



## Memo

To: Small Law Department Leadership  
 From: Irene Meroka, Networks Manager  
 Date: October 10, 2019  
 Re: 2020 Annual Meeting Call for Programs

In anticipation of the 2020 Annual Meeting Call for Programs opening on October 18, 2019, below you will find data to aid the Small Law Department Network in developing its program submissions. All data provided is representative of activity from October 1, 2017 through September 30, 2019.

### **2017-2019 ANNUAL MEETING SMALL LAW DEPARTMENT NETWORK SESSION ATTENDANCE AND PROGRAM STATUS**

Session	Attendees
<b>2019</b>	
Ethics and the Relationship between the CEO and General Counsel	
Leveraging Your Company's IT Budget to Address Legal Risk	78
Small But Mighty: Challenges, Rewards, Tips, and Tricks of a Small Law Department	233
Best Practices in Legal Operations for Small and Midsize Company GCs	514
Implementing an Effective Compliance Program with Limited Resource	272
Feeling Stressed? Let's Talk: Ethical Tips on Healthy Stress Management (Including Asking for Help)	Declined
The Emergence of CSR Law as a Cross-Functional Practice Area	Declined
Mergers & Acquisitions: Doing a Deal in a Small Law Department	Declined
<b>2018 (Final attendance numbers)</b>	
Crisis Response: Avoiding Complete Chaos in the Midst of a Meltdown	315
Creating and Implementing an Effective Cybersecurity Tabletop Exercise	110
Advanced Contracting Workshop	141

Insurance and Indemnity in Vendor Contracts	706
Lean and Mean: Metrics and Best Practices for Small Law Departments	352
Legal Audits Checklist for the New Legal Department (co-sponsored with NTIH)	Declined
Attorney client privilege and distinguishing legal and compliance advice	Declined
Corporate Governance Issues for the Only Legal Officer Law Department	Declined
<b>2017 (Final attendance numbers)</b>	
Small Companies Facing Big Litigation	51
Handling a Security Incident with a Small Law Department: Building a Critical Incident Response Plan	119
Ethics, Codes of Conduct, and Internal Investigations: Updating and Benchmarking Success in 2017	267
Ethics and Compliance Training on a Budget	169
Can Arbitration Clauses Save Money?	110
Contracts: Handling Large Volumes in Small Departments	479
Enterprise Risk and Legal Analytics for Small Law Departments	Declined
Training the Executive Team	Declined

## SMALL LAW DEPARTMENT NETWORK SURVEY SUGGESTED TOPICS

- Contract Negotiations
- Contract Drafting
- Data Privacy – US
- Labor and Employment
- Corporate Issues (affiliates, governance, record keeping, international issues, etc.)
- Leadership/ A Seat at the Table
- The Legal Dos and Don'ts when Terminating Employees
- Tech/Cybersecurity
- False Advertising/Marketing
- Ethics
- Global Legal Issues
- Attorney Wellness
- Increasing influence with the C-suite
- Real Estate Leasing
- Insurance and Risk Management
- Pros and Cons of Mediation, Mediation v. Arbitration
- Gov't Contracts Compliance for the Novice

- M&A
- Becoming a General Counsel
- Building a Small Dynamic Legal Team
- Product Liability
- Immigration
- Hiring in a small law department
- Doc Retention Policies and ESI Discovery
- Bankrupt Customers/Vendors/Employees
- Maintaining Morale with Individual Contributors
- Prepping for New Litigation Matters
- Tech – Cloud and other Tech 101 for those without an IT dept.
- File/request for Legal Services Management
- Implementing electronic Signatures
- Corporate and Compliance policies for growing organizations.

## **2017-2019 SMALL LAW DEPARTMENT NETWORK ONLINE EVENT ATTENDANCE NUMBERS**

APAC Call (APAC) – One-hour live presentations on the latest legal trends affecting organizations in the Asia-Pacific region and multinational companies. Available live or on-demand through the ACC Education Archive. CLE/CPD credit available for a fee.

EMEA Call (EMEA) – Thirty-minute-one hour live presentations on the latest legal trends affecting organizations in Europe, Africa, and/or the Middle East and multinational companies. Available live or on-demand through the ACC Education Archive. No CLE/CPD credit available.

Legal Quick Hit (LQH) – Short (20 to 45-minute) presentations on the latest legal trends made on the monthly Network Teleconference calls. Available live or on-demand through the ACC Education Archive. No CLE/CPD credit available.

Roundtable Discussion (R) – Thirty-minute-one hour live presentations on the latest legal trends featuring an interactive discussion between two or more industry or topic area experts. Available live or on-demand through the ACC Education Archive. No CLE/CPD credit available.

Webcast (W) – One-hour live presentations on the latest legal trends. Available live or on-demand through the ACC Education Archive. CLE/CPD credit available for a fee.

<b>Date</b>	<b>Event Title</b>	<b>Event Type</b>	<b>Views</b>
9/12/2019	CCPA Hype and Requirements: Tips to Focus Readiness Efforts and Avoid Panic	LQH	110
8/8/2019	Big Data – Understanding its Potential and Risks	LQH	61
7/11/2019	Update on The US/China Tariff War	LQH	42
6/13/2019	Strategies for In-House Counsel to Improve Outside Counsel Diversity	LQH	19
5/9/2019	Cannabis in the Workplace, the Canadian Perspective	LQH	44
4/11/2019	Employment Law and Chill	LQH	43
3/14/2019	The California Consumer Privacy Act: What You Need to Know	LQH	159
2/14/2019	Securing Settlement Agreements That Won't Fall Apart	LQH	56
1/10/2019	Secure Your Mask First Before Helping Others: Prioritizing Self-Care for a Healthy 2019	LQH	55
12/13/2018	Protecting Trade Secrets Before and After Their 2 Weeks' Notice is In	LQH	49
11/8/2018	A View from the Top: Employment Law Nuances Every In-House Counsel Should Know	LQH	113
9/18/2018	Defending Your Company from the Effects of the Trade War	LQH	47
8/9/2018	Attorney-Client and Work-Product Privilege for In-House Counsel – Ten Things You Need to Know	LQH	57

7/12/2018	Thoughts on Commercial Arbitration Clauses	LQH	123
6/14/2018	The Pros and Cons of PTO	LQH	47
5/10/2018	TROs in Non-Compete Cases—A Mock Hearing	LQH	95
4/12/2018	Drafting and Utilizing an Effective Cybersecurity Incident Response Plan	LQH	132
3/8/2018	Fighting Back Against Anonymous Defamation on the Internet	LQH	154
2/8/2018	Efficiently and Skillfully Identify and Negotiate Key Issues in Common Contacts	LQH	230
1/11/2018	It's Not a New Year Resolution – It's a Lifestyle Change! Wellness for the In-house Counsel	LQH	93
12/14/2017	Forum Selection Provisions in Corporate Bylaws: Ways to Improve Outcome Predictability and Decrease Litigation Costs	LQH	62
11/9/2017	How to Manage Cybersecurity Risk Like A Pro	LQH	150

## 2017-2019 POPULAR SMALL LAW DEPARTMENT NETWORK LEGAL RESOURCES

Resource Title	Resource Type	Views
<b>2018-2019</b>		
No Resources Submitted		
<b>2017-2018</b>		
Preparing For and Dealing With Bet the Company Litigation	Top Ten	198
Arbitration in the GCC	Top Ten	141
Legal Holds Top Ten Practice Tips	Top Ten	415
Top Ten Considerations for the Board of a Financially Distressed Company	Top Ten	110
Top 10 Cyber Insurance Considerations for In house	Top Ten	456

Counsel in 2018		
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## 2018-2019 POPULAR SMALL LAW DEPARTMENT NETWORK EGROUP DISCUSSION TOPICS

Date	Subject
2/13/2019	<a href="#">General Counsel Title?</a>
4/22/2019	<a href="#">Hiring a very experienced lawyer for a newer lawyer role?</a>
12/10/2018	<a href="#">Legal Department demographics</a>
5/6/2019	<a href="#">Active Shooter Training</a>
1/31/2019	<a href="#">Conservative company struggling with work from home issues</a>
4/2/2019	<a href="#">Contract Management</a>
9/4/2019	<a href="#">Indemnity for Breach of Contract --- Really?</a>
10/1/2018	<a href="#">Counsel Title in an One-person In House Legal Department</a>
1/18/2019	<a href="#">In-house Lawyers as Contract Negotiators</a>
6/25/2019	<a href="#">Contract management software - Concord v Conga</a>
11/26/2018	<a href="#">Contract Management Systems - Recommendations Needed</a>
5/1/2019	<a href="#">International Apostille</a>
5/2/2019	<a href="#">Experience with Outside Counsel Going Around You?</a>
5/30/2019	<a href="#">New to GC Position/Self-Doubt</a>
6/15/2019	<a href="#">Hours</a>
6/18/2019	<a href="#">Aircraft Purchase</a>

8/7/2019	<a href="#">Attorney group for help defending union solicitation</a>
1/8/2019	<a href="#">Guidelines for working with in-house counsel</a>
2/26/2019	<a href="#">ADA/Blind Compliance for website</a>
3/1/2019	<a href="#">Shared Services Agreement</a>
3/12/2019	<a href="#">Good conference call platform?</a>
3/14/2019	<a href="#">Massachusetts Employment Counsel Recommendations</a>
8/5/2019	<a href="#">Recommendations for "As Needed," Hourly Based Corporate Counsel</a>
4/17/2019	<a href="#">DocuSign &amp; Legal "Approval" Over All Contracts</a>
4/26/2019	<a href="#">CSC Registered Agent Service v. CT Corp</a>
6/13/2019	<a href="#">Apttus</a>
7/30/2019	<a href="#">Referral needed - US Supreme Court counsel</a>

### IMPORTANT DATES

Item	Date
Program Chair Training Call	Wed., Nov. 20, 2019
Program Idea Submission Deadline	Mon., Jan. 6, 2020
Program Selection Notifications Sent	Fri., Feb. 14, 2020
Program Organizer Submission Deadline*	Mon., March 2, 2020
Program Organizer Training Call	TBA
Speaker Submission Deadline*	Fri., May 1, 2020
Course Material Submission Deadline	Fri., Aug. 28, 2020

*\*ACC confirms program organizer and faculty submissions on rolling basis*