**MIE National Conference for Legal Services Administrators**

**January 8 and 9, 2019**

**New Orleans**

***Draft 11/08/18***

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| **Tuesday, January 8, 2019** | | |
| 7:30 – 8:30 am | Continental Breakfast Provided, *Conde/Frontenac* | |
| 8:30 – Noon  w breaks and subtopics | The Employment Law Update, *Conde/Frontenac*  FLSA/Comp time/Paid time off  Flex time  Remote work/telecommuting  FMLA  Accommodation  Writing HR policies  Roundtable discussion | |
| Noon – 1:30 pm | Lunch with a colleague? Or in the hotel? | |
| 1:30 – 3:00 pm | Rethinking Intake, *Conde/Frontenac*  Hotlines, pro and con  Online intake, pro and con  Centralized v local intake  Intake in the field, tablets | |
| 3:00 – 3:15 pm | Break | |
| 3:15 – 4:45 pm | Health benefits and medicare | Collective bargaining roundtable |
| 5:00 – 6:00 pm | Opening Night Meet-up – Meet in the XXXXXXX for drinks and to make dinner arrangements with colleagues | |

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| **Wednesday, January 9, 2019** | | |
| 7:30 – 8:30 am | Continental Breakfast Provided, *Conde/Frontenac* | |
| 8:30 – 10:00 am | MIE Administrators Roundtable | LSC ITC Opening Plenary |
| 10:00 – 10:30 am | Break | |
| 10:30 – 11:45 am | Ensuring Justice in a World of Artificial Intelligence and High Tech Tools (MIE session at LSC ITC) | |
| Noon – 1:30 pm | Lunch with a colleague | |
| 1:45 – 3:00 pm | Procurement: writing policies, setting up contracts, getting bids | Project Management for Legal Aid Leadership  (LSC ITC workshop) |
| 3:00 – 3:30 pm | Break | |
| 3:30 – 5:00 pm | Digital Data Retention and Destruction Policies  (MIE session at LSC ITC) | |
| 7:00 – 9:30 pm | LSC ITC Reception (requires ITC registration or ticket) | |