

**THE GEORGE WASHINGTON UNIVERSITY**  
WASHINGTON DC

*CORPORATE PARALEGAL EDUCATION PROGRAM 2012*  
*MAY 24 AND 25, 2012*  
*WASHINGTON DC*



*Created by Paralegals, for Paralegals*

**CURRICULUM**

**Patent Reform** – How the new America Invents Act affects corporations and how paralegals will operate under the new law

**Budgets and Legal Spending Analysis** – How to read and analyze budget documents, reporting, and other financial records issues

**International Transactions** – The Hague, proxies, foreign entities, checklist of issues for dealing with international agencies

**Professional Development** – Maintaining a resume, advancing in your current position, social networking

**The DuPont Method** – Decrease costs and increase efficiency through the savvy use of paralegals

**Technology demonstrations including record management systems** – Hands on demonstrations and instruction in relevant and current legal technologies

**Government Resources and Government Affairs** – Using local, state, and federal government resources to get the information you need

**Corporate Governance**

**Compliance and regulatory frameworks** – State and federal regulatory compliance and best practices

*Approval pending for 12 Continuing Legal Education credits, including two hours of ethics and professionalism by the National Federation of Paralegal Associations (NFPA) and National Association of Legal Assistants (NALA)*

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## CONFERENCE LOCATION AND LODGING

The conference will take place at the beautiful George Washington University Law School at 2020 H Street NW, just three blocks from the Club Quarters Hotel.



Club Quarters is located in a Beaux Arts building overlooking Farragut Square and just two blocks from the White House. In the center of the business district, just minutes from historic Pennsylvania Avenue, the Lincoln and Washington Memorials, Georgetown, Lafayette Square, and key government buildings. Club Quarters in Washington, DC provides easy access to Reagan National Airport, Union Station, and the Smithsonian

## FEES AND COSTS

**Conference Registration Fee: \$550**

Fee covers the cost of the program with breakfast, break refreshments, and lunch. Dinner and lodging are not included.

NEW ☆ NEW ☆ NEW ☆ NEW ☆ NEW

A **Nighttime Monuments Tour** will be available on Thursday evening..



For more conference information please contact  
Toni Marsh [marsh01@gwu.edu](mailto:marsh01@gwu.edu) or 202.994.2844

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## CONFERENCE SCHEDULE

### THURSDAY, MAY 24

**9:00 – 10:15**

**Patent Reform** – How the new America Invents Act will affect corporations and what paralegals need to know to comport with the new law

**10:15 – 10:30** Networking and sharing best practices

**10:30 – 12:00**

**Budgets and Legal Spending Analysis** – How to read and analyze budget documents, reporting, and other financial records issues

**12:00 – 1:00**

**Lunch**

**1:30 – 2:45**

**International Transactions** – The Hague, proxies, foreign entities, checklist of issues for dealing with international agencies

**2:45 – 3:00** Networking and sharing best practices

**3:00 – 4:30**

**Compliance and regulatory frameworks** – State and federal regulatory compliance and best practices

### FRIDAY, MAY 20

**9:00 – 10:15**

**The DuPont Method** – Decrease costs and increase efficiency through the savvy use of paralegals

**10:15 – 10:30** Networking and sharing best practices

**10:30 – 12:00**

**Technology demonstrations including record management systems** – Hands on demonstrations and instruction in relevant and current legal technologies

**12:00 – 1:00**

**Lunch - Professional Development** – Maintaining a resume, advancing in your current position, social networking

**1:00 – 3:00**

**Ethics** – Preventing the unauthorized practice of law

**3:00 – 4:30**

**Corporate Governance**

Brainstorming next year's program