

**REGISTRATION
INFORMATION**

The Future Is
NOW



**American Association
for Paralegal Education**

**25th Annual
Conference**

**October 11-14, 2006
New Orleans, Louisiana**

AfPE American
Association
for Paralegal
Education

www.aafpe.org

Conference Highlights:

- Conference registration fees at the same low cost
- 37 quality educational sessions offered by outstanding speakers
- Pre-conference hands-on workshops at an affordable rate
- Affordable hotel
- Easy access to the host city
- **NEW!** Train the Trainer from Adobe

The Future of AAFPE is Now!

While you are enjoying summer, remember that October is coming. The National Conference Committee invites you to come to New Orleans October 11-14, 2006, for its 25th Anniversary! That's right — AAFPE has assisted paralegal educators for 25 years. And where better to celebrate than New Orleans? The Big Easy is a celebration and "*laissez les bons temps rouler*" (let the good times roll) is more than a reminder of its French heritage; it's a way of life that began three centuries ago. It is what this year's conference is all about — let the good times roll!

For your first consideration, there are two a pre-conference workshop entitled, "Online Toolbox." One is basic, one is advanced. These hands-on session will provide attendees with valuable software applications and a few surprises. This session has a separate registration fee in addition to the conference registration.

Sessions: We have a total of 37 sessions to whet your appetite. Recognizing the increasing importance of technology, the conference will present a track that will emphasize the emergence and infusion of technology in our curriculum. New vendors, software surprises, and technology training will be offered. Software vendor demonstrations, teaching tips and training will be offered in the Software Theater. There is a track of valuable sessions to aid new program directors/faculty, such as the Newcomer Orientation, Articulation Agreements, and AAFPE Leadership Workshop, among others.

Another track will focus on teaching tips and tricks. The Teaching Competition, Writing Workshops, and classroom enhancements, and the Information Exchange Room will center on teaching.

Of course, the ABA will be a presence at the conference. The ABA Approval, Reapproval, and Interim Report sessions will return, as well as the Open Forum. In addition, there will be a session to help you write sufficient syllabi and prepare acceptable surveys in your ABA process as well as a session on syllabi for distance education.

We are bringing several speakers from outside our organization to lead the Military Education roundtable, Economic Benefits of Utilization of Paralegals, and Employers' Perspective on Employment.

Networking: An important aspect of our conference is the opportunity to network. Talking with peers, learning classroom tips, making contacts, and developing strong working relationships is an intrinsic reward that provides numerous benefits. One strong networking piece will be the Mardi Gras party. Plan to attend in your finest party attire!

New Orleans: While Katrina overwhelmed much of the city of New Orleans, the city and its people have not been beaten. This city, one of America's great treasures, will be supported through our presence. As AAFPE members build upon our knowledge and skills in New Orleans, we are participating in the spirit of these determined people. Other than that, what is New Orleans about? This southern city, with European traditions skillfully blended with Caribbean influences, is based in history and legend. New Orleans is filled with unique local architecture, spicy cuisine, and, of course, jazz that has Haitian and African influence. Café au lait was the staple here long before the first cup was steamed in Seattle or the first bean was roasted by Starbucks. The street names are French and Spanish, the Creole architecture comes in a carnival of tropical colors, and the voodoo is a Caribbean import.

Accommodations: Our headquarters hotel is in the heart of the French Quarter. The InterContinental New Orleans is located at 444 St. Charles Avenue, New Orleans, LA 70130-3171; Toll-Free: (800) 445-6563; Phone: (504) 525-5566; Fax: (504) 585-4350.

Please mark your calendars and plan to join us in New Orleans October 11-14, 2006.

National Conference Committee

Kathryn L. Myers
Saint Mary-of-the-Woods
College, Chairperson

Nicholas Riggs
Sullivan University

Joan Fraczek Spadoni
Bay Path College

Linda Spagnola
Union County College



2006 Conference Schedule

Wednesday, October 11

7:00 AM – 6:00 PM	Registration Open
8:00 AM – 12:30 PM	<p>The Online Toolbox Special Workshop — Basic (Additional Registration Fee) (Limited to 34 people) <i>Presenters: Paul Sedlacek, National American University; Kathleen Mercer Reed, The University of Toledo, Barry Morinaka, University of La Verne; Jules Tryk, Cuyahoga Community College</i></p> <p>Learn to build your own online course in this hands-on workshop designed for paralegal educators with little or no experience in online learning. Participants will use basic tools to create online course material, assignments, quizzes, and discussion boards for use in a distance learning course or as a supplement a campus-based course.</p>
1:00 PM – 7:30 PM	Exhibit Hall Open
1:00 PM – 6:00 PM	ABA Information Room
1:00 PM – 4:00 PM	<p>Adobe Acrobat 7: An Essential Tool for the Legal Community <i>Rick Borstein, Acrobat - Legal Market, Buffalo Grove, IL</i></p> <p>Already a defacto eFiling standard, PDF can do so much more! Learn how to create searchable PDF from paper, review PDFs, create PDF files from Office applications, convert PDF to Word, archive email and more in this special hands-on workshop! This workshop is limited to the first 34 people to register.</p>
3:00 PM – 4:00 PM	<p>ABA Sessions:</p> <p>A. Approval <i>Panelists: Sue Sullivan, Joyce Becker, Dean Peterson & Mattie Evans</i></p> <p>B. Reapproval <i>Panelists: Anita Tebbe, Lynne Dahlborg, Georgana Taggart, & Bob Van der Velde</i></p> <p>C. Interim Reports <i>Panelists: Jean Hellman Ryan, Elizabeth Mann & Ellen O'Donnell</i></p>
4:00 PM – 4:15 PM	Afternoon Refreshments with Exhibitors
4:15 PM – 5:45 PM	<p>CONCURRENT SESSIONS</p> <ol style="list-style-type: none"> <p>1. Newcomers Orientation <i>Facilitators: AAFPE Board Members</i></p> <p>If you are a new program director or if this is your first AAFPE annual conference, meet the Board of Directors and learn about AAFPE and all it has to offer you!</p> <p>2. Intellectual Property Issues & Online Courses in the Internet Age <i>Facilitator: Bruce Davis, University of Cincinnati, Clermont College</i> <i>Panelists: Bob Diotalevi, Florida Gulf Coast University; Lynnette Noblitt, Eastern Kentucky University</i></p> <p>Intellectual property law is at the forefront of cyberspace. With advanced technology come new legal issues to battle. The age of information has given rise to greater concerns about copyright, patent, trademark and other legalities. As new legal interpretations emerge from Congress as well as the courts, these thorny matters must be addressed. These areas ultimately affect faculty members, researchers, administrators and anyone interested in higher education. We will endeavor to explain the present laws regarding intellectual property and course development. We hope that this session will prove to be a resource as well as guide to those interested in traversing these navigable waters.</p> <p>3. Immigration Law After 9/11 <i>Facilitator: Constantine Scarros, Katharine Gibbs School</i> <i>Panelists: Barry S. Morinaka, University of La Verne; Kathrine (Kathe) I. Berning, Truckee Meadows Community College</i></p> <p>This timely and thought-provoking session will provide a brief history of American immigration and immigration law, along with commentary on the effects of 9/11 on immigration. The role of paralegals in immigration law will be highlighted, with a view toward the future of immigration law (and paralegals) in the post-9/11 era.</p> <p>4. Military Education Roundtable <i>Facilitator: Gene Silverblatt, Central Texas College</i> <i>Panelists: C. N. (Calvin) Richards, LNCM(SW/AW), USN, Command Master Chief, Naval Justice School; Gregory T. Baldwin LTC, JA, Director, Training Developments Directorate, The Judge Advocate General's Legal Center & School; Tucker Wright, Roger Williams University</i></p> <p>This session provides attendees with an opportunity for a practical discussion on issues affecting the military and paralegal education. Attendees should come prepared to participate and interact with others.</p>
6:00 PM – 7:00 PM	Hors d'oeuvres Welcome Reception — In Exhibit Hall (Cash bar)
7:00 PM – 10:00 PM	<p>The Online Toolbox Special Workshop — Advanced (Additional Registration Fee) (Limited to 34 people) <i>Presenters: Paul Sedlacek, National American University; Kathleen Mercer Reed, The University of Toledo, Barry Morinaka, University of La Verne; Jules Tryk, Cuyahoga Community College</i></p> <p>See and experience advances in online course delivery. Learn to effectively use audio, video, and animation to enhance learning in your online paralegal course. Discover advanced tools to create an interactive learning environment using technology not available just a few years ago. Explore continuing developments in online paralegal education.</p>
Evening	Dine Arounds <i>Leaders: Marisa Campbell, Tom Goldman, Ed Husted, Joy Smucker, Pam Bailey, and Christine Lissitzyn</i> or Dinner on your own

Thursday, October 12

7:30 AM – 4:00 PM	Registration Open
7:30 AM	Morning Coffee, Tea and Soft Drinks with Exhibitors
7:30 AM – 4:00 PM	Exhibit Hall Open
7:30 AM – 4:00 PM	AAFPE Information Exchange “Scenario Swap” – (Open to Submitters only)
8:00 AM – 5:00 PM	ABA Information Room
8:15 AM – 9:45 AM	Opening General Session/Meet the Candidates
9:45 AM – 10:00 AM	Break
10:00 AM – 4:00 PM	Software Showcase

10:00 AM – 11:15 AM **CONCURRENT SESSIONS**

5. Teaching Competition

Facilitator: Mary Kubichek, Casper College

An educator's demonstration of a paralegal lesson. Come and observe your peers at work. Compete for an award!

6. Articulation: Institutional Transfer Issues and Practices

Facilitator: Bruce Hamm, Syracuse University

Panelists: Judy Krom, Thomas Edison State College; Roger Hollands, Ball State University; Kristin Willadsen, Ivy Tech State College; Jeanne Dibble, Southwestern Illinois College

Crafting articulation agreements requires a pro-active approach and many details need to be addressed. Well-prepared directors will have researched course equivalencies and honed their negotiation skills. Our panelists will explore issues such as two-year college to four-year college transferability, "assessment of prior learning," content and rigor requirements in determining equivalencies, creating the necessary documentation, and most importantly, what has worked for them in the past!

7. Strategies for Improving Student Writing Skills

Facilitator: Christine Lissitzyn, University of Hartford

Panelists: Tracey Spencer, Lamar Institute of Technology; Mary Noe, St. Johns' University; Ellen Boegel, St. Johns University; Marcy Delesandri, North Harris College

Paralegal teachers and employers have noticed that some paralegals do not demonstrate a professional level of writing skills. AAfPE has established a task force to assess the problem and make recommendations for improvement. Come hear members of the Task Force explain their goals and progress. We will discuss results of a membership survey about paralegal student writing, teaching rubrics to identify problems, strategies to improve writing, and how to best use resources throughout the campus for your students.

**8. Software Partner Training Resources Session:
Lexis Casesoft and Adobe**

Learn from our software vendor partners in education trainers: How to teach Adobe and Casesoft products to your students using resources available to incorporate these technologies effectively into your classroom.

11:30 AM – 12:30 PM Lunch – Program/Open Forum/Past Presidents

12:30 PM – 1:30 PM **CONCURRENT SESSIONS**

9. North East Region Roundtable *Facilitator: Lillian Harris, Brookdale Community College*

10. South East Region Roundtable *Facilitator: Marissa Campbell, Meredith College*

11. North Central Region Roundtable *Facilitator: Carolyn Smoot, Southern Illinois University*

12. South Central Region Roundtable *Facilitator: Ed Quist, University of Alaska Fairbanks*

13. Pacific Region Roundtable *Facilitator: Robert LeClair, Kapioloni Community College*

1:30 PM – 1:45 PM Refreshment break with Exhibitors

1:45 PM – 3:00 PM **CONCURRENT SESSIONS**

14. Implementing Service Learning in Paralegal Curricula

Facilitator/Panelist: Danxia Cuervas, Miami Dade

Panelists: Lenore Molee, Montclair State; Pamela Kelley, UAA Justice Center; Mary Kubichek, Casper College

Service Learning encompasses virtually any "out-of-classroom" experience that explores alternate learning styles. These diverse experiences- including community outreach, internships, cooperatives, and volunteerism- all promote a greater understanding of classroom material and enhance the ability to apply it to practical situations. The thrust of the experience is not only the action, but also the reflection and abstraction of the activity. Our panelists will address how it can be incorporated into the paralegal studies curriculum and how to have students engage in meaningful reflection. They will also explore both the practical implementation of service learning in the curriculum and how to identify community partners and work with them in creating projects. Specific course examples with syllabi will be provided.

15. Technology Interactive Forum Course Demonstrations

Are you interested in using white boards, computer projectors, or internet connections to enhance learning in the classroom? Do you want to expand class presentations? This panel will provide new and exciting "tricks" for your use. The direction and progress of the Technology Task Force will be reviewed and discussed. We are setting in motion an extensive project that will culminate in lesson plans and syllabi for each appropriate software program, and the creation of technology, informational training and instructional CDs for sale.

16. Hands-on Writing Workshop

Facilitator: Christine Lissitzyn, University of Hartford; Tracy Spencer, Lamar Institute of Technology

Are you brave enough to put your writing skills to the test? We will demonstrate assessment tools for grammar and writing style. We will also show some examples of good writing and some writing exercises that you can use with your students.

17. AAfPE Leadership Workshop

Past Presidents of AAfPE: Judy Gibbs, (1993-94) Avila University; Ronald C. Goldfarb, (2004-05) Middlesex County College; Paul Guymon (1999-2000) William Rainey Harper College; Bernard Helldorfer (1996-97), St. John's University; Kathryn L. Myers (2000-01) Saint Mary-of-the-Woods College; Diane Pevar (2003-04) Manor College; Joan Fraczek Spadoni, (2002-03), Bay Path College; Anita Tebbe (1997-98) Johnson County Community College

What does it take to be a leader in AAfPE? Talk to the veterans who have blazed the trail and set the standards for AAfPE. As AAfPE celebrates its 25th year as the leader in paralegal education, see how you can make a difference and have a voice in the future. We need volunteers to be the next generation of leaders in AAfPE. The advantages include personal and professional growth, recognition in the field as well as at your college or university, and amazement (or something close) from your students.

Thursday, October 12 (continued)

3:15 PM – 4:30 PM CONCURRENT SESSIONS

18. National Conference Committee Open Forum

Facilitator: Kathryn L. Myers, Saint Mary-of-the-Woods College, National Conference Chairperson

Are you interested in presenting at next year's conference? Do you have ideas for exciting sessions? This meeting is for you.

19. Program Organization and Management Tools Roundtable (Bring Tools)

Facilitator: Linda Spagnola, Union County College

Sometimes it feels like we Program Directors are trying to lasso a Jell-O® "Jiggler" as we try to maintain composure under the stresses of administrative and teaching duties. ["Where did I put those syllabi?"; "What ABA report?"; "Where's my desk? — must be under this paper somewhere?????"]. Please come share your organizational and management tools that keep you sane. Kindly bring a "tool" you found particularly helpful and be prepared to take away some found gems from your colleagues.

20. Capstone Roundtable (Bring Tools)

Facilitator: Dianne Juettner, Mercy College - Dobbs Ferry

Panelists: Wendy B. Edson, Hilbert College; Anthony M. Piazza, Myers University; Deborah Benton

Those attending this roundtable discussion should come prepared with their ideas, procedures and tools for implementing a capstone course. Is there a better way to make sure your program has a course that is a true culmination of paralegal studies?

21. AAFPE's Scholarly Journal: Future & Direction

Facilitator: Hedi Nasheri, Kent State University; Panelists: Ron Goldfarb, Middlesex County College; Jennifer Cote, Madonna University

AAFPE needs a publication to provide an outlet for our members who want, or need, to publish to enhance their academic status. Also, a refereed journal is a hallmark of a scholarly organization. A not insignificant factor is the draw that such a journal will have for potential members. As with our existing membership base, a percentage of those individuals will want to publish and nearly all of them will enjoy reading the articles. This panel is designed to promote discussion between the panelists (the Journal Committee) and our members as to the direction of our journal and the necessary steps that we need to take to have a scholarly publication.

6:00 PM – 7:00 PM AAFPE Gathering Place

6:30 PM 25th Anniversary Mardi Gras Celebration (Black Tie Optional) (Cash Bar)

Friday, October 13

7:30 AM – 4:00 PM Registration Open

7:30 AM Morning Coffee, Tea and Soft Drinks with Exhibitors

7:30 AM – 3:00 PM Exhibit Hall Open

7:30 AM – 4:00 PM AAFPE Information Exchange "Scenario Swap" – Open to All

7:30 AM – 4:00 PM Software Showcases

8:00 AM – 5:00 PM ABA Information Room

8:15 AM – 10:15 AM AAFPE Business Meeting

10:15 AM- 10:30 AM Break

10:30 AM – 11:45 PM CONCURRENT SESSIONS

22. International Experiences for Students: Funding, Fellowship and Fun

Facilitator: Georgana Taggart, College of Mount St. Joseph

Panelists: Karl Power, College of Mount St. Joseph; Tucker Wright, Roger Williams University; Anne L. Lukas, Ursuline College

This session will focus on the use of foreign travel as a teaching tool for paralegals and for interdisciplinary or multidisciplinary classes. Subjects covered will include destination ideas, travel as a class component or an independent activity, syllabi, activities, resources, contacts, making arrangements, and funding.

23. Nerds, Geeks and Paralegal Instructors

Panelists: Matt Cornick, Clayton University; Tom Goldman, Bucks Community College; Jill O. Jaspersen, Utah Valley State College

What's new in the geek world? How about PodCasting your class? Learn the ins and outs of creating a viable podcast. Students love the enhancement and technology is certainly the future!

24. Exploring Ideas for New Courses

Facilitator: Donna Schoebel, Capital University Law School

Panelists: Katherine Currier, Elms College (Sports Law); Lynnette Noblitt, Eastern Kentucky University (Expert Witness Testimony);

Marissa Moran, NYC College of Technology (Forensics & The Legal Process and Information Litigation Graphics)

Recognizing the trend in the legal profession towards specialization, many programs are developing new and interesting courses to better prepare their students for the workplace. Additionally, directors and instructors are constantly looking for ways to expand their curricular offerings to entice students to register, to re-energize themselves, and to relieve the monotony of teaching legal research for the 17th time. Panelists will share their successes and resources for these new topics in the paralegal curriculum.

25. ABA Requirements: Syllabi Guidelines and Survey Needs

Panelists: Lynne Dahlborg, Suffolk University; Ellen O'Donnell, North Shore Community College

Do you wonder how to create a perfect syllabus that the ABA will approve? Do you need help in drafting the best survey ever? Our ABA reps will provide some insight into these topics.

11:45 AM – 1:15 PM Awards Luncheon

1:15 PM – 2:30 PM CONCURRENT SESSIONS**26. The Electronic Paralegal***Panelists: Charlotte Harris; Don Swanson*

Today's paralegals need computer skills to thrive in the profession. Paralegals working in all types of practice areas (real estate, litigation, family law) and all types of organizations (law offices, corporations, government) use specialized software and services. The presenters will offer interesting real-world experience and explain why they believe computer-related technology must be part of every course taught. The presenters are members of AAFPE's Technology Committee.

27. Economic Benefits of Utilization of Paralegals*Facilitator: Therese (Teri) A. Cannon, Associate Director for the Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges**Panelists: Frances Kao, Chair, American Bar Association Standing Committee on Paralegals and Partner, Skadden, Arps, Slate, Meagher & Flom LLP*

Learn more about a new tool for marketing and explaining the value of paralegals to lawyers in your community. "Economic Benefits of Paralegal Utilization" is a product of the American Bar Association created by D. Jeffrey Campbell and the ABA Standing Committee on Paralegals <<http://www.abanet.org/legalservices/paralegals/>>. The Model PowerPoint presentation will be illustrated and the supporting materials will be explained.

28. Finding and Keeping Quality Adjuncts*Facilitator: Nancy Gallo, Sussex University**Panelists: Ronald Goldfarb, Middlesex County College; Michael Fitch, Edmonds Community College*

Are you stumped when you try to comply with the ABA guidelines on faculty? This session provides tips and techniques for finding, training and keeping quality faculty.

29. Point/Counterpoint: Print Research or CALR*Panelists: Martin Connor, Kaplan University; Richard T. Martin, Washburn University; Kathryn L. Myers, Saint Mary-of-the-Woods College; Jean Volk, Middlesex County College; Andrea Yellin*

Do you teach the students research from printed materials? Do you teach research using the computer? Do you utilize both formats? What are the advantages and disadvantages?

2:30 PM – 2:45 PM Refreshment Break with Exhibitors

2:45 PM – 3:45 PM CONCURRENT SESSIONS**30. Regional Conference Hosts (2007/2008)** *Facilitators: Meridith Senes/AAfPE Board*

If you are hosting a regional conference in 2007 and/or 2008, you should attend this meeting.

31. Rejuvenation Roundtable for Seasoned Program Directors (10 years or more)*Facilitator: Jill Martin, Quinnipiac University*

Have you been teaching the same course in the same way forever? Have you tried numerous "tricks" over the years?

Are you just out of steam? This roundtable is for you. An idea to share with your colleagues is your ticket to this session.

32. Inspiration Roundtable for New Program Directors (3 years or less)*Facilitator: Linda Spagnola, Union County College**Contributors: Leslie Ennis, Samford University; Susan Harrell, University of West Florida*

New to the "game" and overwhelmed? Overworked and underpaid? (Silly question). Come and share successes and difficulties that you've encountered as a new program director. There are particular challenges that new program directors face and this is an opportunity to hear and be heard on some of the issues that affect us "newbies." If there is any information that you have found particularly helpful in your burgeoning career — please bring it! Lastly, we promise — no voodoo initiation rites involved!

33. ABA Approval and the Distance Education Syllabus*Facilitator: Edwin B. Miller, Peirce College**Panelists: Sally Dahlquist, Inver Hill Community College; Bonnie S. Shane, Sinclair Community College*

Three well-respected paralegal educators will discuss the process of successfully obtaining ABA approval of distance education syllabi in order to offer online courses. They will share tips on how to expedite the process.

34. Publications*Facilitators: Pam Bailey, Duquesne University; Liz Nobis, Lansing Community College*

If you are interested in seeing your work and name in print, this is the session for you! Pam Bailey, Publications Chair, and Liz Nobis, Editor of *The Paralegal Educator*, will call for papers and discuss publishing in AAFPE's general publications. Share your teaching and enrichment ideas with your fellow educators.

3:45 PM – 4:45 PM ABA Open Forum

Facilitators: Frances P Kao, Chair of Standing Committee on Paralegals; Jean Hellman Ryan and Sue Sullivan, Educational Consultants, and Anita Tebbe, Chair of Approval Commission

3:45 PM – 4:45 PM Regional Accreditation Issues

5:00 PM – 6:30 PM AAFPE Gathering Place

Evening Dine Arounds *Leaders: Marisa Campbell, Tom Goldman, Ed Husted, Joy Smucker, Pam Bailey, and Christine Lissitzyn*
or Dinner On Your Own

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Saturday, October 14

7:30 AM – 11:30 AM Registration

8:30 AM – 9:30 AM Breakfast – New Orleans' Criminal Justice System since Katrina

Speaker: Dwight Doskey, New Orleans Public Defender's Office

9:30 AM – 10:45 AM CONCURRENT SESSIONS

35. Wikis, Blawgs, and Other Strange Creatures in the Virtual World of Paralegal Education

Facilitator: Robert Van der Velde, Eastern MI

This session is a visual introduction to innovative uses of technology in legal education, including a sample AAFPE Wiki and AAFPE Blawg. Wikis are inexpensive (sometimes free!) tools for students to collaborate on writing projects. Blawgs are law web-logs where some very witty legal educators provide timely commentary in the blogosphere. And there are fascinating developments in virtual 3-D worlds such as SecondLife, where one can meet with students online in such venues as the US Supreme Court, UN Security Council, or for a larger audience, give a lecture from the lectern at the UN General Assembly. We will tour these and other interesting sites along the way.

36. A LEX Primer

Panelists: Lillian Harris, Brookdale Community College; Joan Fraczak Spadoni, Bay Path College; Jean Volk, Middlesex County College

With all the changes, questions and requests for help, the LEX Primer Session was designed with both new and established "LEXians" in mind. There are so many rewards to recognizing your best students with this honor. AAFPE maintains general guidelines for the LEX Chapters, but there are plenty of variations on the theme that reflect the diversity of paralegal programs across the country. This session is an opportunity to learn both the requirements and the alternatives available to start or enhance your LEX Chapter.

37. Preparing Paralegals for Employment – Employers' Perspective

Facilitator: Sallie E. Davis, Tulane University Panel of local employers

A panel of employers will discuss what they look for in employees. Ask questions and enjoy the dialog about skills that employers are seeking to weigh the next employee.

10:45 AM

Conference Ends — See you in Baltimore October 2007!

Registration Information and Policies

1. Monday, September 29, 2006, is the cut-off date to qualify for the "early bird" registration fees.

- Each attendee MUST complete an individual registration form in its entirety, including payment information. Registration can also be done online by visiting the AAFPE website at www.aafpe.org and clicking the ONLINE REGISTRATION LINK.
- Registrations paid by credit card will be accepted via fax to 856-423-3420. DO NOT mail registration form if faxing as it may result in duplicate charges to your credit card.
- All fees must be payable to AAFPE, paid in U.S. funds, and drawn on a U.S. bank. No registration will be processed without receipt of payment.
- Full registration includes tickets for the following food functions:
 - Wednesday Welcome Reception
 - Thursday and Friday morning Coffee, Tea and Soft Drinks with Exhibitors
 - Thursday and Friday afternoon Refreshment Breaks with Exhibitors
 - Thursday Luncheon
 - Thursday Night Mardi Gras Celebration
 - Friday Awards Luncheon
 - Saturday Breakfast

Hotel and AAFPE staff will be present to collect tickets for each event. Please treat your tickets as "cash" and help AAFPE control costs by presenting the tickets at the events. Note: Tickets may be purchased for guests not registered for the meeting. Advance purchases are encouraged.

6. All cancellations or requests for refunds must be received in writing by mail, e-mail or fax to AAFPE Headquarters as follows:

- Registrations cancelled on or before September 29, 2006 are eligible for a full refund.
- Registrations cancelled after September 29, 2006 are nonrefundable and cannot be applied as "credit" to the following year.
- Member substitutions may be made at any time upon payment of a \$25.00 administrative fee.
- Attendees are responsible for making their own hotel and travel reservations and any cancellations for these arrangements.

7. Guest policies:

- Please indicate the name of any registered guest(s) at the time of your registration. Guest registration includes the Wednesday Welcome Reception, Thursday and Friday morning Coffee, Tea and Soft Drinks with Exhibitors, Thursday and Friday Luncheons, Thursday and Friday afternoon breaks with Exhibitors, Thursday night's Mardi Gras Celebration and the Saturday Breakfast.
- Unregistered guests who intend to accompany you to any food functions (Wednesday Welcome Reception, Thursday and Friday morning Coffee, Tea and Soft Drinks with Exhibitors, Thursday and Friday Luncheons, Thursday and Friday afternoon refreshment breaks with Exhibitors, Thursday night's Mardi Gras Celebration and the Saturday Breakfast) must purchase a ticket for that event. Availability of tickets is limited and advance purchase is encouraged.

- Attendees will receive registration confirmation via email or standard mail after receipt of payment either by check, credit card or purchase order. Please allow two weeks for receipt of your confirmation. **Purchase order registration requests will not be processed until payment is received. Purchase Orders will not be accepted at the conference as payment for registration.** Should you not receive a registration confirmation after payment is received, please call 856-423-2829.

General Information

Hotel Reservations

InterContinental New Orleans

444 St. Charles Avenue, New Orleans, Louisiana 70130
Ph: 813-225-1234 • Fax: 813-273-0234

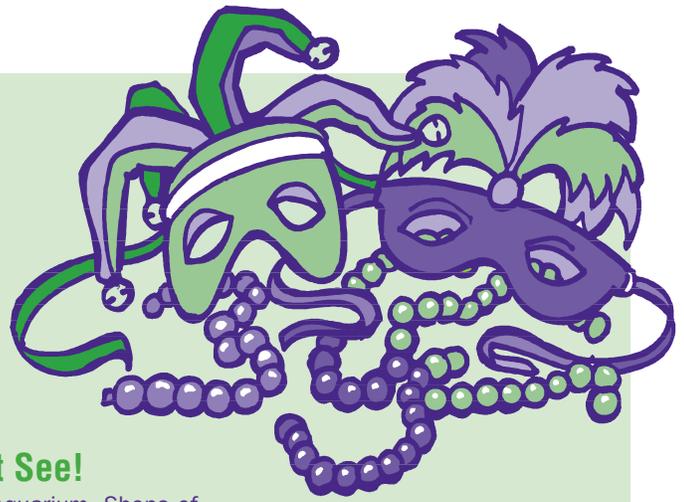
The InterContinental New Orleans, headquarters hotel for the 25th Annual AAFPE Annual Conference, is located at the core of the city providing convenient access to the historic French Quarter and local attractions. The hotel is also convenient to the Louis Armstrong International Airport and attractions including the Historic St. Charles street car route, the New Orleans Zoo, Riverwalk and more. A taxi from the airport to the hotel will cost approximately \$30.00.

The guaranteed AAFPE room rate for the Conference is \$189 single/double occupancy plus applicable state and local taxes, which are currently 13%, and a \$2.00 per room, per night occupancy fee. A fee of \$30 will be charged for each additional person per room, per night. To make your reservations, call 800-445-6563. Please identify yourself as attending the American Association for Paralegal Education or AAFPE Conference.

When you arrive at the hotel, you will be asked to verify and sign the registration cards confirming the dates of your stay. Any guest checking out of the hotel earlier than the date indicated on the card will be charged an early departure surcharge of one night's sleeping room revenue plus current hotel sales tax. You must cancel your hotel reservation earlier than 72 hours before arrival to avoid forfeiting the first night's deposit or the credit card will be charged for one night's stay at the convention rate.

Please note that check-in time is 4:00 pm and check-out time is noon. Guest room amenities include bathrobe; cable/satellite color TV with premium cable and Pay-Per-View movies; coffee maker; complimentary morning newspaper; hairdryer; high-speed internet access via WorldLink — power and phone/internet connector (cable in room); in room safe; in room video check-out; individually controlled air conditioning; iron/ironing board; mini bar; two-line phone with voice mail, and work desk with lamp.

There are so many things to see and do in the Big Easy! To check on old favorites or find new opportunities to explore the food, drink and culture of this Cajun paradise, check the New Orleans Convention and Visitors Bureau website at www.neworleanscvb.com. This excellent site provides updates on what establishments and attractions have reopened since Katrina. It's also a great place to find the best crawfish etoufee and beignets!



Must See!

Aquarium, Shops of Riverwalk, French Quarter, Harrah's Casino, Garden District, Children's Museum, New Orleans Museum of Art (NOMA), D-Day Museum.

Must Do!

City, Plantation or Swamp Tour; visit the French Quarter (Royal Street Antique Shops); ride the historic streetcar line to the New Orleans Museum of Art and new Sculpture Garden; dine in world famous restaurants (think Emeril's) and eat world class beignets and cajun food; take a riverboat cruise.

Tips!

Pace yourself...there is a lot to see, eat and drink! Enjoy all New Orleans has to offer and then share your experiences with others!!!

Weather/Dress

New Orleans has a subtropical climate with pleasant year-round temperatures ranging from the mid 40's in winter to more than 90's in the summer. Rainfall is common in New Orleans, with a monthly average of about five inches of precipitation. The temperature range in October is 59-79 with 72% sunshine and an average rainfall of 2.9 inches. Loose, lightly colored clothing is recommended for daytime activities; a lightweight jacket or sweater is a good choice for the evening, especially for activities on or near the water. Comfortable walking shoes will help make the experience at the area's numerous attractions and shopping opportunities pleasant. Sunscreen rated SPF 15 or higher is also a must for visitors of all ages. Dress for the AAFPE conference is business casual.

For more information please contact:

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