



**Tuesday, May 23**  
**8:00– 8:30 am**

**601 What ACC Can Do for You**  
*General Session*

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Association of Corporate Counsel

## What ACC Can Do for You

You have covered a lot of ground at this conference. As you head back to the office, learn what resources ACC offers to help you succeed in your new role.

### Virtual Library

ACC's Virtual Library contains the articles, sample forms, and policies to make your job easier. Of the 1470 sample forms in the collection, 278 are international in scope. These forms cover topics from sales and purchase agreements to privacy policies. We are always looking to add new forms, please send these to Julienne Bramesco at [bramesco@acca.com](mailto:bramesco@acca.com) or Karen Palmer at [palmer@acca.com](mailto:palmer@acca.com).

### InfoPAKS

ACC publishes comprehensive guides on a variety of legal and management topics. New titles are added and many InfoPAKs are updated on a yearly basis. An InfoPAK will contain substantive text as well as many of the forms and additional resources you need. Topics are as follows.

<b><u>TITLE</u></b>	<b><u>DATE</u></b>
<u>Developing Effective Disaster Preparedness And Business Continuity Plans</u>	2006
<u>Conducting Effective Risk Assessments</u>	2006
<u>Outside Counsel Management</u>	2006
<u>Doing Business Internationally</u>	2006
<u>Strategic Planning for In-house Counsel</u>	2006
<u>Affirmative Action Compliance</u>	2006
<u>Recruiting and Retaining In-house Staff</u>	2005
<u>Career Options for In-House Counsel</u>	2005
<u>Data Protection - A practical Guide</u>	2005
<u>Email &amp; The Internet</u>	2005
<u>Role of the General Counsel</u>	2005
<u>Preparing For And Responding To An Accidental Environmental Release: A Legal Primer</u>	2005

<a href="#"><u>Records Retention</u></a>	2005
<a href="#"><u>Compliance Training and e-Learning Programs</u></a>	2005
<a href="#"><u>A Policyholder's Primer on Insurance</u></a>	2005
<a href="#"><u>Sarbanes Oxley Primer For The Small Law Department</u></a>	2005
<a href="#"><u>In-house Counsel Standards Under Sarbanes-Oxley</u></a>	2005
<a href="#"><u>In-house Counsel Ethics</u></a>	2005
<a href="#"><u>Retiree Health Coverage and Prescription Drugs</u></a>	2005
<a href="#"><u>Global Law Department</u></a>	2005
<a href="#"><u>Law Department Management</u></a>	2005
<a href="#"><u>Achieving Diversity</u></a>	2005
<a href="#"><u>Alternative Billing</u></a>	2005
<a href="#"><u>New to In-house Practice</u></a>	2005
<a href="#"><u>Intellectual Property</u></a>	2005
<a href="#"><u>Conflicts and Waivers</u></a>	2005
<a href="#"><u>Small Law Department Infopak</u></a>	2005
<a href="#"><u>Fee Reimbursement</u></a>	2005
<a href="#"><u>Attorney-Client Privilege</u></a>	2005
<a href="#"><u>Drafting And Interpreting Contracts</u></a>	2005
<a href="#"><u>Client Surveys</u></a>	2005
<a href="#"><u>Becoming In-house Counsel: A guide for Law Students and Recent Graduates</u></a>	2005
<a href="#"><u>Election Law</u></a>	2005
<a href="#"><u>Homeland Security</u></a>	2004
<a href="#"><u>Corporate Compliance</u></a>	2004
<a href="#"><u>Multi-Jurisdictional Practice Issues (UPL)</u></a>	2004
<a href="#"><u>Alternative Dispute Resolution</u></a>	2004
<a href="#"><u>E-commerce Legal Primer</u></a>	2004

<a href="#"><u>Pro Bono</u></a>	2004
<a href="#"><u>Training Non-legal Managers</u></a>	2004
<a href="#"><u>Technology Primer</u></a>	2004
<a href="#"><u>Responding to Government Investigations</u></a>	2004
<a href="#"><u>Internal Investigations</u></a>	2004
<a href="#"><u>Hiring Foreign Nationals in the United States</u></a>	2004
<a href="#"><u>A Company's First General Counsel</u></a>	2004
<a href="#"><u>Multidisciplinary Practice (MDP)</u></a>	2000

## **Leading Practice Profiles**

Have you ever drafted a policy and wondered how your colleagues over at XYZ Company are doing things? You don't have to wonder because ACC published Leading Practice Profiles that will answer this important question. Leading Practices Profiles are the resource to examine, through the eyes of in-house counsel, "best practices" at work in a variety of industries, situations, and legal departments of all sizes and structures. Currently, Leading Practice profiles cover topics from Data Protection to Law Department Titles.

## **Webcasts**

Join ACC for programs created by and for in-house counsel without leaving your office. Webcasts are live audio-visual presentations that are broadcast online. ACC's Desktop Learning webcasts provide substantive information on timely legal topics relevant to your legal practice. Live broadcasts include a question and answer session, but if the live broadcast is not convenient, you may access the replay a program from the archives whenever you like. Best of all, there is no fee to access this valuable information.

You can find out about upcoming and past programs by accessing the webcast link at [www.acca.com](http://www.acca.com). Follow the simple instructions to pre-register for upcoming events or simply sign in to view ongoing or archived events.

## **In-house Jobline and Career Center**

Whether you are looking for a job, looking to fill a department job, or just trying to manage your career, let ACC help you. The Association of Corporate Counsel's (ACC) In-house Jobline is a comprehensive database of job listings and resumes specifically designed for the in-house counsel community. Only legal positions for In-house lawyers are posted on this site. Currently, there are over 500 listings for in-house jobs in the US and Canada.

ACC also maintains a database of career related articles. The topics range from motivating your staff to crafting your resume. Be sure to check out this resource at

<http://www.acca.com/jobline/resources.php>.

### **Meeting and CLE Programs**

You should be aware by now of the valuable education programs that ACC puts on throughout the world. ACC's Annual Meeting is unsurpassed for comprehensive information and networking opportunities. Did you also know that you could listen to a variety of programs for CLE credit? ACC and West LegalEdcenter have teamed up to bring you online continuing legal education ("CLE"). Programs from a number of ACC educational events have been recorded and are now available for ACC members to receive CLE credit. If ACC's programs do not satisfy your CLE needs choose from over 25 other content providers. Note: Be sure to check with your individual state bar to make certain credit is given for computer-based education.

### **Committee Resources and Opportunities**

ACC's 14 committees are organized around substantive legal practice areas or types of practice. Committees cover the following areas

Corporate & Securities Law

Employment & Labor Law

Energy

Environmental, Health & Safety

Financial Services

Information Technology Law & eCommerce

Insurance Staff Counsel

International Legal Affairs

Intellectual Property

Law Department Management

Litigation

New to In-house

Nonprofit Organizations

Small Law Departments.

Committee members undertake a broad range of activities including organizing continuing legal education programs, contributing substantive resources to be shared among the membership, writing substantive articles for the ACC Docket, providing forums for members to exchange ideas and share expertise, and advocating public policy positions. So look to ACC Committees for information, resources, developed by in-house counsel for in-house counsel.

ACC committees also provide networking opportunities that can play a valuable role in your practice. There are many ways to participate with ACC Committees that call for as little or as much time as you have available. Below is a brief description of the goals and activities of each committee. Contact Jacqueline Windley at [windley@acca.com](mailto:windley@acca.com) to find out how committee participation can enhance your ACC membership.

### **Advocacy**

Advocacy is an important part of the services that we provide to our membership. Our advocacy work focuses on multijurisdictional matters, corporate responsibility issues of privilege and other matters that affect corporate counsels ability to provide effective guidance to their corporate employers. ACC's Advocacy Committee and its staff are committed to protecting the global interests of corporate counsel. For more information about ACC's advocacy efforts, contact Ian Dorsett at [dorsett@acca.com](mailto:dorsett@acca.com)

### **ACC Alliance Partners**

ACC has formed working partnerships with leading legal and business services providers to ensure the accessibility of high-quality products and services for corporate counsel. The ACC Alliance Program offers professional products and services specifically designed for the in-house practitioner at special rates.

Details about the Alliance Partner Program can be found at <http://www.acca.com/practice/alliance.php#half>.

ACC's Alliance Partners include:

Bridgeway Software  
Chubb Speciality Insurance  
Copyright Clearance Center, Inc.  
Fios

Jordan Lawrence  
Kroll  
Lexis Nexis  
LexisNexis Examen  
Robert Half Legal  
WeComply  
West.

Click on the links and see what benefits you are missing.

### **MemberToMember<sup>SM</sup>**

Tap into the expertise of your ACC peers through our network of in-house volunteers who provide advice about legal issues, such as retaining local counsel, or the benchmarking of corporate forms, policies, and procedures. **MemberToMember** is a powerful networking tool. This automated, online database links members seeking advice with volunteer "member experts" in more than 100 substantive areas. Come check out this resource at [www.acca.com/membership/search.php](http://www.acca.com/membership/search.php).

ACC makes sense. ACC understands your needs and provides you with the resources to help solve your legal, management and technological problems. ACC is cost-effective and the benefits received far outweigh the annual dues. We love to hear from you! Contact ACC with your questions, suggestions and comments.