



# FIRM GENERAL COUNSEL SUMMIT

*Hosted by Holland & Knight's Legal Profession Team*

This summit is designed for the general counsel, ethics counsel or managing partner of small to midsize law firms. Attorneys from Holland & Knight's Legal Profession Team, including Allison Martin Rhodes and Peter Jarvis, together with other industry experts, will lead interactive discussions to provide relevant and practical insights into the unique challenges of managing risk at firms employing between 30 and 250 lawyers.

Sessions on Day 1, November 3, will focus on substantive training and fundamentals of the position, we call this "The Academy." Sessions on Day 2, November 4, will be a roundtable format led by our faculty to discuss the broader common issues facing both seasoned leaders and those new to the position. Our goal is to foster collaboration and the exchange of best practice strategies for the issues common to our attendees.

The summit will be held at The Hotel Lucia, a charming boutique hotel in the heart of Portland. Events will begin on the evening of November 2 with a welcome reception, followed by summit sessions on November 3-4. The week will conclude on the afternoon of November 5 with an optional excursion to the Willamette Valley Winery to taste the world's finest pinot noir.

If you are interested in attending, visit our [event site](#) for more details.

In order to assure the collaborative learning environment, space is limited to 50 participants.

## Pricing

- \$1,400 for both seminar days (Thursday and Friday)
- \$800 if you prefer to attend only one seminar day (either November 3 or 4)
- Optional excursion will be a separate cost and the responsibility of conference attendees

This program is an appropriate use of an insurer- or broker-sponsored risk management budget. If you have questions about whether you have access to risk management funds in your insurance policy, email [allison.martinrhodes@hkclaw.com](mailto:allison.martinrhodes@hkclaw.com) for assistance.

## EVENT DETAILS

### Date/Time

Wednesday, November 2 –  
Friday, November 4, 2016

November 2 | Opening Reception  
November 3-4 | Summit Presentations

### Location

[The Hotel Lucia](#)  
400 SW Broadway  
Portland, OR 97205

### Continuing Legal Education

Oswald Companies will be the CLE provider for this training. All reasonable efforts to seek CLE credits for this program will be made. In certain instances, some programs may not be awarded CLE credits because of either content or jurisdictional restrictions. For New York attorneys, this program's format qualifies for CLE for transitional (newly admitted) and experienced attorneys. Additionally, New York attorneys in need of financial aid please contact [dkramer@oswaldcompanies.com](mailto:dkramer@oswaldcompanies.com) for more information.

A sample of the curriculum and planned discussions during the Firm General Counsel Summit are outlined below.

## Thursday, November 3 – “The Academy”

- **The General Counsel Role:** Allison Martin Rhodes, Peter Jarvis and Doug Laird General Counsel from Polsinelli will lead a conversation focusing on the role of a strong GC in developing risk controls, managing the position to maximize the GC’s business value to your firm, in-firm attorney-client privilege, documentation strategies and lessons on growing the position within your firm. We will also discuss balancing a separate practice while being a GC and managing a growing position.
- **Conflicts of Interest:** A discussion, led by Peter Jarvis and David Elkanich, covering both the basic and the most complex conflicts of interest scenarios in the mid-sized firm, including handling growing institutional clients, parent and subsidiary issues and the elusive “substantial relationship” test. We will also cover the crafting of an enforceable conflict waiver letter, a joint representation letter and an advance conflict waiver letter.
- **Herding Cats and Cowboys:** A working discussion, led by GC’s Doug Laird, Wendy Peterson from Knobbe Martens and David Balter from Dickenson Peatman & Fogarty, about doing their jobs without losing their minds. The panel will provide tips on how to get lawyers in a firm to do what they are told and comply with risk control procedures, with attention to the unique difficulties of gaining credibility and taking over the position from longtime partners.
- **Professional Liability Insurance:** The insider’s tour from domestic broker Theo Nittis and London broker James Kalbassi. Nittis and Kalbassi will cover the nuts and bolts of how professional liability insurance works, what really happens with reported circumstances and how to maximize and benefit from relationships with both brokers and underwriters.
- **The Top Ten:** Dayna Underhill will lead a discussion on a “potpourri” of the most common questions that a GC deals with, including alternative fee agreements, outside counsel guidelines, problem partners, and billing and collection issues.

## Friday, November 4 – “The Roundtable”

- **Around the Corner:** Joined by Ronald Nye from Major, Lindsey & Africa, Allison Martin Rhodes will lead a discussion on succession planning, growth issues, lateral hiring practices and managing merger opportunities.
- **The Complaint Department:** Peter Jarvis and Dayna Underhill provide a primer on handling the array of complaints facing law firms, including bar discipline matters, toxic clients and fee disputes. We will discuss strategies for the graceful and ethical withdrawal from matters involving difficult clients before complaints materialize, early and creative settlement options and graciously managing those who complain on multiple fronts.
- **The Conflicts Department:** Together with Intapp consultant Makaylia Roberts Binkley, former Director of Risk Management and head of the conflicts department at Ballard Spahr, Allison Martin Rhodes will discuss how to grow a conflicts program within a firm. When is a designated and trained conflicts analyst or conflicts department necessary, and how can the staff support correct decision-making by billing partners? We will also discuss software and system options, how to think about cost, and the mechanics of implementing modern systems.
- **Law Firm Security:** David Elkanich and Chris Cwalina will provide an overview of the latest security issues facing law firms, from modern office security standards to cyber security, data breach response protocols, and budgeting practical solutions to data breach and cybersecurity risks.
- **Open Forum:** A forum for addressing issues raised by participants. The Holland & Knight Legal Profession Team will collect scenarios and questions in advance throughout the session and use this time to discuss what is on our attendees’ minds.

## Event Sponsors

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