BOOT CAMP
2010
BASIC TRAINING FOR LAWYERS

Presented by the Committee on Career Advancement and Management
and Committee on Law Student Perspectives
Transitional NY MCLE credits are available for some sessions.
This two-day program is being offered to provide recent law graduates and current law students with career planning information particularly relevant in today’s economy, as well as practical and substantive insights into the practice of law. Whether you are seeking a job at a large or small firm, government or public interest organization, these sessions will provide information that will help you to achieve success in your new role.

SPONSORS
TUESDAY, SEPTEMBER 14

12:45 PM – 1:00 PM  Registration

1:00 PM – 2:30 PM  Session 1 - How to Run An Effective Job Search

The current financial crisis has affected thousands of attorneys who are currently seeking new opportunities in a challenging job market. The search process is particularly challenging for newly graduated law students who have little hands on experience and smaller networks. This panel will teach recent graduates effective job search techniques that will help you leverage the skills, experience, and contacts you already have to find a job. Our experts will share timely insight into this process and answer your job search questions. Regardless of the economy, knowing how to conduct a thorough, effective, and informed job search is a lifelong skill every attorney should master.

Introduction: Linda Kleftodimou-Smith, Associate, Financial Services Group, Garrity, Graham, Murphy, Garafalo & Flinn

Speakers: Camille Chin-Kee-Fatt, Director of Career Services, Brooklyn Law School; Kathleen Brady, Principal, Brady & Associates; Diane Costigan, Northeast Managing Director, Shannon & Manch; Sarah Stramboulie, Principal, Stramboulie Career Consulting

2:30 PM – 2:45 PM  Break

2:45 PM – 4:00 PM  Session 2 - Drafting a Research Memo

This program will review the entire process of preparing an objective research memo, including gathering relevant facts; conducting effective research; preparing a focused and thorough legal and factual analysis; using an effective format; outlining your presentation; and drafting/revising your written analysis.

Speaker: Mike Lane, Shareholder, Anderson Kill & Olick, P.C.

4:00 PM – 4:15 PM  Break

4:15 PM – 5:30 PM  Session 3:

Part I - Knowing How to Read A Court Decision

Speaker: Suhana Han, Partner, Sullivan & Cromwell

Part II - Document Review Technology

Speaker: Kimberly Williams, Executive Director of Project Operations, Strategic Legal Solutions
THURSDAY, SEPTEMBER 16

12:45 PM – 1:00 PM  Registration

1:00 PM – 2:30 PM  Session 1 - Effective Communications Skills for New Attorneys and Law Students

As you move into the workplace, your communication with partners, other attorneys, staff and clients, becomes crucial to your success. In this session, you will gain tools to enhance listening and communication skills to help you better assess partners’ perspectives and goals, increase your overall appearance of confidence, instill trust in others, and communicate your knowledge clearly.

Speaker: Jay Sullivan, Managing Partner, Exec|Comm, LLC.

2:30 PM – 2:45 PM  Break

2:45 PM – 4:00 PM  Session 2 - Drafting Corporate Documents

This program will introduce you to drafting and reviewing a contract by giving you your first assignment – one that you might receive early in your career. Your client is the purchaser of a minority stock interest in a private company. Your task will be to review the Stockholders’ Agreement drafted by the controlling stockholders, and mark your changes on behalf of your client.

What You Will Learn:
• Basic provisions and terms of art of a stockholders’ agreement
• Basic structure of a contract
• Basic rules of contract drafting
• How to draft an agreement that accurately reflects the terms of your deal
• Significance of boilerplate provisions

Assignment:
In order to receive the maximum benefit from the program, prior to the session your assignment is to review the Term Sheet and mark your changes to the draft Stockholders’ Agreement in accordance with the Instructions. You should plan to spend approximately two hours on the assignment. [These documents will be linked from the registrant confirmation email and the Boot Camp registration page on www.nycbar.org]

Speakers: Eve Birnbaum, Founder and Principal, Manage.Law; Ori Solomon, Corporate Partner, Proskauer LLP

4:00 PM – 4:15 PM  Break
Session 3:

Part I - Conducting Legal Due Diligence
As law students and recent law graduates move into the workplace, they will often be confronted with the prototypical junior attorney assignment, “due diligence”. This session will discuss the basic function of due diligence, using the term in the context of mergers and acquisitions. Specifically, the discussion will focus on how attorneys work with clients in assessing the benefits and the liabilities of a proposed transaction by inquiring into all relevant aspects of the past, present and predictable future of a business to be acquired or divested.

Speaker: Robert Katz, Partner, Shearman & Sterling

Part II - Researching Corporate Laws
This session will discuss legal research techniques and strategies employed when researching corporate law in a transactional or regulatory practice. It will focus on federal and state statutory research, and will give junior associates a perspective on the legal research expectations that partners and senior associates have.

Speaker: Ann Lewis, Counsel, Ropes & Gray
REGISTRATION

CLE credit available for some programs. Please register at www.nycbar.org or fill the form below and mail to New York City Bar, 42 West 44th Street, New York, NY 10036 Attn: Marketing Department

☐ City Bar Members ($110)  ☐ Free to students and alumni of sponsoring law schools
☐ Non-Members ($295)

Join the City Bar now and register for Boot Camp at the Member Rate. Join now using promo code "BootCamp" and pay just the semi-annual dues (we will waive your one-time Admission Fee- this could save you $100 or more).

REGISTRANT

NAME

LAW SCHOOL

FIRM/ORGANIZATION

HOME ADDRESS

CITY  STATE  ZIP CODE  TELEPHONE

EMAIL

YEAR OF LAW SCHOOL GRADUATION (Anticipated)

EARLIEST YEAR OF ADMISSION  STATE  COUNTRY

FORM OF PAYMENT

☐ CHECK  Please make check(s) payable to: The New York City Bar Association

☐ VISA  ☐ MC  ☐ AMEX  Total Charged to Credit Card: $

CREDIT CARD NO.  CREDIT CARD EXPIRATION DATE

SIGNATURE  DATE

2010 Law School Graduates from Sponsoring Law Schools
Attend the Boot Camp at no charge, and then continue your learning at the City Bar Center for CLE’s Bridge the Gap on September 22 & 29 and receive $75 off registration for one day or $100 off registration for two days. Not yet admitted? Law school graduates can bank up to 16 credits between graduation and their admission to the New York Bar to put towards their first year credits (no more than 2 years prior to your date of admission). Use promo code “BootCamp” when registering for Bridge the Gap.

Law School Students
Attend Boot Camp to gain a competitive edge and continue your learning at the City Bar Center for CLE’s Bridge the Gap on September 22 & 29 for 50% off of member prices.