone!

Sponsored in part by:  FIRSTLEGAL

ALA'S 2024 AWARDS RECEPTION

Monday, May 20
5:15–6:45 p.m.

ALA's Awards celebrate outstanding projects, initiatives and individuals that have inspired the legal community. Help recognize your industry colleagues during this high-energy event. Hors d'oeuvres and drinks will be served.

ASSOCIATION LUNCHEON

Tuesday, May 21
12:45–2 p.m.

Refuel while staying up to date on the latest ALA happenings with a dynamic presentation from ALA's Executive Committee.

GAME ON! EXHIBIT HALL RECEPTION

Tuesday, May 21
5:15–6:30 p.m.

This Exhibit Hall extravaganza is where business meets fun. Put on your game face, smile and step into a realm of fun and friendly competition. Whether you're testing your strategic prowess in a game of giant Jenga, showcasing your precision with a round of cornhole or simply enjoying some classic card games, there's a game for everyone to enjoy. Let loose, make connections and let the games begin!

COLORADO CASINO CELEBRATION

Wednesday, May 22
6–9 p.m.

Double down on your Annual Conference experience at the casino where you're guaranteed to hit the jackpot!

We're closing out the 2024 Annual Conference with a Colorado Casino Celebration. Win big as you unwind with your peers and develop relationships that will last long beyond our time in Colorado. Play along at the blackjack, roulette or craps tables or cheer from the side lines — and don't forget your dancing shoes, as it wouldn't be an ALA closing event without a dance floor!

While the Annual Conference offers great opportunities to network, share expertise and gain insights from industry experts, it can also be a pressure-filled environment and at times, overwhelming.

To support your health and well-being during the conference, you'll find a variety of experiences and activities weaved throughout the event.

OPPORTUNITIES FOR EXERCISE OR MOVEMENT

MORNING ENERGIZER

Monday, May 20
6:15–6:45 a.m.



Discover the difference 30 minutes makes: Wake up with Innovative Computing Systems and iManage in a light-impact, high-energy workout session that knocks the cobwebs off and energizes you before your ALA sessions start!

Sponsored by:



YOGA

Tuesday, May 21
6–7 a.m.



Start your day with the restorative benefits of Vinyasa yoga led by fellow ALA member and an AFAA-certified fitness professional, Andrea Everage. Vinyasa yoga combines a series of poses, coordinated with your breathing to improve your energy levels while promoting relaxation and lowering stress levels.



Andrea D. Everage, CLM, MHR, PHR, SHRM-CP
Director of Human Resources
Meyers Nave
AFAA-Certified Fitness Professional

WALK AND TALK

Monday, Tuesday and Wednesday
7–7:30 a.m.



Kickstart your day with an early morning walk through the grounds of the Gaylord Rockies. Grab a coffee and meet fellow attendees at the main front doors of the hotel lobby to stretch your legs and energize your body before the day's educational programming begins.

MORNING RUN

Monday, Tuesday and Wednesday
7–7:30 a.m.



Start your conference day on the right foot with an invigorating morning run. Lace up your sneakers and join fellow attendees to breathe in the morning air and explore the scenic surroundings. Meet up near the main front doors of the hotel lobby. There is a 5K and 1 mile running route available, [click here](#).

QUIET SPACES AND MINDFULNESS

QUIET ROOM

Open daily from 7 a.m.–5 p.m.



Take the time to decompress from the hustle and bustle in the Quiet Room, offering comfortable seating, low lighting, and healthy snacks and drinks.

NURSING MOTHER'S ROOM

Open daily from 7 a.m.–5 p.m.



A safe and secure room is available to support nursing mothers. As this room will be secure, to access the room you'll need to get a key at the conference registration desk.

GUIDED MEDITATION

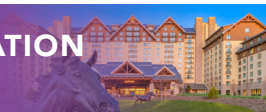
Tuesday 11–11:15a.m.



Join a short, guided practice called, "Taking in the Good", led by Psychotherapist, Stacey Dougan.

GROUNDING MEDITATION STATION

Available throughout the conference



Take a few moments to reestablish your physical connection to the present moment and the earth beneath your feet by stepping on to the lush lawn outside of the Grand Lodge of the Gaylord Rockies.

SILENT BOOK CLUB

Monday from 7:30 p.m., Tuesday from 7 p.m.



This nontraditional "book club" has no required reading or book discussion. Instead, it's the perfect opportunity to enjoy the company of others without the pressure of conversation. Simply bring a book that you're reading and join us in the Grand Lodge and settle in for some uninterrupted reading while in the presence of others.

GRATITUDE WALL

Available throughout the conference



Write your daily gratitude on the wall display as you head to and from the Exhibit Hall and breakout sessions. Your note could relate to a person, an activity you're glad you're able to do, or something you're grateful to have learned. Take note of the everyday moments, no matter how small!

RELAXATION STATION

Open daily from 7 a.m.–5 p.m.



For your daily dose of rest and pampering, plan a visit to this serene spot in the Exhibit Hall.

Sponsored by:



ESCAPE TO

*the breathtaking Gaylord Rockies Resort & Convention Center
in the heart of Colorado for an unforgettable experience.*

Nestled in the scenic Rocky Mountains, this luxurious resort offers a perfect blend of natural beauty, world-class amenities and impeccable service. Whether you're looking for a relaxing retreat or an action-packed adventure, Gaylord Rockies has everything you need to create cherished memories. Indulge in the ultimate relaxation at our upscale accommodations, featuring modern design, plush bedding and stunning mountain or resort views.

Unwind in our serene spa and salon, where you can revitalize your mind, body and soul with a variety of rejuvenating treatments. From massages to facials, our skilled professionals are dedicated to providing a tranquil escape from the stresses of everyday life.

For those seeking excitement, the resort boasts an array of thrilling activities, including a state-of-the-art water park, a world-class fitness center and indoor and outdoor pools. Stay entertained with our outdoor recreational facilities, where guests can enjoy hiking, biking and even an 18-hole championship golf course showcasing panoramic views of the surrounding landscape.

Indulge your taste buds at the diverse dining options, offering a variety of culinary delights to suit every palate. From mouthwatering steaks at our upscale steakhouse to casual fare at our family-friendly restaurants, there's something for everyone to savor.

Uncover the unique charm of Colorado and embark on a journey of discovery at Gaylord Rockies Resort & Convention Center. Book your stay today and experience the extraordinary blend of luxury, adventure and hospitality that awaits you in the Rockies.



HOTEL RESERVATIONS

Gaylord Rockies Resort & Convention Center

6700 N Gaylord Rockies Blvd,
Aurora, CO 80019, United States

[Book Your Accommodations](#)



Room Rate: \$304 + taxes/fees, single/double occupancy

Cut-off Date: April 12, 2024

Amenities: Daily resort fee covers several in-room amenities, including high-speed internet access, complimentary use of basketball and tennis courts, complimentary use of bicycles, two bottles of water, scheduled shuttle service from commuter rail stop and complimentary access to on property water amenities.

Hotel Piracy

We have received information that several travel housing companies are claiming to have a relationship with ALA, the ALA Annual Conference & Expo, American Conference Institute (ACI) and/or Gaylord Rockies Resort & Convention Center. These companies and others like it are NOT in any way affiliated with us. There is only one official, exclusive housing block for this event that can be accessed directly from this website. Any other channels of booking reservations are not authorized and are not recommended as they may be a scam.

REGISTER FOR ALA'S 2024 ANNUAL CONFERENCE & EXPO

All 2024 ALA Annual Conference & Expo registration prices are in U.S. dollars. Prices listed below are per person.

REGISTRATION
CODE

B00-690-690L24.WEB

FULL CONFERENCE

Registration Package	ADVANCE BOOKING Register & Pay by April 5, 2024	STANDARD PRICING Register & Pay after April 5, 2024
ALA Member	\$1,699	\$1,899
Nonmember	\$2,099	\$2,299

Note: Nonmember registration is restricted to individuals who are not currently members of ALA but meet the eligibility requirements for ALA membership. Nonmember registrations may not be someone who is not eligible for membership in ALA, a business partner or a supplier who is not exhibiting/sponsoring. Learn more: alanet.org/membership/eligibility.

Can't attend the full conference? Click here to find out about one- and two-day registration packages or contact us at +1-888-593-7243 or customerservice@ALAAnnualconf.org.

Take advantage of team pricing!

Now it's even easier to share the learning with your colleagues. Groups of five or more attendees (from the same firm) receive a 10% discount* on the total registration price.

Call our customer service team at +1-888-593-7243 or email customerservice@ALAAnnualconf.org to register your group.

**All attendees must be from the same firm and register together in one transaction. Group booking discounts apply to full conference registrations only. Team pricing is not available for online registration; please call or email us.*

THREE WAYS TO REGISTER



ONLINE

ALAAnnualconf.org



EMAIL

customerservice@ALAAnnualconf.org



PHONE

+1-888-593-7243

SPECIAL DISCOUNTS*

MANAGING PARTNER

If you are a managing partner of a law firm, you qualify for a special discount, equivalent to the ALA member rate.

STUDENT REGISTRATION FEE

Students may apply to register for the full conference for a fee of \$699. To qualify for this special rate, you must be a student enrolled full or part-time in any degree program, and do not hold a full-time, management level position. A student may not be someone ineligible for membership in ALA, a business partner or a supplier who is not exhibiting. You will be asked to provide a copy of your current transcript.

For more information on registration options and terms of service, please visit alanet.org/registernow.

REGISTER NOW