

THE GEORGE WASHINGTON UNIVERSITY
CORPORATE PARALEGAL EDUCATION PROGRAM 2010
MAY 20 AND 21, 2010
WASHINGTON DC

Approval pending for 12 Continuing Legal Education credits by the National Federation of Paralegal Associations (NFPA) and National Association of Legal Assistants (NALA)

CURRICULUM

Contracts: NDA's, CDA's, MSA's; type of agreements; how to review outside contracts; how to build contracts
(includes checklists and flow charts)

Document Management: document storage and retention; attorney/client privilege vis à vis other corporate departments; software for document management *(includes software demonstrations)*; systems and processes

Litigation Management – from corporate counsel's perspective: managing outside counsel; managing costs; working with paralegals at law firms; discovery from the client's perspective; billing, processes and systems;

Litigation Management –from outside counsel's perspective: billing; processes and systems; IT; infrastructure; litigation holds and prep

Corporate Governance: trademark and domains; 50 State + District of Columbia survey; Delaware laws and codes; compliance and best practices

Intellectual Property: file maintenance; trademark and domain issues; latest developments in law, practice, and technology

FEES AND COSTS

Conference \$500 per attendee

Lodging at the Club Quarters Hotel \$174 per night

839 17th Street Northwest (in beautiful Lafayette Square – just two blocks from the White House)

Washington, DC 20006-3940

202.463.6400

Breakfast, coffee break, and lunch provided

Dinner and recreation on your own

REGISTRATION DEADLINE

April 18, 2010

SPACE IS QUITE LIMITED; PLEASE REGISTER EARLY.

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FACULTY



RUSSELL R. CLARK, JD

Professor Clark is an attorney engaged in corporate, business transactions, contracts, technology transfer and financial services/institution matters. He has represented clients in various commercial transactions, financial services/institution matters, and software, hardware, communications, motion pictures and entertainment transactions. He has also been involved in legislative lobbying and regulatory advocacy at the federal and state levels.



CHERYL MILLER JOHNS, JD, LLM (IP)

Professor Johns is Assistant Chief Counsel for Telecommunications and Technology at US Small Business Administration, Office of Advocacy. Prior to that, she was the manager of regulatory affairs at France Telecom North America; a law clerk for the US Senate Judiciary Committee, Subcommittee on Antitrust, Competition Policy and Consumer Rights; an intern at the US Department of Justice, National Criminal Enforcement Section, and a legislative assistant at Sun Microsystems. Professor Johns is currently serving a detail at the United States Senate directing telecommunications and IP issues for the US Senate Committee on Small Business & Entrepreneurship, chaired by Senator Mary L. Landrieu.



TARA KIM EBERHART, RP

Professor Eberhart is the Paralegal Manager at McKenna Long & Aldridge's Washington DC office. Prior to that, she was a senior paralegal specializing in intellectual property at Morgan, Lewis & Bockius LLP. Professor Eberhart is a past president of the National Capital Area Paralegal Association (NCAPA) and a member of the advisory boards of NCAPA and The George Washington University. She is an active member of the International Paralegal Management Association (IPMA).

Additional faculty to be announced