



Memo

To: Information Governance Network Leadership
From: Max Colby, Manager of Practice Networks
Date: November 15, 2024
Re: 2025 Annual Meeting Call for Programs Data

In anticipation of the 2025 Annual Meeting Call for Programs, below you will find data to aid the Information Governance Network in developing its program submissions. All data provided is representative of activity from October 1, 2021 through September 30, 2024.

2021 – 2024 ANNUAL MEETING INFORMATION GOVERNANCE NETWORK SESSION SUBMISSIONS

Session	Attendees/Status
2024	
Creating an AI Governance Program (It's Go-Time) (Submission #6418)	399
Modern and Compliant Records Schedules That Also Support Privacy and AI (Submission #6416)	123
2023	
Creating a Data Retention Policy for Privacy that Avoids Conflicts	227
Handling Mobile Phone and Messaging Application Data in eDiscovery and Investigations	Declined
IT Bootcamp for In-house Counsel	Declined
2022	
This Message Will Self Destruct In 5... 4... 3... Recordkeeping Requirements and Best Practices for Messaging Applications in the Remote Work and BYOD Environment	Declined
How to Delete a Lot of Email and Files Quickly and Defensibly	107

Making Your Governance Initiative Stick in Times of Disruptive Change	38
2021	
Modern Records Management 101	133
The Ever-Changing Landscape of Messaging Apps: How Best to Balance Acceptable Use With Information Governance Best Practices	139

2023-2024 INFORMATION GOVERNANCE NETWORK MEMBER SURVEY SUGGESTED TOPICS

- Enterprise risk management
- Crisis management
- AI
- ALL AI, ALL THE TIME
- data governance
- best practices for managing data on EU citizens
- record retention for AI systems
- AI governances - how to balance risk assessment with efficiency
- record retention and implementation/enforcement
- more info sessions for newbies
- developing AI governance policy or IG policy
- SEC requirements for cybersecurity and working with IT to be compliant
- Data breach response checklist
- Info Gov 101 - what is in the bucket and what does it mean
- How to segregate and keep protected certain data from AI learning modules
- Info Gov - Broad issues: How do you start? privacy, non-lawyer conversations
- Technical training - what does IT need to do
- How to educate your marketing/IT people/vendors
- Negotiating data use/storage/deidentification terms
- How to figure out what data cookies to capture
- Translate IT for in-house counsel to understand
- How cookies, data scripting work
- Entity governance
- Records Retention globally, device wiping/content clearing,
- Litigation Support
- Managing the tension between different time periods to retain information - I know it's discussed quite often, but the views are always changing.
- How to put together components of a program from the ground up and get client buy-in. Materials to help guide what the program looks like in writing. Roles of in-house counsel and others in the organization. Tools to manage IG. Data on risk reduction with IG, or insurance premium reduction.
- What do in-house counsel need to put in commercial contracts to comply with CPRA? One for GDPR might be nice too.
- Record retention best practices to "catch up" with a mountain of electronic data
- International approaches to information governance, changes/developments in record retention policies, best practices for information governance processes
- International approaches to data governance, recent enforcement actions that implicate data governance, best practices for *maintaining* a data governance plan once one is in place

- Managing all the different timeframes for data, especially as some of the standards are changing and then we have to flow the changes both internally and to our external vendors.
- Client buy-in and client education. Lack of tools to manage IG
- Consultants/Contractors' access to platform data collected through analytics
- Getting hands around the acquisition and implementation of multiple new software applications
- Implementing a company-wide information governance policy
- Getting our data governance policy and structure in place by end of 2022 and maturing it in 2023

2023-2024 INFORMATION GOVERNANCE 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 Update (LU) – 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.

Date	Event Title	Event Type	Attendees
5/8/2024	The Five Second Rule: Automating Document Retention and Deletion with Technology You Already Own	W	43
10/19/2023	Oh, the Courtrooms You'll Go and the Cases You'll See!	LU	18
12/19/2023	How to Motivate employees to stop hoarding documents	LU	45
2/15/2024	The Impact of AI on Information Governance	LU	74
3/21/2024	Automating Employee Records Compliance with the Five Second Rule	LU	23
4/25/2024	Embarking on AI Governance: An Express Guide	LU	80

5/12/2024	The Five Second Rule: Automating Document Retention and Deletion with Technology You Already Own	LU	65
6/20/2024	Creating an AI Governance Policy	LU	57
7/17/2024	Using M365 PowerApps to Dynamically Present and Publish Your Records Schedule	LU	32
9/19/2024	Intro to Records Management 101	LU	49
9/12/2024	"Co-sponsored w/ IGN, SLD, WITH Put on your Cowboy Boots and Hat, We're Going to Nashville!..."	LU	30
12/15/2022	The What, Where, Why, When and How of Cloud-Based eDiscovery	LU	14
1/19/2023	Who Should Own Records Management?	LU	53
2/13/2023	Advanced Information Governance Masterclass	LU	76
2/23/2023	Thinking "Smart," How Smart Home Technology and Other Internet-Connected Tools Create Legal Issues	LU	34
3/16/2023	Information Governance Master Class Series: Creating Compliant and Executable Policies and Getting Consensus with the Business	LU	74
3/13/2023	Seven Stages of Privacy Program Development from Denial Through Frustration and Getting to Compliant	LU	78
4/10/2023	Information Governance Master Class Series: Automating Compliance Policies with Technology	LU	58
4/20/2023	Information Governance Caselaw Update	LU	30
5/18/2023	How to Finally Get Your Company to Care About Over Retention	LU	34
5/8/2023	Information Governance Master Class Series: Behavior Change Management for Creating a Compliant Culture	LU	52
6/22/2023	The Wild West of Generative AI: What It Is, How It Works, and Getting Ahead of Information Governance	LU	59
7/20/2023	How to Protect Data Under Legal Hold from Automatic Disposition	LU	24
8/15/2023	<i>Co-sponsored w/ WITH, HLN, ITPEC, IGN</i> General State Consumer Privacy Laws	LU	90
8/22/2023	<i>Co-sponsored w/ WITH, HLN, ITPEC, IGN</i> Health Data	LU	27

9/21/2023	Building Your Information Governance Steering Committee	LU	23
11/16/2022	Creating a Compliant Privacy Data Retention Policy That Avoids Conflicts	W	212
9/27/2022	Records Program Execution	W	97
9/21/2022	Introduction to Modern Records Management: Creating a Records Policy and Schedule	W	103
9/15/2022	<i>Co-sponsored w/ Information Governance, ITPEC Networks</i> Creating a Data Retention Policy to Meet Privacy Requirements	LU	144
7/12/2022	<i>Co-sponsored w/ Real Estate, Information Governance, Women in the House Networks</i> The Maze of Remote Work and Tax Implications	LU	98
7/21/2022	Implications of California S.B. 1149 (the "Public Right to Know Act of 2022")	LU	18
6/16/2022	Cadillac, Chevy or Golf Cart – Targeting the Right Maturity for Your Records Program	LU	41
5/19/2022	The NIST Privacy Framework: Principle to Practice	LU	72
5/10/2022	<i>Co-sponsored w/ Financial Services, Women in the House, IT, Privacy, & eCommerce, & Real Estate Networks</i> CyberTech in Plain English: Walking Through a Cyber Risk Assessment	LU	109
4/21/2022	Modern Day Attachments: The Good, the Bad and the Ugly	LU	22
4/12/2022	<i>Co-sponsored w/ Women in the House, Financial Services, IT, Privacy, & eCommerce, and Real Estate Networks</i> Cyber Threats Intelligence	LU	81
3/17/2022	Information Governance Caselaw Update	LU	46
2/17/2022	Why You Need a Privacy-Specific Incident Response Plan	LU	74
1/20/2022	How to Make your Governance Initiative Stick in Times of Disruptive Change	LU	21
12/16/2021	<i>Co-sponsored w/ Women in the House, Corporate & Securities Law, Sports & Entertainment, Real Estate, and IT, Privacy, & eCommerce Networks</i> Discover the Power of Your Brand and Connections:	LU	95

	Networking and Entrepreneurship Skills for In-house Counsel		
11/18/2021	Looking Forward to 2022: Creating More Inclusive Environments with the Help of New Tools and Applications	LU	13
4/21/2021	<i>Co-sponsored with New to In House, Sports and Entertainment & Women in the House Trivia Night!</i>	NW	42
7/21/2021	Foreign and State Data Privacy Considerations	W	136
6/23/2021	Preparing a Records and Information Management Witness for Deposition	W	34
1/20/2021	Introduction to Modern Records Management	W	99
12/16/2020	Autonomous Vehicles: Mitigating Data Privacy and Third-Party Liability Risks	W	27
12/9/2020	Document Collection During a Pandemic	W	16
9/16/2021	Nine Ways Companies' Records Programs Sabotage Compliance, Raise Risks, Increase Costs and Lower Productivity	LU	53
8/19/2021	Leveraging Data Legally	LU	36
8/10/2021	Co-sponsored w/ Compliance & Ethics, Corporate & Securities Law, and Women in the House Networks Unveiling the Wizard Behind the Curtain	LU	52
7/15/2021	The Impact of the Schrems II Decision	LU	31
6/17/2021	Summer School 101: An Introduction Modern Records Management	LU	22
5/20/2021	Remaining Flexible While Balancing Security and Legal Compliance Concerns With BYOD Policies	LU	52
4/15/2021	Information Governance – System and Data Management Beyond E-mail	LU	15
3/18/2021	Transient Records: Right-Setting Retention Policies in Microsoft Teams at the End of Life with Skype for Business	LU	20
2/18/2021	The Regulations Are Coming: Preparing Your Records Program to Handle the New Regulatory Environment	LU	25

1/21/2021	<i>Co-Sponsored with Real Estate, Women in the House, & Law Department Management</i> Session 2: What Every GC, Board, and Corporation Needs to Know About Diversity, Inclusion and Equity	LU	141
1/21/2021	<i>Co-Sponsored with IT, Privacy, & eCommerce</i> Privacy Ramifications of Migrating your Data to the Cloud	LU	37

POPULAR INFORMATION GOVERNANCE LEGAL RESOURCES

Resource Title	Views
2023-2024	
Creating a Data Retention Policy That Meets Privacy Requirements	1216

2023-2024 POPULAR FORUMS DISCUSSION TOPICS

(The topics below include all substantive Forums discussions during the period with 1 or more replies)

Date	Subject
3/7/2024	Policy regarding Meeting Recording and Note Taking Applications
10/11/2023	Student Privacy / Ed Tech
10/30/2023	Seeking Policy on Policies Examples
7/17/2024	Archived Email Retention Period - Data Retention Schedules
12/15/2023	Value of Cyber Insurance Coverage
1/24/2024	How to handle massive influx of DSARs from third party website

IMPORTANT DATES

Item	Date
Program Submission Deadline	Mon., Jan. 27, 2025
Program Selection Notifications Sent	Fri., March 14, 2025
Program Organizer Submission Deadline*	Fri., April 4, 2025
Speaker Submission Deadline**	Fri., May 23, 2025
Course Material Submission Deadline	Fri., Aug. 22, 2025
Program Submission Deadline	Mon., Jan. 27, 2025

**ACC confirms program organizer and speaker submissions on a rolling basis*

*** Additional speaker selection rules and guidelines will be provided following program selection; ACC reserves the right to decline speakers if they do not meet these criteria.*