

PROLAW USER CONFERENCE SCHEDULE*

MONDAY, OCTOBER 25, 2010	
2:00 pm – 6:00 pm	Registration
5:00 pm – 7:00 pm	Welcome Reception Happy Hour

TUESDAY, OCTOBER 26, 2010					
7:30 am – 5:00 pm	Registration				
7:30 am – 6:00 pm	Learning Lab				
7:30 am – 6:00 pm	Cyber Café				
7:45 am – 8:30 am	Breakfast				
8:30 am – 9:00 am	Key Note				
SESSIONS					
9:15 am – 10:30 am	Docketing Using Westlaw Legal Calendaring Rules (Front Office)	ProLaw's Powerful Collections Module (Back Office)	Database Optimization for Enhanced Performance (Technical)	How to Effectively Use Custom Tabs (Front Office)	
10:30 am – 10:45 am	Morning Break				
SESSIONS					
10:45 am – 12:00 pm	Exchange and Outlook Integration Options – Overview (Technical)	Maximize Your Back Office Return on Investment Using Front Office Functionality (Back Office)	Case Management Overview (Front Office)	An Advanced Technical Look at Exchange Integration Options (Technical)	
12:00 pm – 12:45 pm	Lunch				
12:45 pm – 1:30 pm	General Session				
SESSIONS					
1:45 pm – 3:00 pm	ProLaw: What's New (General)	Application Troubleshooting for Firm Administrators and End Users (Technical)	Technical Troubleshooting for the IT Professional (Technical)	Document Automation (Front Office)	
3:00 pm – 3:15 pm	Afternoon Break				
SESSIONS					
3:15 pm – 4:30 pm	Introduction to Report Writing (General)	Facilitating ProLaw's Administrative Process (General)	ProLaw Over the Web (Technical)	Intermediate Report Writing, including SQL (General)	
4:40 pm – 5:45 pm	Preferences and Security Features Review (General)	The 5 W's of Month End Close – Cash Basis (Back Office)	Recommended Best Practices for Accrual Month End Closing (Back Office)	Solutions for ProLaw Remote Access (Technical)	Full Text Indexing (Front Office)
6:00 pm – 8:00 pm	Exhibit Hall Reception				

* Final schedule subject to change.

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PROLAW USER CONFERENCE SCHEDULE* (continued)

WEDNESDAY, OCTOBER 27, 2010				
8:00 am – 5:00 pm	Registration			
7:30 am – 4:30 pm	Learning Lab			
7:30 am – 4:30 pm	Cyber Café			
8:00 am – 4:30 pm	Exhibit Hall			
7:45 am – 8:45 am	Breakfast			
SESSIONS				
9:00 am – 10:15 am	Best Practice Using Docketing for Internal Workflow (Front Office)	Query Workshop (General)	ProLaw: What's New (General)	
10:15 am – 10:30 am	Morning Break			
SESSIONS				
10:30 am – 11:45 am	Advanced Administration of Groupware Agent for Exchange (Technical)	Maximizing Your Organization's Financial Reporting (Back Office)	Best Practice for Attorneys Using ProLaw (Front Office)	Query Workshop (General)
11:45 am – 12:45 pm	Lunch			
12:45 pm – 1:45 pm	General Session			
SESSIONS				
2:00 pm – 3:15 pm	ProLaw Database Overview (Technical)	Electronic Billing – Format and Process Overview (Back Office)	Report Writing Workshop (General)	
3:15 pm – 3:30 pm	Afternoon Break			
SESSIONS				
3:30 pm – 4:45 pm	ProLaw Agent – It Can Do That! (General)	Best Practices for Accounts Payable (Back Office)	Statement Format Workshop (Back Office)	
6:00 pm – 9:00 pm	Route 66 Celebration			

THURSDAY, OCTOBER 28, 2010				
8:00 am – 12:00 pm	Registration			
8:00 am – 12:00 pm	Learning Lab			
8:00 am – 12:00 pm	Cyber Café			
8:00 am – 12:00 pm	Exhibit Hall			
7:45 am – 8:45 am	Breakfast			
8:00 am – 8:30 am	ProLaw Roadmap			
SESSIONS				
9:00 am – 10:15 am	Ask the Experts: Development	ProLaw: What's New (General)	Effective Document and Records Management (Front Office)	Report Writing Workshop (General)
10:15 am – 10:30 am	Morning Break			
SESSIONS				
10:30 am – 11:45 am	Technical Round Table	Back Office Round Table	Front Office Round Table	Canadian Client Round Table

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