

BOOKING FORM & COSTS

Managing a Legal Office During a Recession



CPD Points

Each session is available for CPD Points to both Accountants and Solicitors. Certification will be provided for those who need it. Attendance at the conference will earn each delegate six CPD Points and can be used as Management CPD hours. As such the interesting range of topics provides a very cost-effective method of achieving a large part of your annual CPD requirement.



About the Institute

The Institute of Legal Accountants of Ireland was founded in 1986. Membership includes accountants, solicitors, book-keepers, managers and technology suppliers. The Institute has close links to the Law Society of Ireland. This conference offers a programme of topical presentations and events relevant to those working in legal accounting and practice administration in the difficult times we face. This conference is open to members and non members and all are welcome.



Keyhouse, this year's conference sponsor, is a market-leading supplier of practice management software for solicitors in Ireland. The company have been successfully developing integrated solutions for the legal sector for over 25 years and has developed an enviable reputation based on results. **Keyhouse**, who are one of the few Guaranteed Irish suppliers left in the market place provide a complete practice solution including Accounts, Document and Case Management and Digital Dictation. To learn more about Keyhouse, visit www.keyhouse.ie or phone **01 204 0020**.

Annual Seminar 2009
Friday 11th September 2009
The Law Society
Blackhall Place, Dublin



Managing a Legal Office During a Recession



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Friday 11th September 2009

10.00am
Registration and Coffee – Visit Exhibitors stands.

11.00am
Financial Essentials
Andrew Otterburn - Otterburn Legal Consulting LLP.
• The main areas to control in a recession
• Key results from Andrew's 2008 Benchmarking Survey
• Financial information and reporting
• Understanding the cost base of your firm

11.45am
Cash is KING
Pat O'Donoghue - Beauchamp's Solicitors.
Cash collections are as important as profit and the two must link well together in any budgeting plan for any type of firm, legal or not. How many firms are doing detailed profit budgets 12 months aged? They are critical for the success of any business especially in troubled times.

12.30pm to 2.00pm
Lunch
We have an extended lunch break to allow delegates network and view the various exhibition stands.

2.00pm
Improving Profit
Andrew Otterburn - Otterburn Legal Consulting LLP.
Improve profit through better work practices and file management
• Profitability and work methods
• The office manual
• Supervision and risk
• Running a file
• IT and business continuity plan

2.50pm
eConveyancing Fact or Fiction
Gabriel Brennan - Law Society of Ireland
Gabriel's presentation explains eConveyancing and also looks at the current conveyancing process. She looks at the role of the legal profession and the proposed future model and developments to date.

3.45pm
Coffee Break

4.10pm
eStamping
eStamping will commence in December 2009. A speaker from Revenue will update us on the progress of the new system. The new system will offer significant benefits to Solicitors, including the facility to file a return and stamp an instrument electronically through Revenue's on-line system (ROS). The on-line service will enable Solicitors to have an instrument stamped within a matter of minutes on a 24/7 basis.

5.00pm
Delegate Forum
Delegates will have the opportunity to discuss the day's presentation.

8.00pm
Annual Dinner Ashling Hotel
Superbly located overlooking the river and close to Heuston Station and the Luas, the Hotel has undergone major refurbishment since the Institutes last visit.

Please see details on the booking page of the offer negotiated by the Institute for those attendees who wish to stay overnight.

Delegate Profiles

Andrew Otterburn
Andrew Otterburn is a chartered accountant and management consultant with twenty years experience advising firms of solicitors. He has advised around 250 law firms in the UK and Ireland. His book, "Profitability and Law Firm Management" was published by the Law Society in London in 2002, with the second edition published in 2007. His new book, "From recession to upturn – financial management and strategy for law firms" was published in July.

Pat O'Donoghue
Pat O'Donoghue FCAA chartered accountant with many years experience in professional practice and commercial companies. Pat's expertise is in commercial management and common sense business planning. Cash flow management, cost control, and budgeting for profit are some of the areas he specialises in. Pat is the Director of Finance and Administration at Beauchamp's Solicitors.

Gabriel Brennan
Gabriel Brennan qualified as a solicitor in 1996. She practiced with Abercorn Solicitors before joining the Law Society as a Course Manager specializing in property law and skills related courses. She is a member of the Law Society Conveyancing Committee and secretary to the eConveyancing Task Force. In 2007 she was appointed as the Law Society's eConveyancing Project Manager.



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 **KEYHOUSE**

COSTS & BOOKING FORM

- Options
1. Full Day **€90**
 2. Dinner & Conference **€140**
 3. Accommodation (pps) Dinner & Conference **€260**
(10% Discount for Additional Delegates)

Name

Firm's Name

Address

Email

Contact Number

Remittance

Please complete and send to
Alice Leddy,
Pierce McCarthy Lucey, Solicitors,
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Tralee, Co Kerry.
DX 41 021 Tralee.

She can be contacted on
066 7122900 or 087 9562799