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**2017 National Conference for Legal Services Administrators -**

**“Blues, Soul, Rock ‘n Roll”**

**November 2 and 3, 2017**

**The Westin Memphis Beale Street**

**Memphis, TN**

**Agenda**

Thursday, November 2, 2017

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| 7:15 – 8:15 am | Registration and Continental Breakfast, Mississippi Ballroom Foyer | | | | |
| 8:15 – 9:20 am | Welcome and **Opening Plenary,** Mississippi **Ballroom**  Bias and Cultural Competence in the Age of Political Incorrectness  with Harrison D. McIver III, Executive Director and CEO, Memphis Area Legal Services, and Professor Demetria D. Frank, University of Memphis Law | | | | |
| 9:20 – 9:30 am | Move to first workshops | | | | |
| 9:30 – 11:00 am | We Have to Talk: A Candid Approach to Difficult Conversations  Mississippi Ballroom | Knowing and Respecting Rights of Employees – Even if “The Thrill is Gone”  Buffalo | | Making the Band: Who’s In and Who’s Out for IT and HR  Cumberland | |
| 11:00 – 11:15 am | Break | | | | |
| 11:15 – 12:45 pm | Managing the Office Manager – Tell Me Again Why This Is Important?  Mississippi Ballroom | Case Management and Statistical Reporting – “Tell It Like It Is”  Buffalo | | | Retirement Plans in Legal Services – “Golden Oldies”  Cumberland |
| 12:45 – 2:15 pm | Enjoy lunch with a colleague | | | | |
| 2:15 – 3:45 pm | Diversity in Hiring – You Know the “Why,” Let’s Focus on the “How”—Tips and Best Practices on Implementing Diversity and Inclusion in Hiring  Buffalo | | Someone to Watch Over Me: Successfully Navigating LSC Visits  Mississippi Ballroom | | |
| 3:45 – 4:00 pm | Break | | | | |
| 4:00 – 5:30 pm | Turn and Face the Strange Ch-ch-changes: Managing Change  Buffalo | Whole Lot of Shakin’ Goin’ On – Strategic Planning in Uncertain Times  Mississippi Ballroom | | | Telling Your Financial Story: Learn to Use Charts and Dashboards to Engage and Teach Board and Management  Cumberland |
| 6:00 pm | Meet colleagues in the hotel bar for a drink and networking for dinner | | | | |

Friday, November 3, 2017

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| 7:15 – 8:15 am | Continental Breakfast, Tennessee Ballroom Foyer | | | |
| 8:15 – 8:45 am | A Moment to Remember Colleagues and Clients Suffering Disasters  Mississippi Ballroom | | | |
| 8:45 – 9:00 am | Move to workshops | | | |
| 9:00 – 10:30 am | Social Media Uses and Policies  Cumberland | | LSC Regulations 1630 and 1631 –“Walk the Line”  Mississippi Ballroom | |
| 10:30 – 10:45 am | Break | | | |
| 10:45 – 12:15 pm | Retention – Has Legal Services Lost Its Soul or Do We Need to Find a New Way to Rock and Roll?  Cumberland | “You Know There Got to be Some Changes Made” - Triage and Intake:  Towards a More Efficient and Coordinated System  Buffalo | | “That’s All Right” - Cost Allocations in Legal Services  Mississippi Ballroom |
| 12:15 – 1:45 pm | Enjoy lunch with a colleague | | | |
| 1:45 – 3:15 pm | Financial Roundtable:  Planning and Budgeting in Uncertain Times  Mississippi Ballroom | HR/Office Management Roundtable  Buffalo | | End of the Line – Preserving the Knowledge of Key Staff Members  Cumberland |
| 3:15 – 3:30 pm | Break | | | |
| 3:30 – 5:00 pm | Self-Care Is Not Selfish, You Cannot Serve from an Empty Vessel!  Cumberland | | Legal Data Analysis and Visualization  Mississippi Ballroom | |
| 5:00 pm | Meet colleagues in the hotel bar for a drink while waiting for flights or dinner | | | |