

THE CONTINUING EDUCATION COMMITTEE OF THE  
CENTRAL FLORIDA PARALEGAL ASSOCIATION, INC. ("CFPA")



CORDIALLY INVITES YOU TO:

**"IMPROVING YOUR OUTLOOK®"**

**SPEAKER:** Adriana Linares of LawTech Partners is a legal technology trainer and consultant based in Orlando. Adriana spent many years in the technology departments of two of Florida's largest law firms where she was charged with establishing firm-wide training programs and leading technology initiatives. Today, she travels the country delivering "tech therapy" sessions to firms of all shapes and sizes. Using her practical and personal approach to technology she helps law offices make the most of their technology investments. She is a frequent speaker at national conferences and a regular contributor to nationally distributed legal technology magazines, newsletters and web publications; she hosts an advice column on her blog, I Heart Tech ([www.ihearttech.com](http://www.ihearttech.com)). Adriana is also a member of the Planning Board for ABA TECHSHOW 2008.

If you're only using Outlook to send and receive email – you don't know what you're missing! Supporting a law practice can be busy and stressful, and even more so when the basic details of your day aren't well organized. Outlook can be your best assistant and it can help you improve the quality of your client service. During this session we'll share some bite-size tips and tricks for saving and organizing time, tasks and information with Outlook's powerful management tools such as Tasks, Notes and Calendaring. You'll learn how to take advantage of advanced Outlook features you don't currently use or may not even know exist. Bring your laptop, your questions and your own tips to share.

**Date:** December 7, 2007  
**Registration begins at 3:00 p.m.**  
**Seminar:** 3:30 p.m. to 5:30 p.m.  
**Location:** Baker & Hostetler, LLP.  
SunTrust Center, Suite 2300  
200 S. Orange Avenue  
Orlando, FL 32801-3432

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.2 hours of CLAE credit from National Association of Legal Assistants. Please register no later than November 20, 2007 for the Improving Your Outlook Seminar.

**NAME FOR REGISTRATION AND CERTIFICATE OF ATTENDANCE:**

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_  
**CFPA MEMBER** \_\_\_\_\_ **OR** **NON-MEMBER** \_\_\_\_\_

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**Please mail a separate registration form for each attendee to the following address. SEMINAR FEE\* FOR MEMBERS \$25.00; NON-MEMBERS \$35.00.**

*\*Cancellation/Refund Policy: If you are unable to attend a seminar you have pre-registered for and wish to receive a refund of your paid seminar fee, you must cancel your attendance within 5 days prior to the event*

**Please make checks payable to CFPA, Inc.**  
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P.O. Box 1107  
Orlando, FL 32802-1107

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