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To: Small Law Department Leadership  
 From: Ariel Moyer, Director of Practice Networks  
 Date: November 15, 2024  
 Re: 2025 Annual Meeting Call for Programs

In anticipation of the 2025 Annual Meeting Call for Programs opening in December 2024, 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, 2022 through October 1, 2024.

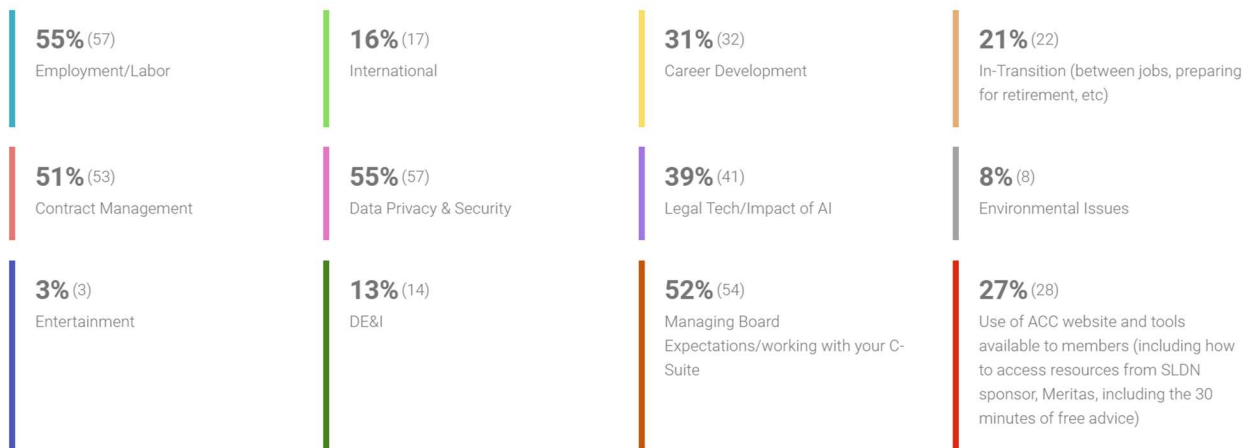
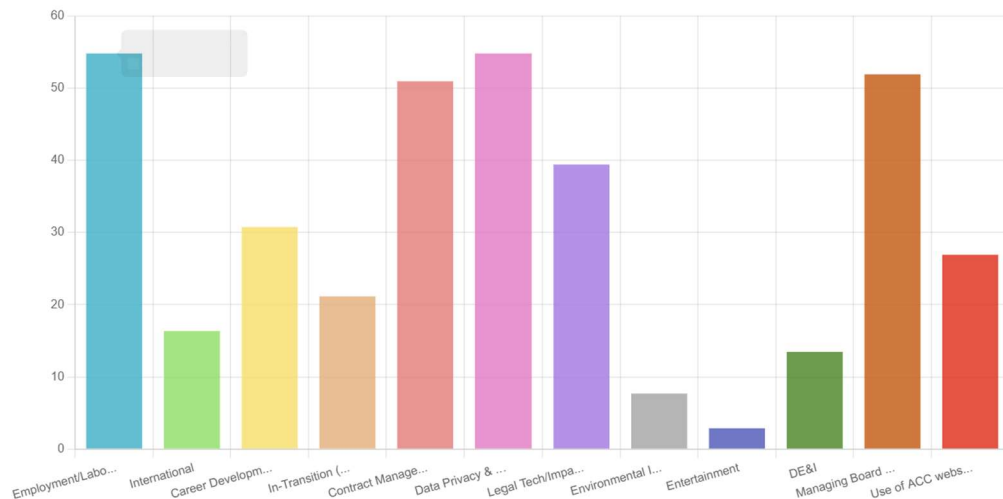
## 2022-2024 ANNUAL MEETING SMALL LAW DEPARTMENT NETWORK SESSION ATTENDANCE AND PROGRAM STATUS

Session	Attendees
<b>2024</b>	
Avoid Getting the Blues: Use Your Leased Real Estate Portfolio to Minimize Risk & Create Efficiencies	98
How to Become the CFO's Favorite: Transform Legal Into a Profit Center & Save Costs	239
Skills You Need to Make Yourself a Rock Star – Apply the MPRC for Career Advancement	Declined
Strategic Preparation for Reporting Claims to Your Insurance Carrier	Declined
<b>2023</b>	
Building an In-house Legal Department from Scratch: Identifying Priorities, Red Flags, & Managing Business Relationships	216
How to Select Software Technology for Your Department	72
How to Spot Ethics Issues in a Netflix Series	269
What Every Small Law Department Should Know: Jeopardy Style!	263
Addressing Challenges in your Small Law Department	Declined
Best Practices for Managing Workflow to Prevent Burnout	Declined
Comma, All Grammar Nerds	Declined
Creation of a Business Plan to Meet Corporate Goals and Demonstrate the Value of the Law Department	Declined
How to Create a Legal Budget While Working with Your Financial Business Partners	Declined

How to find your community	Declined
Succession Planning for your Department and Yourself	Declined
<b>2022</b>	
How the Legal Department can be an Effective Executive Business Partner	413
Global Supply Chain Issues: Lessons Learned and Adaptations for the Future	155
Complying with US Export Controls in an Unpredictable Global Marketplace	91
What Have We Learned? Resiliency, Wellness, and the Pandemic (and other disruptors)	Declined
Anatomy of a Data Privacy or Security Incident: Effectively Managing and Mitigating Risk	Declined

## SMALL LAW DEPARTMENT NETWORK SURVEY SUGGESTED TOPICS

Check all the topics that you would like to see the SLD Network cover during the upcoming 2025 ACC AM and/or during the year in Legal Updates, Webcasts, Resources or Publications?



- Securities Exchange Commission Public Filings (assistance on Proxy, 10k, 10Q, 8K).
- Basic Accounting/How to read a financial statement
- Government Contracts Compliance (FAR, DFAR, Compliance, negotiations, supplier/vendor management).
- Trade Compliance (ITAR)
- Ethics for in-house lawyers.
- How to do more with less.
- How to be a SLD for a Global company.
- Basic responsibilities for small legal departments
- Battery Energy Storage legal advice - how to structure an agreement, is it transmission or distribution, what tax credits apply.
- Best practices for managing/re-directing non-legal requests as a law department of one.
- Building a Legal Department From Scratch: What to Prioritize
- Cfius
- Contract lifecycle management systems and also data and record retention policies
- contracts - how to build a process whereby the business folks review contracts and sign off on the business terms prior to sending the agreement to the legal team to review.
- Critical Support a Small Legal Dept can provide for the company during an economic downturn: for ex. guidance regarding layoffs or restructuring, re-evaluation of the company's risk tolerance, guidance on exiting vendor partner relationships to reduce overhead expenses, reducing outside counsel fees
- Contract Negotiations
- How to use data to showcase value as an in-house legal
- How can legal help in creating a more inclusive environment / help with DEI efforts within their organizations?
- Legal operations tips and tricks
- ESG
- Technology solutions for department efficiency
- How to grow when you're at the top and in an SLD.
- Recruiting, motivating and maintaining talent in an overworked/understaffed/COVID weary work environment
- Best practices for leveraging technology in the SLD

## **2022-2024 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 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.

LEGAL UPDATES				
FY23				
	<i>Co-sponsored with Corporate &amp; Securities Law New to In-house Small Law Department Law Department Management</i>			
LU	Hit the Jackpot Attending the ACC Annual Meeting	10/6/2022	N/A	55
LU	Casino Games – How to Play Them and Look Like You Know What You’re Doing	10/19/2022	N/A	23
LU	The ABC’s of ESG – Assessment, Basics and Construction of ESG Programs	11/30/2022	N/A	73
LU	Limited Remedies and Exclusions of Consequential Damages	12/15/2022	N/A	146
LU	Navigating Crossborder M&A	1/12/2023	116	72
LU	Working in & Navigating the Uncertainty of the 2023 Job Market	1/26/2023	140	83
LU	Practical Considerations in Today’s Remote & Hybrid World	2/9/2023	142	96

	<b><i>Co-sponsored with ILAN Small Law Department</i></b>			
LU	Working abroad, cross cultural-acclimation and how do you adjust?	2/16/2023	42	18
LU	The Challenges & Opportunities Presented by Bankruptcy: What In-House Counsel Need to Know	3/20/2023	156	97
LU	Neither a Depositor, nor a Borrower Be: Practical Suggestions for Companies with Bank Accounts, Lines of Credit or Bank Loans	4/13/2023	154	51
LU + NW	<b><i>Co-Sponsored w/ EN, SLD</i></b> Career Development Series: Finding Your Voice	5/3/2023	132	66
LU + NW	Do We Need to Keep This? An Overview of Document Retention Requirements	5/11/2023	334	213
	<b><i>Co-sponsored w/ the IT, Privacy, &amp; eCommerce Small Law Department Compliance &amp; Ethics Financial Services</i></b>			
LU	Data Privacy and Cybersecurity Subcommittee: Finding Your Next Opportunity - Creating a Strategy for Success	6/13/2023	149	94
LU	So you Have a Government Contract -- Hidden Traps and Tips for the In-House Generalist	6/22/2023	296	162
LU + NW	<b><i>Co-Sponsored w/ WITH, SLD</i></b> From Ladders to Elevators: How In-House Counsels Can Foster Self-Advocacy, Allies, and Mentorship to Break the Glass Ceiling	7/20/2023	95	70
LU	<b><i>Co-Sponsored w/ SEN, SLD</i></b> Sweepstakes and Promotions	8/16/2023	170	102
LU	Career Development Series: To Legal & Beyond! Exploring In-House Roles Beyond the Legal Department	9/6/2023	140	63
LU	<b><i>Co-Sponsored w/ SLD/ITPEC</i></b> How AI and ChatGPT Can Work For You in Your Small Law Department	9/14/2023	260	135

FY24

	<b><i>Co-sponsored with Corporate &amp; Securities Law WITH Small Law Department Real Estate</i></b>			
LU	Remember the Alamo at the ACC Annual Meeting	10/3/2023	50	43
LU + NW	No Such Thing as a Free Gift: Helping Employers Lawfully Navigate the Gift-Giving Season	11/29/2023	131	93
LU	China, Reshoring, and the Economy	1/11/2024	120	84
	<b><i>Co-sponsored with LIT SLD FSN</i></b>			
LU	Hot Topics at the FTC	2/28/2024	115	87
	<b><i>Co-sponsored with Ldmn SLD</i></b>			
LU	Insights and Strategies for Protecting and Preserving Attorney-Client Privilege When Giving Legal Advice	3/20/2024	290	191
LU	Gambling at Work: Everybody Out of the (Office) Pool	3/14/2024	120	73
	<b><i>Co-sponsored with Ldmn SLD</i></b>			
LU	From Cost Center to Value Creator	4/17/2024	191	102
	<b><i>Co-Sponsored w/ SLD, Litigation</i></b>			
LU	Litigation Holds Without a Vendor	4/23/2024	196	122
	<b><i>Co-sponsored w/ WITH, SLD, SEN, CSL, REN</i></b>			
LU	Power Up Your Brand: How to Craft and Harness the Power of Personal Branding for In-House Counsel	5/16/2024	193	101
LU	Desk Debates: Navigating Politics in the Workplace	5/20/2024	138	95
LU	Careers Beyond the Legal Department	5/23/2024	151	72
	<b><i>Co-sponsored w/ SLD/REN</i></b>			
LU	NNN Leases – 10 Key Clauses for Tenants Counsel	6/13/2024	247	127
	<b><i>Co-sponsored w/ SLD/WITH</i></b>			
LU	Lex Machina: The Rise of Artificial Intelligence	6/18/2024	167	82

LU	In Transition or Thinking You May Be Soon: Steps to Take to Land a New Role: Part 1	6/14/2024	143	47
LU	<i>Co-sponsored w/ WITH, SLD, SEN, CSL, REN, ILAN</i> Contracts Masterclass Series: Representations and Warranties (Session 1)	7/17/2024	776	393
LU	In Transition or Thinking You May Be Soon: Steps to Take to Land a New Role: Part 2	6/21/2024	119	50
LU	<i>Co-sponsored w/ SLD/NTIH</i> Financial Covenants	7/25/2024	171	88
LU	Legal Communications Series: The 10 Commandments of Communication	7/18/2024	373	187
LU	<i>Co-sponsored w/ WITH, SLD, SEN, CSL, REN, ILAN</i> Session No. 2: Representations and Warranties (Workshop)	8/14/2024	421	220
LU	Making the Robots Work for You	8/8/2024	179	90
LU	Legal Communications Series: Talking it Out: Effective Communication in the Legal Workplace	8/14/2024	313	142
LU	<i>Co-sponsored w/ WITH, SLD, SEN, CSL, REN, ILAN</i> Contracts Masterclass Session 3: Risk Allocation (Legal Concepts)	9/11/2024	450	193
LU	<i>Co-sponsored w/ IGN, SLD, WITH</i> Put on your Cowboy Boots and Hat, We're Going to Nashville!...	9/12/2024	48	30
LU	Think Faster. Talk Smarter: Speaking in the Moment	9/20/2024	478	216
<b>WEBCASTS</b>				
W	The "New" Antitrust Paradigm: Predilections, Pitfalls and Predictions	2/1/2023	385	253
W	Managing Wellness for Your Legal Department	12/12/2023	149	51
W	Evolving Legal Risks in Data Privacy – a Global Overview	8/15/2024	448	261
<b>NETWORKING</b>				
NW	Casino Games – How to Play Them and Look Like You Know What You're Doing	10/19/2022	N/A	23
NW	<i>Co-Sponsored by Sports and Entertainment &amp; Compliance &amp; Ethics</i> National Margarita Day	2/22/2023	56	25
NW	Celebrate St. Patrick's Day	3/16/2023	54	25
NW	Whine & Cheese (A)	7/25/2023	41	13

NW	Whine & Cheese (B)	7/26/2023	26	9
NW	Co-Sponsored by SEN & SLD Mixology Class and Happy Hour	8/17/2023	134	35
NW	The Madness Has Begun!	3/21/2024	22	20
NW	Brown Bag Lunch – Informal Discussion on Being In Transition	5/2/2024	62	25
NW	Brown Bag Lunch – Informal Discussion on Being In Transition	6/26/2024	51	27

## 2022-2024 POPULAR SMALL LAW DEPARTMENT NETWORK RESOURCES

2024	
5/29/24	Navigating Politics in the Workplace Checklist
6/6/24	In-Transition Checklist: Steps to Take After Termination
7/9/2024	The 10 Factors for Succeeding with Advanced Legal Technologies
9/5/2024	Triple Net Leases: 10 Opportunities for Commercial Tenants to Negotiate More Favorable Terms (US)
9/11/24	Key Questions for Businesses Embarking on Their Generative AI Journey
2023	
4/12/23	Quick Overview: Delegation of Authority (with Sample Form)
5/31/23	Quick Overview: Meta Faces Record GDPR Fine
4/12/23	Sample Delegation of Authority Document
4/20/2023	Ten Ways Your Limitation of Liability Provision Is Actually Ineffectual
8/10/2023	Ten Steps to Avoid Creating the Internal Document from Hell (United States)
2022	
06/01/2022	Issue Spotting for Staffing Agency Contracts
06/01/2022	Event Venue Contract Checklist
6/30/2022	Sample Contract Clause - Serving Alcohol at a Company Event
6/30/2022	Captive Insurance Primer
11/29/2022	Acknowledging Federal Holidays in the Workplace -- Including Juneteenth (United States)

## 2022-2024 POPULAR SMALL LAW DEPARTMENT NETWORK COMMUNITY DISCUSSION TOPICS

Date	Subject
FY24	
5/21/2024	Part-time Attorney
5/24/2024	SaaS Agreement Negotiation
7/30/2024	Contract Management Software Cost
8/5/2024	Working with Legal
8/12/2024	Seeking Advice/Feedback on Others' In-House Experience
9/5/2024	LexisNexis
9/20/2024	Contract Management programs
FY23	



5/11/2023	<a href="#">Are contracts the responsibility of the legal department?</a>
10/3/2022	<a href="#">Document for Business Units - When to engage legal department</a>
1/19/2023	<a href="#">Auditors requiring us to indemnify them for thier own negligence</a>
3/21/2023	<a href="#">Legal Temp Agencies other than Axiom?</a>
2/28/2023	<a href="#">"Rules" for contract negotiation</a>
3/24/2023	<a href="#">Training for non-lawyer staff regarding Attorney-Client privilege</a>
12/2/2022	<a href="#">HR keeping Legal updated</a>
1/12/2023	<a href="#">Separation Templates</a>
4/26/2023	<a href="#">Limitation of Liability Negotiations</a>
8/14/2023	<a href="#">Outside counsel engagement</a>

## IMPORTANT DATES

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

*\*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.*