



101 Workshop Series: MAKING THE MOST OF YOUR NOTEBOOK: WHAT EVERY LAWYER MUST KNOW

Monday, 15 August 2005
5.00pm to 7.30pm

Enjoy attractive offers
on Thinkpad
notebooks and
ThinkCentre desktops!

About this Workshop

This Workshop sheds light on how to maximise your efficiency and mobility as a lawyer, without compromising on security and confidentiality.

- What a Lawyer can do with a Notebook (that you can't do with a Desktop):
 - Work anytime, anywhere, with anybody
 - All your client matters at your fingertips
 - Drafting sessions, Negotiation, Due Diligence
 - Litigation and Arbitration
- What Lawyers Need To Know About Notebooks:
 - Security
 - How to protect your clients' confidential information
 - How to protect yourself from loss
 - Recoverability
 - How to recover from a 'crash'
 - Mobility/Useability
- What Kind of Notebook Does A Lawyer Need?
 - Different form factors, e.g. clamshell, tablet, slate
 - Difference between different processor speeds
 - Essential features you must have
 - Things to look out for, e.g. weight, screen size

Programme Outline

5.15-5.30pm

Registration & Refreshments

5.30-5.40pm

Opening Remarks by Chairman

5.40-7.10pm

Talk

7.10-7.30pm

Q&A / Discussion

About the 101 Workshop Series

Our **101 Workshops** provide **basic & practical knowledge of the industry or business** related to areas of practice, conducted by eminent industry experts. The Series aims to equip legal professionals to better serve their client's needs through a clearer understanding of their industry and business.

About the Speaker

Mr. Koh Kong Meng – Director for Marketing and Strategy, Lenovo International Asean/South Asia

Kong Meng's responsibilities include managing and executing the marketing and product strategies of Lenovo International in the Asean countries as well as in South Asia. Prior to that he was the Country Manager for IBM Personal Systems Group in Singapore.

Kong Meng started his career in the industry with IBM twelve years ago. Over the years, he was actively involved in sales and marketing of both personal computing and large systems to a variety of customers from a wide range of industries. He was responsible for a fair number of key large account wins for IBM Singapore in the financial services sector and honed his product management experience as a Product Manager for Netfinity Servers.

He has a Bachelor in Business Administration degree from the National University of Singapore.

About the Chairperson

Mr. Benjamin Ang – Administrative Director, White & Case

Benjamin Ang is the Administrative Director of White & Case LLP's Singapore office, with responsibility for all operations in Singapore as well as Manila, Jakarta, Hanoi and Bombay. He also conducts IT training for his firm. Benjamin was previously a Litigation lawyer, Director of Technology, a Partner and the Executive Director at Rajah & Tann. He has a Masters in MIS and MBA from Boston University, and is a Certified Network Administrator. He has also practised as an IT consultant to small and medium sized law firms.

Who Must Attend

- Lawyers
- Legal counsel
- Legal officers
- Paralegals
- IT support staff in law practices
- Knowledge management staff of law practices

Venue:
The Law Society of Singapore
Conference Room, Level 2
Singapore 058673

(Registrations will begin at 5.00pm)

Fee:
S\$ 42.00 (Law Society & SCCA Members & Employees of Singapore law practices)

S\$ 63.00 (Others)
(includes 5% GST, materials & refreshments)

REGISTRATION FORM

Name (Dr/Mr/Mrs/Miss/Mdm): _____

Name and Address of Law Firm/Law Corporation/Organisation: _____

Position in Law Firm/Law Corporation/Organisation: _____

Date of Admission: _____ Number of years in Practice: _____

AAS No: _____ NPM No: _____ NRIC/Passport No: _____
(Law Society Members) (Law Society Associate Members) (Non-Law Society Members)

Tel number: _____ Fax number: _____ Email: _____

Law Society Member ☐ SCCA Member ☐ Employee of Singapore Law Practice ☐ Non-member ☐

Mode of payment: GIRO ☐ Cheque ☐ Credit Card ☐

Credit card: Mastercard/Visa No. _____ Card Expiry Date: _____ (MM/YY)

Cardholder's Name: _____ Signature: _____

Cheque payments should be made payable to "The Law Society of Singapore" & arrive at our office with your completed registration form before the closing date, Wednesday, 10 August 2005:

The Training & CPD Department
The Law Society of Singapore
39 South Bridge Road (S) 058673

For further enquiries, please contact
The Training & CPD Department at
Tel: (65) 6557 2747 Fax: (65) 6557 2751
E-mail: cpd@lawsoc.org.sg
CPD Portal: www.lawsociety.org.sg/CPD
Website: www.lawsociety.org.sg

REGISTRATION, REFUND & CANCELLATION POLICY

- Registrations will be confirmed upon receipt of full payment accompanied by a duly completed registration form.
- The Organisers reserve the right to refuse to register or admit any participant, and to cancel or postpone the course.
- Substitute delegates are welcomed, subject to the Law Society Training Department being notified at least 2 working days before the course of the details of the substitute delegate.
- The Organisers reserve the right to impose a cancellation fee in the event any registrant wishes to withdraw from the course after the registration closing date.
- The Organisers will not entertain any request for a refund of fees within 24 hours of course commencement. However, a confirmed registrant who does not turn up for the course will be entitled to collect a set of the materials provided.