

Houston Paralegal Association's Career & Technology Workshop 2024

Space is Limited. Register Today!

Saturday, January 27, 2024



Hampton/Homestead Suites

River Oaks Ballroom –

702 Crawford, Houston, TX

8:30 a.m. – 2:30 p.m.

NALA and TBLS Approval Pending



WORKSHOP AGENDA

8:00 – 8:30 **Registration and Breakfast**

8:00 – 12:30 **Exhibitors Hall**

8:30 – 2:30 **CLE Sessions**

TIME	CAREER & TECHNOLOGY SESSIONS
8:00 am – 8:30 am	Registration <ul style="list-style-type: none"> - Breakfast provided - Visit with vendors in the Exhibit Hall - Schedule a head shot with <i>Heather Purvis Photography</i> for a time slot between 8:30 a.m. – 10:30 a.m. (\$50 fee, paid on site)
8:30 am – 9:30 am	What You Need to Know about Remote Online Notarization <i>Matt Darby and George Nicholas, Notary.io</i>
9:30 am – 10:00 am	Morning Break - <ul style="list-style-type: none"> - Visit with Exhibitors (door prize giveaways) - Professional Head shots with <i>Heather Purvis Photography</i> (\$50 fee, paid on site) - Attend Roundtables on the following topics: <i>Paralegal 101; Paralegal Certification; Billing: How Tos and Tips; Build a Paralegal Network</i>
10:00 am - 11:00 am	Digital Needle in the Haystack: The Uses and Practical Applications of Digital Evidence <i>Halen Phan, Crowe LLP</i>
11:00 am – Noon	Considerations in Weighing Job Offers from First Job to Senior Paralegal Positions <i>Mary Claire Upton, Collier Legal Search</i>
Noon – 12:30 pm	Mid-Day Break - <ul style="list-style-type: none"> - Mid-Day snacks provided - Visit with Exhibitors (door prize giveaways) - Participate in Speed Networking
12:30 pm – 1:30 pm	Legal Innovation: The Dual Nature of AI in Document Drafting <i>Haydn Jones, Benchly</i>
1:30 pm -2:30 pm	Better Case Management Utilizing One Note <i>Jennifer R. Holloway, Viada & Strayer</i>

CAREER & TECHNOLOGY WORKSHOP REGISTRATION FORM

REGISTRATION DEADLINE Is Friday, January 19, 2024



REGISTRATION FEES:

\$65 for HPA members

\$95 for non-members

\$45 for students

Name _____

Employer _____

Address _____

City, State, Zip _____

Email _____ Phone _____

Job Title: _____

Student Registrations Complete the Below

Paralegal Program: _____

Graduation Date: _____

. TO REGISTER, make your check payable to: **Houston Paralegal Association** and mail a completed registration form and payment to: **Phillip Webb, Treasurer, Houston Paralegal Association, P. O. Box 2466, Houston, TX 77252**. For questions, contact HPA at hpa.admin@hpatx.org or pay online via credit card at <https://www.hpatx.org>

CANCELLATION AND REFUND POLICY: Registrants who find that they cannot attend and would like a refund must send their request in writing **by January 22, 2024**. Please email your requests to hpa.admin@hpatx.org.

Walk-ins on the morning of the Workshop will be accepted, providing space is available. Your registration fee includes course materials in electronic format, hand-outs, exhibit hall, breakfast and mid-day snack.



WORKSHOP COMMITTEE:

Workshop Chair: Ruth Conley, ACP

Phillip Webb

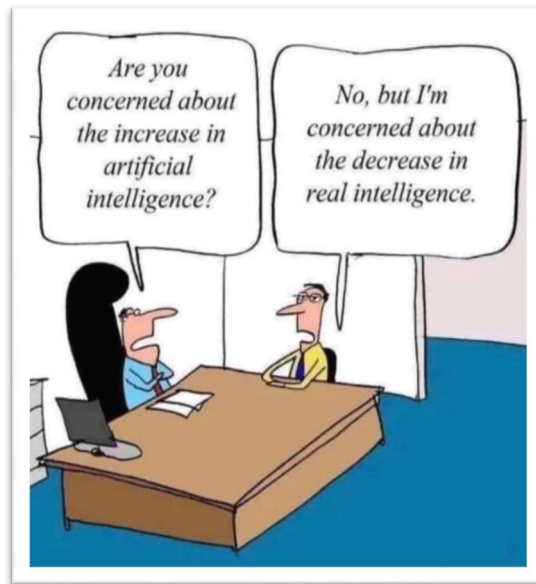
Gina Holder

Montye Holmes, ACP, TBLS-BCP

Linda Carrette, ACP, TBLS-BCP

Sandra Gomez

Denise Leiva



WORKSHOP EXHIBITORS

BENCHLY



DVA

Diminished Value Associates

Notary.io



RICE UNIVERSITY

Susanne M. Glasscock School of Continuing Studies –
Paralegal Studies Program