



### Technology forum

<b>Date:</b>	<b>21 March 2013</b>
<b>Time:</b>	<b>4.30pm - 6.00pm</b>
<b>Venue:</b>	<b>Reed Smith, Broadgate Tower, 20 Primrose Street, London EC2A 2RS</b>
<b>CPD Hours:</b> SRA No: YZ/TLET	<b>1.5 hours</b>
<b>Fee:</b>	£30 - named individuals at LETG member firms £40 - non-named individuals at LETG member firms

#### Overview:

The LETG Technology Forum will use a "Show and Tell" format to share your experiences and tips and learn from others.

During this 1.5 hour session you will be able to participate in 2 discussions:

1. Using video technology for internal training - how can you incorporate video technology into your internal training programmes; what works and what doesn't work; technology and equipment; getting people talking on film
2. Developing your own e-learning - how e-learning can be used to enhance our training programmes; using different authoring tools; tips on writing a story board to plan your course.

We will conclude the session with an open discussion giving you the opportunity to discuss any other issues/questions regarding learning technologies. Please come prepared to contribute and learn from others.

Please note no refunds if you cancel after booking.



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### Booking Form

Please reserve me a place at the forum on 21 March 2013:

<b>Name(s):</b>	
<b>Firm:</b>	
<b>Job Title(s):</b>	
<b>Email address(s):</b>	
<b>Dietary Requirements:</b>	
Please indicate number of persons attending: <div style="display: flex; align-items: center;"> <input style="width: 40px; height: 20px; margin-right: 10px;" type="text"/>         @ <b>£30</b> per named individuals at LETG member firms       </div> <div style="display: flex; align-items: center;"> <input style="width: 40px; height: 20px; margin-right: 10px;" type="text"/>         @ <b>£40</b> per non-named individuals at LETG member firms       </div>	
<b>Total payment of £ _____ to be made by cheque/ bacs*</b> Please delete as applicable <small>(bacs remittance advice to be sent to <a href="mailto:letg.coordinator@gmail.com">letg.coordinator@gmail.com</a>)</small>	
<b>Payment Details</b> <b>Cheques</b> Payable to "Legal Education & Training Group" and sent to LETG Administrator	<b>Bacs</b> Bank of Scotland 38 Threadneedle Street, London, EC2P 2EH Sort code: 12-01-03 Account number: 00489184 Legal Education & Training Group
<b>Please let us know if this is your first time at one of our events</b>	
Please send to:	Jane Cochrane, LETG Administrator, 24 The Sandpipers, Gravesend, Kent DA12 5QB

If you have any queries please contact Jane Cochrane by e-mail on [letg.coordinator@gmail.com](mailto:letg.coordinator@gmail.com)

**Please return no later than 15<sup>th</sup> March 2013**

Places will be allocated on a first come first served basis. Confirmation of booking will be by e-mail only so please ensure you have provided us with your correct e-mail address. Please note no refunds if you cancel after booking.