



Tuesday, May 17
3:30– 4:00 pm

Putting it All Together: Learn the Next Steps *General Session*

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Director of Legal Resources
Association of Corporate Counsel

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ACC CAN HELP YOU DO YOUR JOB BETTER

As the only in-house attorney in a fast-growing consumer products company, joining ACC was a no-brainer. Within the first hour of membership, I reaped ten times the membership fee in essential resources and peace of mind.

John S. Rudd

*Vice President Regulatory and Legal Affairs,
American Biophysics Corporation*



In-house Focus—ACC is the only bar association that addresses the professional and practice needs of in-house counsel (and only in-house counsel).



Advocacy (www.acca.com/practice/mjp.php)—ACC speaks out on issues affecting your ability to practice law, including attorney-client privilege and multijurisdictional practice (MJP).



ACC Docket (www.acca.com/p-docket.php)—Our award-winning journal features articles written by corporate counsel on issues you face daily and provides solutions you can use now.



Inhouse JoblineSM (<http://jobline.acca.com/>)—With more than 500 corporate counsel positions listed every month, Inhouse JoblineSM is the one place to find your next position, post your resume, or hire legal staff.



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Virtual LibrarySM (www.acca.com/vl)—Check out this online database for sample forms and policies, articles, website references, and checklists to help you resolve current problems.



Leading Practices Profiles (www.acca.com/vl/practiceprofiles.php)—Examine best practices at work in a variety of different industries and legal departments of all sizes and structures. The profiles provide insights into how other companies have addressed problems that you may face in the future.



In-house Networks—ACC's 45 Chapters (www.acca.com/chapters) and 13 Committees (www.acca.com/networks/committee.php) offer focused CLE programs and opportunities to network with other corporate counsel.

Contact us at 202.293.4103, ext. 360 or membership@acca.com for questions about your membership.



InfoPAKsSM

InfoPAKsSM offer you the opportunity to tap into the in-house legal community's storehouse of knowledge and experience so that you can provide the best possible client service. They contain helpful articles, checklists, sample forms, and other substantive materials which address some of our more frequently posed questions. All InfoPAKs are available to members from ACCA OnlineSM at (www.acca.com/vl/infopak). The listing includes:

- ◆ **A Company's First General Counsel**
- ◆ **ADR**
- ◆ **Attorney-Client Privilege**
- ◆ **Alternative Billing**
- ◆ **Career Options for In-house Counsel**
- ◆ **Client Surveys**
- ◆ **Conflicts and Waivers**
- ◆ **Corporate Compliance**
- ◆ **Corporate Pro Bono**
- ◆ **Data Protection**
- ◆ **Doing Business Internationally**
- ◆ **E-Commerce Primer**
- ◆ **Election Law**
- ◆ **Email and the Internet**
- ◆ **Fee Reimbursement**
- ◆ **Global Law Department**
- ◆ **Hiring Foreign Nationals in the United States**
- ◆ **Homeland Security**
- ◆ **In-House Counsel Ethics**
- ◆ **In-House Counsel Standards under Sarbanes-Oxley**
- ◆ **Intellectual Property**
- ◆ **Internal Investigations**
- ◆ **Law Department Management**
- ◆ **Multidjurisdictional Practice Issues (UPL)**
- ◆ **New to In-House Practice**
- ◆ **Outside Counsel Management**
- ◆ **Preparing for and Responding to an Accidental Environmental Release**
- ◆ **Pro Bono**
- ◆ **Records Retention**
- ◆ **Recruiting and Retaining In-house Staff**
- ◆ **Responding to Government Investigations**
- ◆ **Role of the General Counsel**
- ◆ **Small Law Department**
- ◆ **Technology Primer**
- ◆ **Training Non-Legal Managers**

InfoPAKs are updated on an ongoing basis and new topics are under development all the time. For questions about additional material from the legal resources library, contact Karen Palmer: 202.293.4103, ext. 342 or palmer@acca.com.

Leading Practice Profiles



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.

With Leading Practices Profiles, we intend to create an ACC network that facilitates sharing the knowledge and experiences of your peers.

These profiles provide benchmarks and insights into how other companies and legal departments have invented a wheel that you may use to address problems that your company now faces or may face in the future.

Practice Profiles are **FREE** to members, online, by visiting www.acca.com/vl/practiceprofiles.php. The current topics are as follows:

- Leading Practices in Law Department Diversity
- Leading Practices In Law Departments: Adding Value And Moving Beyond The Cost Center Model
- Leading Practices In Law Department Metrics
- Leading Practices in Knowledge Sharing and Management
- Leading Practices In Strategic Outsourcing And Alternative Service Models
- Leading Practices In Providing In-House Legal Support For Corporate Governance Initiatives: What Companies Around The World Are Doing
- Leading Practices In Providing In-House Legal Support To The CFO & Finance Function
- Leading Practices in Compensation Programs and Retention Strategies for In-house Lawyers: What Companies are Doing
- Leading Practices in Using Non-Lawyer Personnel To Help Perform Legal Functions.
- Leading Practices in Board Governance and the role of in-house lawyers post Sarbanes-Oxley: What companies are doing
- Leading Practices in Crisis Management and the role of in-house lawyers: What companies are doing
- Leading Practices Profile: Indemnification and Insurance Coverage for In-house Lawyers: What companies are doing
- Leading Practices in Conflicts Management Programs: What Companies and Law Firms are Doing
- Leading Practices in Global Law Department Design and Service Models: What Companies Are Doing
- Leading Practices in Sarbox 307 Up-The-Ladder Reporting and Attorney Professional Conduct Programs
- Leading Practices In Codes Of Business Conduct And Ethics
- Leading Practices In Information Management And Records Retention Programs
- GE: Governance Changes That Contribute To A Culture Of Compliance