iPad for Transactional Lawyers

Wednesday, July 31, 2013 / 9:00 a.m. to 11:00 a.m.



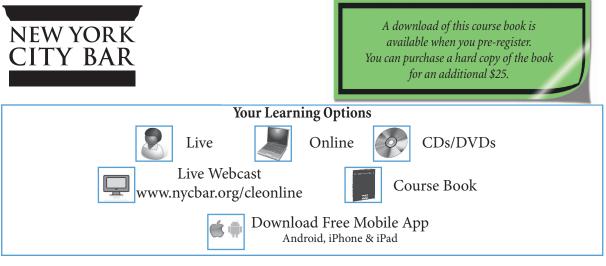
Program Instructor Steven O. Weise

Proskauer Rose LLP



"Great practical CLE. I'm always looking for ways to make my life easier with an iPad and this was great."

"Excellent speaker, very organized and knew material extremely well."



Can't make it? Register for the online webcast or view on-demand at a later date.

DESCRIPTION

iPads and other light-weight computer devices are being used more and more in today's practice of law. The iPad can increase productivity, save time, money and provide attorneys with a competitive edge at the bargaining table. Taught by an experienced commercial law practitioner (and iPad enthusiast) with over 30 years of transactional experience, this unique program will include iPad apps for:

- Basic Principles for Choosing Apps
- Useful Accessories
- Core iPad Skills
- Finding Apps
- Printing
- Transaction Scenarios
- Document Management
- Using PDFs
- •Note-taking
- Improved E-mail Formatting
- Word Processing (including Track Changes)
- •Outlining
- To Do's & Task Management
- Meeting Agendas & Notes
- Presentations (including PowerPoint)
- Spreadsheets
- Project Management
- Diagrams
- Scanning & Faxing
- Time Keeping

After a review of the new iOS for the iPad and iPhone, and upgraded must-have apps, a demonstration on how to use these apps together in the course of a deal will be explained.

Who Should Attend? Any attorney that wishes to take advantage of the latest technology and stay up-to-date with the ever-evolving practice of law.

AGENDA

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л.	9:50 – 9:55 a.m.	Break
	9:55 – 10:45 a.m.	Outlining; To Do's & Task Management; Meeting Agendas & Notes; Presentations (including PowerPoint); Spreadsheets; Project Management; Diagrams; Scanning & Faxing; Time Keeping
ges)	10:45 – 11:00 a.m.	Question/Answer Session

For Sponsorship Opportunities, please contact:

Michelle Schwartz-Clement, Director, City Bar Center for CLE 212-382-6606 | MSchwartz-Clement@nycbar.org New York Credit: 2.0 skills For California, Illinois, New Jersey & Pennsylvania Credit please visit our website www.nycbar.org/cle For the webcast, please visit www.nycbar.org/cleonline

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Live Program (includes materials): \$115 Member \$215 Nonmember	Save \$\$ on CDs & DVDs * CDs (includes materials): \$265 Member \$335 Nonmember				
Walk-in Registration (includes materials): \$140 Member \$240 Nonmember	* DVDs (includes materials): \$295 Member \$405 Nonmember				
Materials Only (no CLE credit): \$105 Member \$135 Nonmember	* New York residents will be charged the New York sales tax for all audio visual purchases. SOURCE CODE: EFL-IPD-073113				
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but CDs will be**

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Registration Information

Program Location:

All programs & video replays are held at: *New York City Bar* 42 West 44th Street, New York, NY 10036

Registration: Call 212.382.6663, fax 212.869.4451, mail registration form with payment to the City Bar Center for CLE, 42 West 44th Street, New York, NY 10036, or register online at www.nycbar.org.

Advance registration is advised. An additional fee of \$25 will be charged for "walk-in" registrations—those received later than 3:00 p.m. one business day prior to the program.

Please allow 3–5 weeks for delivery of CDs, DVDs and course materials. International orders will be sent by traceable means, and an additional **charge for shipping will be billed to the recipient.**

Scholarships & Discounts: Financial scholarships are available; please call 212.382.6663 for an application. All applications must be submitted three weeks prior to the program. 50% *discounts off of member and nonmember prices are available for government and public interest attorneys, students, and full time academics.* A 20% discount off of member and nonmember prices is available for firms and corporations that register four or more people for a combination of programs or video replays.

*Non-legal professionals receive the member rate.

Cancellations & Refunds: For live programs and video replays, refunds and program credits are available provided cancellation is made in writing and received by the City Bar Center prior to the program. A \$45 administrative fee will be charged for all refunds. The cancellation fee will be deducted directly from the refund. For program credits no administrative fee will be charged. Program credits must be used within one year of the original program date. Cancellations must be in writing and faxed to the City Bar Center at 212.869.4451. Refunds and program credits are <u>not</u> available for the purchase of CDs, DVDs, course materials, or online programs.

CLE Certificates: Certificates for attending a program are given out at the end of the program. You are responsible for keeping a copy of the CLE certificate for your own records. An administrative fee of \$15 will be charged for replacement CLE certificates.

Illinois ethics credits cannot be awarded until the MCLE Board of Illinois approves an ethics component per individual program. For programs that provide ethics credit, *Illinois ethics credits are pending*.

All information is subject to change.

