

**ASSOCIATION OF LEGAL ADMINISTRATORS
2018 ANNUAL CONFERENCE & EXPO
National Harbor, Maryland May 3 – 6, 2018
LEADERSHIP AND COMMITTEE SCHEDULE**

All events located at the Gaylord National Resort & Convention Center unless indicated otherwise.

As of March 1, 2018
Subject to change

Tuesday, May 1

9 a.m.–5 p.m.	Board of Directors Meeting*	Chesapeake A
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Wednesday, May 2

8 a.m.–1 p.m.	Professional Development Advisory Committee Meeting*	Chesapeake 10
8 a.m.–2 p.m.	Membership Development Committee Meeting*	Chesapeake 7
9 a.m.–5 p.m.	Certification Committee Meeting*	Chesapeake A
10:30 a.m.–2:30 p.m.	2019 Annual Conference Committee Meeting*	Chesapeake 8-9
Noon–5:30 p.m.	Committee on Diversity and Inclusion Meeting*	Chesapeake 12
1–5 p.m.	Registration	Conv Center Prefunction
1–5 p.m.	Silent Auction	Conv Center Prefunction
1:30–5 p.m.	Product & Service Review Committee Meeting*	Chesapeake 10
1–5:30 p.m.	Standards Review Committee Meeting*	Chesapeake B
2:30–4 p.m.	2018 & 2019 Annual Conference Committee Meeting*	Chesapeake 8-9
3-4 p.m.	Regional Leadership Team Meetings* Region 1 Region 2 Region 3 Region 4 Region 5 Region 6	Potomac 1 Potomac 2 Potomac 3 Potomac 4 Potomac 5 Potomac 6
4–5 p.m.	International Relations Committee Meeting*	Chesapeake 7
4–5:30 p.m.	Region Council Meetings Region 1 Region 2 Region 3 Region 4 Region 5 Region 6	Potomac 1 Potomac 2 Potomac 3 Potomac 4 Potomac 5 Potomac 6
5:45–6:45 p.m.	Board/2018 Annual Conference Committee/Staff Reception*	Suite TBD

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Thursday, May 3

7 a.m.–7 p.m.	Registration	Conv Center Prefunction
7 a.m.–7 p.m.	Silent Auction	Conv Center Prefunction
8–9:15 a.m.	Leadership Newcomers Connection Breakfast	Maryland D
8:30–9:30 a.m.	Continental Breakfast	Potomac ABCD
9:30–11 a.m.	Opening Keynote	Potomac ABCD
11–11:15 a.m.	Beverage Break	Conv Center Prefunction
11 a.m.–5 p.m.	Lounges CLM International	Chesapeake A Chesapeake B
11:15 a.m.–12:30 p.m.	Educational Sessions	various
12:30–1:45 p.m.	CLM Lunch with Keynote Speaker Meet & Greet*	Maryland D
12:30–1:45 p.m.	General Lunch	Potomac ABCD
12:30–1:45 p.m.	International Luncheon*	National Harbor 4-5
1:45–3:15 p.m.	Educational Sessions	various
1:45–3:15 p.m.	BOLD Bites	Chesapeake 6
3:15–3:30 p.m.	Beverage Break	Conv Center Prefunction
3:15–4:30 p.m.	ALA Means Business, for Exhibitors	National Harbor 4-5
3:30–5 p.m.	Educational Sessions	various
5–7 p.m.	Exhibit Hall Open	Prince George CDE
5–7 p.m.	Exhibit Hall Welcome Reception	Prince George CDE
7:15 p.m.	Past Presidents Reception	Suite TBD

Friday, May 4

6:15–7 a.m.	Yoga	Orchard Terrace
6:15–7 a.m.	Walk	Depart from Lobby
6:30–7 a.m.	Friends of Bill	Chesapeake 7
7:30–8 a.m.	Continental Breakfast	Potomac ABCD

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Friday, May 4 (continued)

7:30 a.m.–6 p.m.	Registration	Conv Center Prefunction
7:30 a.m.–6 p.m.	Silent Auction	Conv Center Prefunction
8–9 a.m.	General Session	Potomac ABCD
8:30 a.m.–Noon	Exhibit Hall Open	Prince George CDE
9–10:30 a.m.	Exhibit Hall with Beverage Break	Prince George CDE
9:10–10:20 a.m.	Business Matters! Sessions	Prince George CDE
9:30–10:15 a.m.	CLM “Under the Hood”	Chesapeake 6
10:30 a.m.–Noon	Educational Sessions	various
10:30–11:45 a.m.	Leading with Inclusion Idea Exchange	Prince George CDE
10:30–Noon	Human Resources Idea Exchange	Prince George CDE
12:15–2 p.m.	Association Lunch	Potomac ABCD
1:30–7 p.m.	Exhibit Hall Open	Prince George CDE
2–5:30 p.m.	CLM and International Lounges	various
2:15–3:15 p.m.	Educational Sessions	various
2:15–3:15 p.m.	BOLD Bites	Chesapeake 6
3:15–4:15 p.m.	Chat with New Members*	National Harbor 4
3:15–4:15 p.m.	Chat with Chapter Leaders*	National Harbor 5
3:15–4:15 p.m.	Exhibit Hall with Dessert Break	Prince George CDE
3:15–3:45 p.m.	Business Matters! Sessions	Prince George CDE
4–5:15 p.m.	Intellectual Property Idea Exchange	Prince George CDE
4–5:15 p.m.	Large Firm (100+ attorneys) Idea Exchange	Prince George CDE
4:15–5:30 p.m.	Educational Sessions	various
5:30–6 p.m.	Business Matters! Sessions	Prince George CDE
5:30–7 p.m.	Exhibit Hall Networking Reception	Prince George CDE
7–8:30 p.m.	Allstate Legal Reception	Maryland D

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Saturday, May 5

6:30–7:15 a.m.	Zumba	Orchard Terrace
6:30–7:30 a.m.	5K Run/Walk	Depart from Lobby
6:45–7:15 a.m.	Friends of Bill	Chesapeake 7
7:30 a.m.–Noon	Silent Auction	Conv Center Prefunction
7:30 a.m.–6 p.m.	Registration	Conv Center Prefunction
7:45–8:15 a.m.	Continental Breakfast	Conv Center Prefunction
8:15–9:30 a.m.	Educational Sessions	various
8:15–9:30 a.m.	Branch Office Idea Exchange	Prince George CDE
8:15–9:30 a.m.	Certified Legal Manager Idea Exchange	Prince George CDE
9 a.m.–1:15 p.m.	Exhibit Hall Open	Prince George CDE
9:30–9:45 a.m.	Beverage Break	Potomac ABCD
9:45–11:15 a.m.	Brezina Memorial Session	Potomac ABCD
11:15 a.m. –1:15 p.m.	Exhibit Hall with Lunch	Prince George CDE
11:15 a.m. –1:15 p.m.	Strategic Alliance Partner Lunch	Chesapeake 7
11:30 a.m.–1 p.m.	Business Matters! Sessions	Prince George CDE
11:45 a.m.–1 p.m.	International Idea Exchange	National Harbor 4
Noon	Silent Auction Bidding Ends	Conv Center Prefunction
1:15–2:30 p.m.	BOLD Bites	Chesapeake 6
1:15–2:30 p.m.	Small Firm (1-30 attorneys) Idea Exchange	National Harbor 4
1:15–2:30 p.m.	Medium Firm (31-99 attorneys) Idea Exchange	National Harbor 5
1:15–2:45 p.m.	Educational Sessions	various
1:15–4:30 p.m.	CLM and International Lounges	various
2–6 p.m.	Silent Auction Item Pick Up	Conv Center Prefunction
2:45–3 p.m.	Beverage Break	Conv Center Prefunction
3–4:30 p.m.	Educational Sessions	various

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Saturday, May 5 (continued)

2:45–4:45 p.m.	Corporate and Government Idea Exchange	National Harbor 5
3–4:15 p.m.	Secretarial Support Strategies Idea Exchange	National Harbor 4
5:15–6:45 p.m.	Association Awards Gala	Potomac ABCD
7–9 p.m.	Grand Finale	Orchard Terrace

Sunday, May 6

7–7:30 a.m.	Friends of Bill	Chesapeake 7
7:30-8:30 a.m.	Coffee Service	Conv Center Prefunction
8–9:30 a.m.	2018/2019 Annual Conference Committee Meeting*	Chesapeake 8-9
8 a.m.–Noon	Foundation of ALA Board of Trustees Meeting*	Chesapeake B
8 a.m.–Noon	Large Firm Principle Administrator – Idea Exchange	Chesapeake F
8 a.m.–3 p.m.	Personal Injury – Idea Exchange	Chesapeake D
8:30 a.m.–12:30 p.m.	Board of Directors Meeting*	Chesapeake A
9:30 a.m.–Noon	2019 Annual Conference Committee Meeting*	Chesapeake 8-9

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