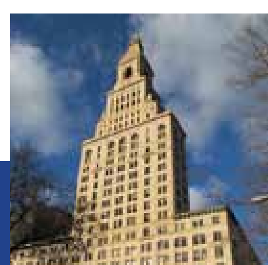
REGISTRATION BROCHURE

NFPA® Annual Convention & Policy Meeting | October 3-6, 2013 | Hartford Marriott Downtown, Connecticut



NATIONAL FEDERATION of PARALEGAL ASSOCIATIONS Inc.®

Proudly Hosted by: Central Connecticut Paralegal Association, Inc.

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Corporate Sponsor logos used with permission.

BENEFITS OF ATTENDING

PERSONAL CONTACTS

A personal connection, resulting from face-to-face contact, generates a higher level of trust. Come build your business relationships with others in the profession.

NETWORKING OPPORTUNITIES

A convention provides a great opportunity to expand your network and make valuable connections.

CONTINUING LEGAL EDUCATION

The educational sessions are designed specifically to provide paralegals with continuing legal education. Attending the educational sessions will enhance your knowledge in specific areas, which can often directly impact your professional status.

GET INSPIRED

Many paralegals find that they have a significantly renewed passion for the profession and an increased level of confidence in building the paralegal profession after attending an NFPA convention.

NFPA CONVENTION CHARITY

CASUAL FOR A CAUSE!

Please support this year's charity, Billings Forge Community Works, by donating $5 (or more if you choose) to wear jeans on Friday, October 4. Billings Forge has turned a formerly notorious Hartford neighborhood into a nurturing environment. They host job training, art classes, sewing classes and a community garden, and offer safe apartment living for residents. Billings Forge opened a fantastic farm-to-table gourmet restaurant, the Firebox, which also helps support the neighborhood and employs local residents. Billings Forge offers opportunities to economically challenged families and helps them down the path to self-sufficient, healthy living. Please help them accomplish their mission.

BILLINGS FORGE
COMMUNITY WORKS

Come see what NFPA's Annual Convention &

Policy Meeting are all about!!!

Go home with amazing, infectious energy!!!

See you at the NFPA 2013 Annual Convention: October 3-6

NFPA CONVENTION 2013
Program At-A-Glance

Thursday, October 3

7:30am – 5:00pm
Registration

7:30am – 7:00pm
Exhibit Hall Open

7:30am – 8:30am
Continental Breakfast

8:30am – 9:45am
Concurrent Educational Sessions

9:45am – 10:15am
Morning Break + Visit with Exhibitors

10:15am – 11:30am
Concurrent Educational Sessions

11:30am – 1:00pm
Keynote Luncheon

1:00pm – 2:15pm
Concurrent Educational Sessions

2:15pm – 2:45pm
Afternoon Break + Visit with Exhibitors

2:45pm – 4:00pm
Concurrent Educational Sessions

4:15pm – 5:30pm
NFPA Workshops
Student Workshop

5:30pm – 6:45pm
Exhibitors' Reception

7:00pm – 10:00pm
Board of Directors' Meeting
(Members Only)

Friday, October 4

7:00am – 5:00pm
Registration

7:00am – 8:30am
Continental Breakfast

7:30am – 2:00pm
Exhibit Hall Open

7:30am – 8:30am
First Timer's Meeting

8:15am – 4:45pm
Pro Bono Conference

8:30am - 11:15am
NFPA Region Meetings
(Members Only)

9:30am – 10:45am
Morning Break + Visit with Exhibitors
(staggered 15 minute breaks by region)

11:15am – 12:00pm
Meet the Candidates Panel
(Members Only)

12:00pm – 1:30pm
Coordinator Appreciation,
Networking Lunch

1:30pm – 2:00pm
Exhibitor Door Prize Drawings

2:00pm – 4:30pm
NFPA Region Meetings
(Members Only)

4:30pm – 5:30pm
Treasurer's Meeting
(Members Only)

6:30pm – 10:00pm
Social Event at The Hartford Club

Saturday, October 5

7:30am – 9:00am
Registration

8:00am – 9:00am
Continental Breakfast

9:00am – 5:30pm
Policy Meeting

10:30am – 10:45am
Morning Break

12:00pm – 1:30pm
Awards Luncheon

3:15pm – 3:30pm
Afternoon Break

8:00pm – 12:00am
Caucus Meeting(s) - if necessary

Sunday, October 6

7:30am – 8:30am
Continental Breakfast

8:30am – 1:00pm
Policy Meeting

10:15am – 10:30am
Morning Break

3:00pm – 10:00pm
Board of Directors' Meeting
(Members Only)

Monday, October 7

9:00am – 1:00pm
Board of Directors' Retreat
(NFPA Board Members Only)

KEYNOTE LUNCHEON PRESENTATION

The luncheon will feature a panel of four paralegals speaking on "Career Transitioning into Non-Traditional/Alternative Roles."

Thursday, October 3 | 11:30am – 1:00pm

Panelists:

Susan Beaudin

Ms. Beaudin is the Assistant Vice President of Law Administration, Operations and Technology at Massachusetts Mutual Life Insurance Company, headquartered in Springfield, Massachusetts. Ms. Beaudin joined Mass Mutual in 2002 as a Paralegal in the Corporate Law and International sections of the Law Department. Ms. Beaudin is now responsible for operations and technology management, financial management and oversight, project management and support, legal vendor management, outside counsel management, and business partner relationship management for Mass Mutual's 115-person Law Department. Ms. Beaudin and her team also provide support to the Office of the General Counsel and the Office of the Corporate Secretary. Ms. Beaudin received her B.A. in Paralegal Studies, summa cum laude, from Anna Marie College. She also holds a Certificate in Paralegal Studies from Northeastern University.

Maria Fazzino

Ms. Fazzino is the Director of Human Resources Compliance with The Hartford Financial Services Group, Inc. Ms. Fazzino provides leadership and oversight to a variety of compliance initiatives including wage and hour reviews, I-9 compliance, eVerify, background investigations, onboarding of new hires, the Family and Medical Leave Act, HR Policy, and unemployment compensation claims and appeals hearings. In addition, Ms. Fazzino serves as the subject matter expert on Federal and State record keeping requirements. She also served as project lead for enterprise-wide initiatives including the outsourcing of the company's timekeeping and attendance management systems, and the development of the company's EEO and Affirmative Action Office. Ms. Fazzino manages all Department of Labor audits and serves as the primary contact with relevant agencies/investigators. She built the internal infrastructure and parameters for interacting with regulators, and formally documented roles and responsibilities between Compliance, Law and HR in responding to audits. Ms. Fazzino began her career as a paralegal working in private law firms before joining The Hartford in 1995. She worked as a paralegal in several units within The Hartford's Law Department and subsequently held roles of increasing responsibility in the Human Resources Department before moving into her current role. She received the Salutatory Award and graduated summa cum laude from Bay Path College where she concentrated her learning in Legal Studies.

Tamara Bross

Mrs. Bross is the Director of Corporate Business Development at Stanley Black & Decker. Mrs. Bross joined Stanley in 2008 to coordinate due diligence within the mergers and acquisitions department. In 2010, Mrs. Bross was promoted to the Manager of Corporate Business Development. In this position she began to assist in evaluating potential targets, lead due diligence and managed several relationships with sellers. In July of 2012, Mrs. Bross was promoted to Director of Corporate Business Development. Within this position, she has assisted the Stanley businesses in developing acquisition strategies, courting potential sellers, leading and conducting due diligence, researching and developing how to conduct acquisitions in emerging markets, and negotiating complex transactions. She has worked on approximately fifty transactions in the last five years including the successful purchases of Black & Decker, WinWare, AeroScout, Niscayah, CRC Evans, and Infastech. She received her paralegal certification in 2002 and her B.A. in 2004, both from The Hartford College for Women. Most recently, Mrs. Bross received her MBA from The University of Phoenix.

Robert Karr

Mr. Karr is currently Contracts Manager at UTC Climate Controls & Security Corporation, a subsidiary of United Technologies Corporation (UTC). He has a Master of Arts in Communication, a B.S. degree in Business Administration from the University of Hartford, and an A.S. Degree in Legal Studies from Manchester Community College (an ABA-approved paralegal program). Mr. Karr began his paralegal career at a small law firm doing social security and disability law before moving to a larger CT-based law firm in an entry level corporate paralegal position, later moving to a branch office of a larger regional law firm. He went in-house as a Corporate Paralegal at Hamilton Sundstrand, a UTC subsidiary, and was able to move to a new start-up division of UTC (UTC Fire & Security) in a dual Corporate Paralegal/ Facilities Manager role. After completing his B.S. and Masters degrees, he was able to transition into a Contracts Manager position with UTC Fire & Security and later, UTC Climate Controls & Security.

MODERATOR: *Anna Savic*

Ms. Savic is VP/Managing Director of Response Legal Search (RLS) in Hartford, the legal/compliance division of Response Companies. She has been working at RLS since 2005 and has worked in legal/compliance recruiting since 1989. She is responsible for direct-hire and temporary placement of paralegals, attorneys, legal management/administrators, legal assistants, compliance professionals, contract administrators, and other legal specialty staff. While she focuses on the New England/NY/NJ legal markets, she also works on nationwide searches. Ms. Savic has a B.A. in Legal Studies and an MBA degree. In addition to placement, Ms. Savic provides value-added consulting services to her clients and candidates. She consults with and educates on the current legal job market, evolving trends, paralegal utilization, best practices, job search, career planning and career alternatives for legal professionals, etc., has spoken before legal professional organizations, and has contributed articles to legal publications on these topics. Ms. Savic has been an active member of the Central Connecticut Paralegal Association, having served as either VP/NFPA Primary or Secondary for 5 terms and in other board and committee positions. Ms. Savic and her team at RLS has been voted "THE VERY BEST (GOLD)" RECRUITER in Connecticut by the readers of the Connecticut Law Tribune in 2012, 2011 and 2010 (3-PEAT!) and placed as one of the Best Recruiters in 2009 and 2008.

2013 SOCIAL EVENT

Co-Hosted with the National Public Records Research Association

NPRRA

National Public Records Research Association

Friday, October 4 | 6:30pm – 10:00pm

$67 per person
(Price includes a 30-minute reception featuring hors d'oeuvres and wine, a 3-course plated dinner, and entertainment.)

Be entertained, enjoy the entertainment and have a fun time with new and old friends!

The social event allows you a chance to relax, have a great meal, enjoy a witty entertainer, listen to music and dance if the mood strikes you. And, of course, there is always plenty of time to network. This year's social event is co-hosted with the National Public Records Research Association. NPRRA's members are engaged in the public records filings, research and retrieval industry and are dedicated to improving public records industry practice. Come and experience the historic Hartford Club.

Come meet & mingle with NPRRA members for this fun, joint event!

The Hartford Club | https://hartfordclub.com | 46 Prospect Street
(Within walking distance of the Hartford Marriott Downtown)

In many ways the history of The Hartford Club is the history of Hartford. Since 1873, some of New England's most influential people have lived, taken their leisure and held conversations that have shaped the city, state and region within its storied walls. Today The Hartford Club is a private and elegant location for leaders in business, government, philanthropy and academia to comfortably gather and socialize.

PLANNING YOUR VISIT!

Visit Connecticut – www.visitconnecticut.com | www/ctvisit.com

DON'T MISS OUT ON THESE IMPORTANT EVENTS!

Thursday, October 3

NFPA Concurent Workshops 4:15pm – 5:30pm

PCCE

Do you have questions about the Paralegal CORE Competency Exam?

- Who is eligible to take it
- How and when to apply
- Study groups and other study resources
- Scheduling and taking the exam

Get answers to these and other questions you may have about the PCC Exam at the PCCE Workshop at the NFPA Annual Convention in Hartford, CT.

Strategic Planning

NFPA uses its Strategic Plan as a roadmap towards success in marketing, membership and profession development. Join some of NFPA's leaders in discussing how to implement or improve your local association's Strategic Plan.

NFPA Student Workshop 4:15pm – 5:30pm

All paralegal students are invited to a special free Student Workshop during the NFPA convention. This workshop will feature a ***free*** personal review of student resumes by area paralegal recruiters and human resource professionals that work in the area of hiring paralegals. Each student will meet individually with one of these professionals for a personal critique and helpful suggestions for the student's resume.

The Student Workshop will also feature a panel discussion by experienced paralegals who have stepped out as leaders of their profession. Students can network with these paralegals and ask questions about working in the legal field. The experienced paralegals will offer tips on being a successful paralegal and how to become a paralegal leader.

Friday, October 4

First Timers' Meeting 7:30am – 8:30am

Attending a convention for the first time can certainly seem overwhelming – so much to see, so much to read, so much to learn. Come join other first timers and get a crash course in delegate responsibilities, protocol for the Policy Meeting, and Robert's Rules of Order. All first timers are welcome and encouraged to attend – not just first time delegates. Remember – you are not alone and this session will help build your confidence! See you at the microphone!

Treasurer's Meeting *(Members Only)* 4:30pm – 5:30pm

Now is your time to ask NFPA's Treasurer any last minute questions about the proposed 2014 Budget. The Treasurer will be available to answer the How's, If's, Why's and What's that you were afraid to ask. Remember, if you are a delegate, you will be voting on the proposed budget for the next fiscal year. Don't miss this opportunity!

Pro Bono Conference

The 2013 Pro Bono Conference held in conjunction with NFPA's Annual Convention will include presentations by paralegals working on pro bono projects across the country, as well as information on how to start or enhance your association's pro bono efforts.

CONTINUING LEGAL EDUCATION

Education Sessions – Thursday, October 3

All sessions are approved for 1.25 CLE credits.

TIME	SPEAKER	TOPIC
8:30 to 9:45 AM	Eric Geringswald	**Session A** - *Review of 2010 UCC Article 9 Amendments & How They Affect Filing & Search Practices*
	Benjamin J. Berger, Esq.	**Session B** - *Evidence & Expert Testimony – Best Practices*
	Alan Parker, Esq. Rebekah Burgio, Esq.	**Session C** - *Federal Estate Tax Planning*
	Chelsea Momah, Esq.	**Session D** - *Legal Issues Surrounding Cloud Computing*
10:15 to 11:30 AM	Caroline Benoit Harrison Burgess	**Session E** - *Advanced Internet Research Skills for Corporate Paralegals*
	Michael Menapace, Esq.	**Session F** - *Ethics in E-discovery*
	Sharon Pope, Esq. Patrice Freeman	**Session G** - *Medicare Set-Asides & Special Needs Trusts as Settlement Planning Tools*
	Elizabeth Alquist, Esq. Richard Harris, Esq.	**Session H** - *Social Networking & the Legal Process*
1:00 to 2:15 PM	Christopher J. Rixon, Esq.	**Session I** - *Special (Single) Purpose Entities –Introduction, Purpose & Use in Transactions*
	Christopher Roy	**Session J** - *Legal Research on the Web – Tricks & Best Practices for the Litigation Paralegal*
	Frank Coulom, Jr., Esq.	**Session K** - *Ethics & Privilege Issues*
	Jessica Hynes	**Session L** - *Improving Your Legal Writing & Communications Skills*
2:45 to 4:00 PM	David A. Menard James W. McLaughlin Patricia Rodgers	**Session M** - *Panel Presentation: The Role of the Partner, Associate & Paralegal in the Corporate Transaction Due Diligence Process*
	Robert Simpson	**Session N** - *Trial Preparation, Trial Demonstrative & Electronic Exhibits*
	Patricia B. Chouinard Sharon Spinelli	**Session O** - *Effective Time Management for the Paralegal: Best Practices & Tips by Paralegals*
	Matt Cholewa, Esq. Gerald L. Garlick, Esq.	**Session P** - *Understanding Title Insurance Claims*

Session A – Review of 2010 UCC Article 9 Amendments & How They Affect Filing & Search Practices

This presentation focuses exclusively on how the 2010 Amendments impact due diligence and the filing process. It provides background on the changes, best practices for debtor name due diligence under the new rules, how to complete the new UCC forms, and application of the relevant transition rules. This program includes updates on the current status and outlook for legislation to enact the 2010 Amendments, including any up-to-the-minute developments.

ERIC GERINGSWALD is the Director of UCC Product Development for Corporation Service Company® where he oversees the development of the Uniform Commercial Code Product Line for both the legal and financial markets and is involved in all aspects of the company's UCC and public record lien searching and filing business.

Session B – Evidence & Expert Testimony – Best Practices

Mr. Berger will cover best practices in working with attorneys, witnesses, evidence and the court.

BENJAMIN J. BERGER, ESQ. is a principal in the Hartford, Connecticut office of Updike, Kelly & Spellacy, P.C. Mr. Berger's practice areas have included construction law, transportation law, professional defense and intellectual property litigation.

Session C – Federal Estate Tax Planning

Attendees will be guided through the current status of Federal Estate, Gift and GST tax exemptions; portability of exemptions among spouses; simple wills versus estate planning; flexible planning; sophisticated gift planning; and the integration of life insurance into the estate plan.

ALAN S. PARKER, ESQ. is Chair of Pullman & Comley, LLC's Trusts & Estates Department. He practices in the areas of estate planning and trust and estate administration. He counsels individuals and institutional fiduciaries concerning their role as executor, trustee and conservator.

REBEKAH M. BURGIO, ESQ. is an associate in Pullman & Comley, LLC's Trusts and Estates and Health Care Departments. Ms. Burgio has written and spoken on trusts and estates topics, including probate-related matters. She also handles conservatorship and commitment matters for several large hospitals.

Session D – Legal Issues Surrounding Cloud Computing

Ms. Momah will provide an overview of cloud computing, including definition, characteristics, models, and methods as well as discussing the significance and drawbacks of cloud computing, cloud services available for legal professionals, and legal issues and risk mitigation strategies.

CHELSEA MOMAH, ESQ. is Assistant Vice President and Senior Counsel in The Hartford Financial Services Group, Inc.'s Corporate Law Group. She is responsible for technology acquisitions for all corporate functions, and for negotiating and drafting commercial contracts. She is the lead attorney in the development of a Cloud Computing strategy for The Hartford.

Session E – Advanced Internet Research Skills for Corporate Paralegals

This program will show attendees how to use powerful online tools to retrieve business information for both public and private companies. This session will help corporate paralegals improve their research skills on the web through discussion of topics on online company information resources, techniques for quickly finding business information, and costs associated with company research.

CAROLINE BENOIT is a Research Specialist at Brown Rudnick, LLP, a position she has held since June of 2010. Ms. Benoit started her career as a law librarian in 1998 at Shipman & Goodwin in Hartford, Connecticut. She has also held positions as both a research librarian, and a Head Law Librarian at Pepe & Hazard in Hartford, Connecticut. She is an active member of the Southern New England Law Librarians Association, serving as the Chair of the Nominating Committee, a volunteer and active member of the American Association of Law Librarians, and a member of the Connecticut Bar Association Law Library Committee. She was the recipient of a Teaching Research in Private Law Libraries award in 2010.

HARRISON W. BURGESS is Director of Research Services for Shipman & Goodwin, LLP. Mr. Burgess started his career working at the University of Connecticut Law School Library in 1981. Upon completion of his post-graduate paralegal studies, he became a litigation paralegal for the law firm of Cohen & Channin. His research experience as a paralegal directed him into the field of law library science. In 1986, he transitioned his career from legal assistant to librarian at the law firm of Hebb & Gitlin. In 1997, he became the Director of Library Services for Shipman & Goodwin, LLP where his present research experience is focused on corporate and business research.

Session F – Ethics in E-Discovery

Learn how to preserve data including litigation holds, securing witness hard drives, and the obligation to secure smart phones, tablets and other portable devices as well as personal email accounts. Responding to discovery will also be discussed as well as review of discovery responses.

MICHAEL MENAPACE, ESQ. is an attorney in Wiggin and Dana's Litigation Department. Mr. Menapace's practice focuses on complex commercial litigation and the insurance and reinsurance industries. He is an insurance and reinsurance litigator, advisor and insurance law professor.

Session G – Medicare Set-Asides & Special Needs Trusts as Settlement Planning Tools

This session will provide an overview of Medicare and Medicaid, Medicare Set-Asides (MSA), and Special Needs Trusts (SNT) and why they are useful tools in Special Needs Planning. Attention will be paid to setting up MSAs and SNTs as well as the administration of MSAs.

SHARON L. POPE, ESQ. is a Certified Medicare Set Aside Consultant (MSCC) and has long been regarded by clients and colleagues alike as one of the finest Disability and Elder Law practitioners in Connecticut. After 30 years as a professor in paralegal studies at the University of Hartford, she took an early retirement in order to practice law full time. Ms. Pope is a member of the Academy of Special Needs Planners, the Connecticut Trial Lawyers Association, and the National Academy of Elder Law Attorneys, including the Connecticut chapter.

PATRICE FREEMAN is a Certified Medicare Set Aside Consultant (MSCC). She is also a licensed Connecticut claims adjuster who previously had her own business for over a decade, adjusting personal injury and medical malpractice claims for Connecticut hospitals. Ms. Freeman has a B.S. in Health Care, an MBA, and recently received a certificate from the University of Hartford's paralegal program.

Session H – *Social Networking & the Legal Process*

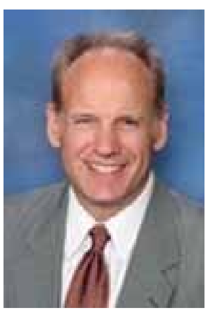
This session will provide an overview of the definition of "Social Media," and will focus on the litigation issues concerning investigations and discovery, as well as focusing on intellectual property, employment law issues, and social media policies.

ELIZABETH A. ALQUIST, ESQ. is a partner with Day Pitney, LLP where she works as a trial attorney representing a broad range of business clients in patent, trade secret, noncompetition, trademark, copyright, and Internet-related disputes in federal and state courts, as well as the International Trade Commission. Ms. Alquist has tried over a dozen cases to verdict, including patent infringement, trade secret, and non-compete matters, among others.

RICHARD HARRIS, ESQ., a resident in Day Pitney, LLP's New Haven office, chairs the firm's Technology, Telecommunications, and Outsourcing Practice Group. Mr. Harris concentrates on commercial transactions with special emphasis on intellectual property and technology issues. He is experienced in structuring, drafting documentation forms, and negotiating a wide variety of contractual transactions, including licensing and transfer of technology and intellectual property, including copyrights, patents, trade secrets, and trademarks.

Session I – *Special (Single) Purpose Entities – Introduction, Purpose & Use in Transactions*

Learn the definition of a Single Purpose Entity, what it is, how it's formed, uses and why a transaction needs one.



CHRISTOPHER J. RIXON, ESQ. serves as Chair of Reid and Riege's Tax Group, and his practice areas include the formation and structuring of for-profit and nonprofit business entities, mergers and acquisitions, federal, state and local tax and tax planning, charitable bequests and endowments, private equity, and representation before the IRS and Connecticut Department of Revenue Services. He serves on the Economic Development Council of the MetroHartford Alliance, the Executive Committee of the Connecticut Bar Association's Tax Section, and the Tax Club of Hartford.

Session J – *Legal Research on the Web – Tricks, Tips & Best Practices for the Litigation Paralegal*

Mr. Roy will present information on the types of primary legal resources available to litigation paralegals, including government resources, federal and state bill tracking, free non-government legal resources, Google Scholar, uniform laws, and other useful websites.

CHRISTOPHER ROY has been a law librarian for the Connecticut Judicial Branch Law Library at New Britain for thirteen years. He has been the courthouse librarian in New Britain for the past six years. As a courthouse law librarian, Mr. Roy provides legal reference and research assistance to judges, attorneys, and the public and creates legal research guides and bibliographies to facilitate access to the law. He is a past president of the Southern New England Law Librarians Association.

Session K – Ethics & Privilege Issues

Attorney Coulom will discuss the applicability of codes of ethics to paralegals, the unauthorized practice of law, competence, diligence and supervision as well as confidentiality, conflicts of interest, discovery risks for litigation paralegals, communications with third persons, civility and professionalism, and professional misconduct.

FRANK F. COULOM, JR., ESQ. is a Partner in the Hartford office of Robinson & Cole, LLP. He has tried dozens of cases, including over 20 matters tried to verdict, final judgment, or final arbitration decision. Because of his extensive trial experience, Mr. Coulom serves as legal counsel to the firm on professional responsibility matters. He also regularly represents lawyers in matters of legal ethics and professional negligence, and frequently lectures on legal ethics and professional responsibility.

Session L – Improving Your Legal Writing & Communication Skills

Learn various techniques and formats of legal writing, including formal legal memorandums, general legal correspondence, pleadings, discovery and summaries, as well as the use of good basic writing skills in the legal context.

JESSICA HYNES, J.D. is an Assistant Professor at Quinnipiac University in Hamden, Connecticut. She received a B.S. degree from Cornell University and a J.D. from Boston College Law School. Ms. Hynes practiced law at a large Hartford law firm, clerked for the Connecticut Appellate Court, and spent eight years as a professor of legal research and writing at two different law schools before joining the Legal Studies faculty at Quinnipiac, where she teaches basic and advanced legal writing classes, dispute resolutions courses, and family law to paralegal students.

Session M - The Role of the Partner, Associate & Paralegal in the Corporate Transaction Due Diligence Process

This panel presentation will discuss many of the aspects of due diligence in business transactions including assembling a team and assigning tasks, benefits of due diligence, background information, operational matters and much more.

JAMES W. McLAUGHLIN, ESQ., is a member of the Business & Finance Department at Murtha, Cullina LLP. Mr. McLaughlin represents clients in the area of general corporate law. His principal areas of practice include capital markets, mergers and acquisitions as well as advising public companies on governance and general corporate matters.

DAVID A. MENARD, ESQ., is an attorney at Murtha Cullina, LLP in the firm's corporate law practice, where he represents both private and public companies. Mr. Menard practices in the areas of private equity and venture capital investments, mergers and acquisitions, licensing and contracts, and securities law.

PATRICIA E. RODGERS has been employed at Murtha Cullina, LLP for the last 41 years, and as a corporate paralegal since 1978. Ms. Rodgers has experience in formation of entities, corporate law compliance, mergers and acquisitions, and nonstock corporations. She has been a member of Central Connecticut Paralegal Association (CCPA) since its inception, and served for many years on its Board of Directors as Vice President, chair of the Legislative, Job Bank, Scholarship, Public Relations, Constitution and Bylaws, and Connecticut Alliance committees. Ms. Rodgers has also served as CCPA's Primary Representative to the National Federation of Paralegal Associations, and is currently a member of CCPA's NFPA National Affairs Committee.

Session N – Trial Preparation, Trial Demonstrative Evidence & Electronic Exhibits

Attending this session will provide you with an introduction to demonstrative evidence, the basic law of demonstrative evidence, laying a basic foundation for the use or admission of demonstrative evidence, and demonstrative evidence ideas.

ROBERT R. SIMPSON, ESQ.. is a trial lawyer and partner with the firm of Shipman & Goodwin, LLP. Mr. Simpson represents some of the world's largest corporations in cases throughout the country. Mr. Simpson is a NITA instructor at the annual Connecticut Trial Advocacy Institute. He frequently lectures on e-discovery, the use of technology in the courtroom, and litigation management. Mr. Simpson is a Division Director for the American Bar Association, where he is responsible for overseeing 23 substantive committees. He was elected Vice-Chair of the National Bar Association's Commercial Law Section, the largest organization of African-American legal professionals.

Session O – Effective Time Management for the Paralegal: Best Practices & Tips by Paralegals

Experienced paralegals will provide insight into how to manage priorities and keep on task through setting goals and attaining them while managing internet and email overload. Additional topics to be covered include avoiding or limiting interruptions, learning to say "No," dealing with emergencies, and pinning down project details.

PATRICIA B. CHOUINARD has been a paralegal with the Hartford law firm of Shipman & Goodwin, LLP for more than 28 years. She specializes in the areas of business entity formations, mergers and acquisitions, public offerings and private placements, securities, commercial and venture capital financings, and general corporate transactions. Ms. Chouinard has served on the Board of Directors of the Central Connecticut Paralegal Association (CCPA) for more than 20 years in many capacities, including Executive Vice President, Treasurer, NFPA Primary Representative, NFPA Secondary Representative, and Chair of the Membership, Charter & Bylaws, Scholarship, Nominating, and Bar Association Liaison Committees. During her tenure as NFPA Primary and Secondary Representative, she has served on the NFPA Meeting Minutes Committee and the NFPA Editorial Committee.

SHARON SPINELLI has worked at Reid and Riege, P.C., since 1985, first as a legal secretary and since August 1986 as a commercial real estate/finance paralegal. She has been an active member of the Central Connecticut Paralegal Association (CCPA) since 1987, serving on several committees throughout the years, including Job Bank, Scholarship, Program, Newsletter, and Connecticut Alliance. Ms. Spinelli's officer positions with CCPA include Executive Vice President, Vice President, NFPA Primary, Newsletter Director/Committee Chair and President. She currently serves as Membership Director. Ms. Spinelli served two terms on the Board of Directors of the National Federation of Paralegal Associations as Region Director, and was a proofreader for the NFPA Inside and the National Paralegal Reporter for several years.

Session P – *Understanding Title Insurance Claims*

In this session, attendees will learn about policy provisions, the duty to defend/indemnify, closing protection letters, claims trends and common types of claims as well as sample fact patterns and making a claim.

MATTHEW J. CHOLEWA, ESQ. is Agency Services Manager/Vice President with Stewart Title Guaranty Company and 1031 Exchange Divisional Manager for Asset Preservation, Inc. Mr. Cholewa is a member of the Connecticut and Massachusetts bars, is the Treasurer of the Connecticut Bar Association's Real Property section, and is an elected member of the House of Delegates, the governing body of the Connecticut Bar Association. He also serves as Co-Chair of the Real Property Section's Legislative Committee and is a Past President of the New England Land Title Association.

GERALD GARLICK, ESQ. is a member of the law firm of Krasow, Garlick & Hadley, LLC. His practice focuses on commercial litigation, including the representation of title insurance companies and their insureds, banks, corporations, and individuals. Mr. Garlick has been a panelist for seminars covering topics such as title insurance issues, real property issues, and lender liability. He is a member of the Real Property Section of the Connecticut Bar Association and has served as co-chairman of the Scholarship Committee for the Hartford County Bar Association.

PRO BONO CONFERENCE

The 2013 Pro Bono Conference will be held on Friday, October 4, in conjunction with NFPA's Annual Convention in Hartford, Connecticut. The Conference will include presentations by paralegals working on pro bono projects across the country, as well as information on how to start or enhance your association's pro bono efforts. You can register for the Pro Bono Conference on the NFPA Convention Registration form. There is no charge for NFPA members; non-members pay $50 and non-member students pay $25. The Pro Bono Conference does not include lunch. There is lunch available as part of the Convention.
(See registration form)

Friday, October 4, 2013 | Schedule of Events

8:15am – 8:45am - Registration

8:45am – Introductions

9:00am – 10:00am – Paralegal Student Involvement in Pro Bono

Deborah Boyle, RP
Deborah is the Program Manager and a Professor in the Paralegal Studies Program at the University of Hartford. She graduated from Marist College with a Bachelor's degree in Communications and a minor in Legal Studies. Deb attended the University of Connecticut, receiving her Masters Degree in Adult Education with honors in 2000. She worked as a practicing paralegal in the Greater Hartford area for 17 years in corporate and law firm settings as well as performing freelance work. Deb's teaching has included courses in Legal Ethics, Introduction to Law, Title Searching, Technology, Civil Litigation and Career Advancement. In addition, she coordinates the legal internship program at the University. Earning PACE Registered Paralegal designation in May, 1999 and formerly the PACE Ambassador for CCPA, she is also a member of the Connecticut Bar Association Paralegal Committee and the American Association for Paralegal Educators. She has presented seminars before various organizations, including the CT Alliance of Paralegal Associations, CCPA and the American Association for Paralegal Educators. Deb has authored various articles which have been published both locally and nationally.

10:00am – 10:15am – Break

10:15am – 11:15am – Effective Use of Paralegals in Pro Bono

Bonnie B. Roswig Esq.

Bonnie Roswig is the Senior Staff Attorney for the Medical-Legal Partnership Project at the Center for Children's Advocacy, working from an office on site at Connecticut Children's Medical Center. Prior to joining the Center, Attorney Roswig worked as a legal aid attorney in Georgia, and was a supervisory attorney at Statewide Legal Services in Middletown, CT. She is an Adjunct Professor in the Legal Process Program at the University of Connecticut School of Law. Bonnie Roswig is a graduate of Bennington College and Antioch School of Law. Attorney Roswig was selected as a 2011 Health Leadership Fellow by the Connecticut Health Foundation. About 20 Fellows are selected each year for a one-year knowledge and skill-building program designed to create leaders who represent a variety of public and private sectors in public policy, health practice, health care administration, community, law, business and commerce, advocacy, academia and other related fields. In addition to education sessions and training, Attorney Roswig was appointed to the Health Plan Benefits and Qualitications Advisory Committee of the Connecticut Health Insurance Exchange in 2012 by Lieutenant Governor Nancy Wyman. The Exchange supports health reforms statewide and nationally working to improve the quality of healthcare for Connecticut residents and reduce health disparities. Attorney Roswig has been working with pro bono paralegal volunteers for many years and considers them to be an essential part of pro bono delivery on a state and national level.

11:15am – 2:00pm – Lunch

2:00pm – 3:00pm – Ethics

Professor James Trowbridge

Professor Trowbridge taught at the Quinnipiac University School of Law from 1989 to 2006. He is currently the Director of Clinical Program and Professor Emeritus of Quinnipiac University Law School. He has been a member of the Connecticut Bar Association Ethics Committee since 1970, and a member of the Connecticut Bar Association Committee on Unauthorized Practice of Law. Professor Trowbridge received his B.A. from Georgetown University and his J.D. from Georgetown University Law Center.

3:00pm – 3:15pm – Break

3:15pm – 4:15pm – Pro Bono Opportunities in Connecticut and Local Bar Associations

Melissa Wyckoff Esq.

Melissa is the Pro Bono Coordinator, Court Visitation Administrator and CBA Committee Support for the Connecticut Bar Association in New Britain, Connecticut. She graduated from the Southern New England School of Law with a J.D. in 2008 and from the State University of New York, with a B.S. degree in Political Science and B.A. degree in Philosophy in 2003. Melissa is a member of the Massachusetts Bar Association, Connecticut Bar Association, and the New Haven Inn of Court. In her positions with the Connecticut Bar Association, she interacts with 18 Connecticut-based nonprofits that directly serve the legal needs of the poor, promotes pro bono opportunities, prepares training materials, and maintains records of volunteers.

4:15pm – 4:45pm – Roundtable Discussion

REGISTRATION, ACCOMMODATIONS & TRAVEL

The Hartford Marriott Downtown

200 Columbus Blvd. | Hartford, CT 06103

RESERVATIONS MUST BE MADE BY SEPTEMBER 13 TO RECEIVE THE NFPA RATE AND TO ENSURE AVAILABILITY!

Please visit https://resweb.passkey.com/go/NFPA2013 or call 877-901-6632 to make your reservation!

Hotel Accommodations

Located in the Adriaen's Landing District of Hartford, the Marriott Hartford Downtown overlooks the Connecticut River and is interconnected with the Connecticut Convention Center. Attracting business and leisure travelers alike since 2005, this 409 room upscale hotel is AAA rated with four Diamonds. Local Hartford attractions within walking distance include Spotlight Theater, Wadsworth Atheneum, The Bushnell Center for Performing Arts, Old State House, XL Center and the State Capitol Building. The Connecticut Science Center, an interactive educational science museum for adults and children, is adjacent to the hotel. This Marriott hotel combines the beauty of a grand hotel with contemporary amenities including a spa, fitness center, upscale dining and high-speed Internet access. All guestrooms feature flat screen TV's.

The group rate is $185 per night plus taxes/single or double.
To prevent complications upon check-in, please provide all guest names when making your reservation.

Air Transportation

United Airlines has partnered with NFPA to offer discounted air travel for the NFPA Convention. Discounted rates are available from September 27 through October 7.

You may book online at www.united.com and enter your Offer Code ZQBK565240 in the Offer Code box when searching for your flights.

If booking through a travel professional or United Meetings at 1-800-521-4041, please give them the following information:

Agreement Code: 565240
Z Code: ZQBK

Hartford, CT
9/27/2013 to 10/7/2013

UNITED

Outside of the United States, please call your local United Airlines Reservation Office.
Experience dependable, first-rate service and earn miles in MileagePlus® United's award-winning frequent flyer program. To enroll in MileagePlus®, go to www.united.com.

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2013 NFPA Annual Convention Registration Form

Payment Methods:

Online from NFPA's Web Site at www.paralegals.org using your credit card.

Fax your completed form with credit card payment to (425) 771-9588. Our fax line is open 24 hours a day.

Mail your completed form with check or credit card payment to: NFPA, 23607 Highway 99, Suite 2C, Edmonds, WA 98026

Personal Information:

Name: ______________________________ Certification: ______________________________

Local Association: ______________________________ Employer: ______________________________

Mailing Address: ______________________________ Daytime Phone: ______________________________

E-mail: ______________________________ City: ______________________________

State: ______________ Zip: ______________

Check Where Applicable:

- ☐ This is my first NFPA Convention
- ☐ I am attending the First Timers' meeting
- ☐ I am attending the Student Workshop
- ☐ I am attending the Treasurer's Meeting *(members only)*
- ☐ This is my first NFPA Convention as a Delegate
- ☐ I am attending the Region Meetings
- ☐ I am attending the NFPA Workshops

2013 Demographics Survey:

Please take a moment to let us know a little about the work you do. This information will only be used anonymously and in the aggregate, and will help our future Conventions be more relevant for those attending. You may select more than one area of law if applicable.

Areas of Law:

- ☐ Bankruptcy
- ☐ Corporate/Business
- ☐ Criminal
- ☐ Domestic Relations/Family Law
- ☐ Environmental
- ☐ Estate
- ☐ Intellectual Property
- ☐ Labor/Employment
- ☐ Personal Injury
- ☐ Real Property
- ☐ Litigation

Employer Type:

- ☐ Corporate
- ☐ Government/Military
- ☐ Law Firm
- ☐ Freelance/Contract
- ☐ Other: ______________________

Registration Fees:

	Early Bird By 8/9	*Regular* By 9/9	*Totals* (After 9/9 add $20)
Thursday Education Seminars			
Member All-Day Rate *(includes lunch)*	$230	$245	$__________
Non-Member All-Day Rate *(includes lunch)*	$265	$285	$__________
Student All-Day Rate *(includes lunch)*	$160	$180	$__________
Member Half-Day Rate *(seminars only)*	$145	$155	$__________
Non-Member Half-Day Rate *(seminars only)*	$175	$185	$__________
Student Half-Day Rate *(seminars only)*	$95	$105	$__________
Member Individual Sessions	$77.50 X___ (quantity)		$__________
Non-Member Individual Sessions	$92.50 X___ (quantity)		$__________

Registration Fees (Continued):

	Early Bird By 8/9	*Regular* By 9/9	*Totals* (After 9/9 add $20)
Policy Meeting			
Local Association Delegates (Primary & Secondary only)	$255	$270	$__________
Local Association Officers (Permission of Local Association Required)	$255	$270	$__________
Policy Meeting Observer (Member)	$ 75	$80	$__________
Policy Meeting Observer (Non-Member)	$200	$220	$__________
Policy Meeting Observer (Student)	$ 25	$ 45	$__________
Policy Meeting Observer (CCPA Members, Non Delegate Coordinators & former NFPA Presidents)		No Charge	$__________

☐ I require AC power at the Policy Meeting

Lunch & Events

☐ Member $40	☐ Thursday x _____	☐ Friday x _____	☐ Saturday x_____	$__________
☐ Non-Member $50	☐ Thursday x _____	☐ Friday x _____	☐ Saturday x_____	$__________

☐ Friday Social Event $67 x _____ $__________

☐ I will participate in Casual for a Cause! *(Minimum $5 donation)* $__________

Dietary Restrictions:

What do the caterers need to be aware of? E.g. "Vegetarian, no peanuts, gluten free"

Dietary Restrictions *(if applicable)* ____

Pro Bono Conference:

The Pro Bono Conference is a separate NFPA event being held on Friday, October 4th in conjunction with the Convention. It is free for NFPA members. There is a nominal charge for non-members. Please note that lunch is not included in the Pro Bono Conference but lunch is available that day (see above).

Please Indicate Below:

☐ Attending as an NFPA Member (Free)

☐ Attending as a Non-Member Student ($25) $__________

☐ Attending as a Non-Member ($50) $__________

Education Seminars (Please choose your educational sessions, listed in this brochure):

(Thursday 8:30am-9:45am):	A	B	C	D
(Thursday 10:15am-11:30am):	E	F	G	H
(Thursday 1:00pm-2:15pm):	I	J	K	L
(Thursday 2:45pm-4:00pm):	M	N	O	P

Payment Information (There are additional fees for registrations received after September 9, 2013 as stated above):

☐ **Enclosed is my check** -OR-

Charge the specified amount to my ☐ VISA /MasterCard ☐ American Express Total $__________

Card #:________________________________ Exp Date:______________ CVV:__________

Billing Zip Code:____________________

Signature:____

Substitutions, Cancellations & Refunds
If you cannot attend you may send a substitute. Requests for substitution must be submitted in writing by e-mail, fax, or regular mail. If you must cancel, requests must be made in writing by e-mail, fax, or regular mail. Cancellations received on or before Monday, September 9, 2013 are subject to a $50.00 fee. **Cancellations received after Monday, September 9, 2013 will forfeit all fees.**

NFPA reserves the right to photograph and/or videotape the proceedings at the 2013 Annual Convention & Policy Meeting and to use the images for educational and promotional activities without compensation.

SAVE THE DATES!

2014 Annual Convention & Policy Meeting

October 9-12, 2014

The Fairmont Dallas

Dallas, Texas

2015 Annual Convention & Policy Meeting

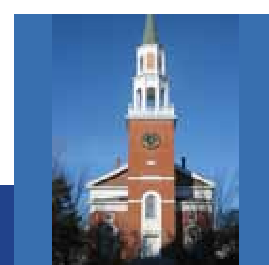
October 8-11, 2015

Waikiki Beach Marriott Resort & Spa

Honolulu, Hawaii

2016 Annual Convention & Policy Meeting

Burlington, Vermont



REGISTER ONLINE TODAY | EARLY-BIRD DEADLINE AUGUST 9, 2013 | WWW.PARALEGALS.ORG