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**2013 National Conference for Legal Services Administrators**

**January 15 and 16, 2013, Jacksonville, FL**

**Draft Agenda**

Monday, January 14, 2013

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| 6:00 pm | Opening Night Informal Gathering, *Please join us in the hotel lounge for a drink and networking for dinner* |

Tuesday, January 15, 2013

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| 7:30 – 8:30 am | Registration and Continental Breakfast | |
| 8:30 – 10:00 am | Plenary Session: Sustainability, by Shannon Ellis, CompassPoint Nonprofit Services | |
| 10:00 – 10:30 am | Break | |
| 10:30 – 11:45 am | Sustainability Clinic: Making the Hard Decisions for Financial Viability  *(Please commit to participating to this as a full day session, no in and out)* | HR and Office Management Roundtable |
| 11:45 – 1:45 pm | Lunch | |
| 1:45 – 3:00 pm | Sustainability Clinic: Making the Hard Decisions for Financial Viability, continued | Tech-fficiencies for Administrators |
| 3:00 – 3:30 pm | Break | |
| 3:30 – 4:45 pm | Sustainability Clinic: Making the Hard Decisions for Financial Viability, continued | Surfs Up! for Outcome Measures and Client Input |
| 5:00 pm | No-host “gathering,” – *Please join us in the hotel lounge for a drink and networking for dinner* | |

Wednesday, January 16, 2013

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| 7:30 – 8:30 am | Continental Breakfast | |
| 8:30 – 10:00 am | Plenary: The Networked Nonprofit, by Beth Kanter | |
| 10:00 – 10:30 am | Break | |
| 10:30 – 11:45 am | Financial Oversight and Internal Controls | Supervision and Your Case Management System |
| 11:45 – 1:45 pm | Lunch with James J. Sandman, President, Legal Services Corporation | |
| 1:45 – 3:00 pm | Grant Writing Tips and Tools | *Choose from these TIG conference sessions:*  *~How to Pull Your Case Management System out of the 80s*  *~How Not to Write Content for your SWWS*  *~Managing Choices With and About Technology*  *~ 2012 TIG Evaluation Planning Session* |
| 3:00 – 3:30 pm | Break | |
| 3:3 0 – 4:45 pm | Fiscal Roundtable | *Choose from these TIG conference sessions:*  *~Video to Reach Clients*  *~Windows 8 and Office 2013*  *~”Big Data” and Legal Services* |
| 5:00 - 6:00 pm | Networking and Affinity Groups | |