

E-Discovery and Document Management Strategies

Ensure Discovery and Litigation Readiness through Effective Organisation of Electronically Stored Data

EARN SRA **CPD** CREDITS

London, UK

14th & 15th January 2008

Attending this Premier **marcus evans** Conference will Enable You to:

- **Understand** the impact of the new US E-Discovery Federal Rules on European business
- **Compare** discovery practices and experiences with peers
- **Analyse** and manage high volumes of data, documents and e-mail to respond effectively to disclosure obligations
- **Communicate** effectively with IT departments to manage the flow, storage and retrieval of information
- **Organise** effectively the information captured in e-mail and electronic documents

Learn from Case Studies and Panel Discussions:

- What is the real impact of FRCP amendments for European businesses
- How **Bayer AG** proceeds with e-discovery requests
- Best litigation practices from **Microsoft Corporation**
- Communication between IT and legal experts in **Pfizer**
- What the courts expect from you
- Discover computer forensic evidence with **GE**

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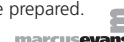
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Take good care of the **most valuable asset** your company has: **INFORMATION**

The focus on e-discovery in Europe is growing. It is necessary to raise awareness of challenging regulations and technology-related issues. Keep pace of changes to ensure fast response, compliance and a cost and time efficient process. Be prepared.



In The Chair:

John Mulgrew
Senior Attorney
Microsoft Corporation

Your Expert Speaker Panel:

His Honour Judge Simon Brown QC
Specialist Mercantile Judge
Birmingham Civil Justice Centre

Jay Brudz
Senior Counsel – Legal Technology
GE, USA

John Mulgrew
Senior Attorney
Microsoft Corporation

Dirk Tirez
General Counsel
The Belgian Post n.v.

Simon Clarke
Information Security Specialist
Pfizer

Patrick Oot
Director of Electronic Discovery and Senior Counsel
Verizon Legal Department

Dr. Stephan Wilske
Board Member
German-American Lawyers' Association

Timothy C. Smith
International Product Litigation Coordination Counsel
Smith & Partners

Chris Dale
Litigation Support Consultant
Chris Dale Lawyer Support

Dr. Georg Kirsch
Law and Patents Litigation
Bayer AG

Hans Köhler-Krüner
Director, Global Education Services EMEA
AIIM – The ECM Association

Ray Werbicki
Partner
Step toe & Johnson

Reza Alexander
Litigation Support Manager
DLA Piper UK LLP

Browning E. Marean
Partner
DLA Piper

Matthew Grant
Litigation Services Consultant
LexisNexis

Janet Lambert
Reinsurance and International Risk Team
Barlow Lyde & Gilbert

Robert Brown
Technical Expert at First Advantage Litigation consulting
First Advantage

Vince Neicho
Litigation Support Specialist
Allen & Overy LLP

Kenneth Reiff
VP, Business Development
Xerox Litigation Services

Day 1

14th January 2008

Booking Line

Tel: + 420 255 707 210

Fax: + 420 255 707 232

www.marcusevans.cz

08.30 Registration and Morning Coffee

09.00 Chair's Opening Address

John Mulgrew
Senior Attorney
Microsoft Corporation

MEANING AND IMPACT OF E-DISCOVERY LEGISLATION ON THE EUROPEAN MARKET

09.15 **The Meaning of E-Discovery for the European Market**

- Comprehending why Europe-based companies should be concerned about e-discovery
- Understanding what e-discovery requests mean and how the process works
- Preparing for and keeping up with the changes
- Future direction of discovery processes in Europe

Dr. Stephan Wilske
Board Member
German-American Lawyers' Association

10.00 **Joint Case Study**

Effect of Amendments to the US Federal Rules of Civil Procedure (FRCP)

- The real meaning and applicability of the FRCP amendments for European businesses
- Proactively preparing to face changed rules
- Avoiding penal damages and reducing the costs of e-discovery compliance
- Keeping up with challenging regulatory issues

Reza Alexander
Litigation Support Manager
DLA Piper UK LLP

Browning E. Marean
Partner
DLA Piper, USA

10.45 Morning Coffee and Networking

EUROPEAN VS US EXPERIENCE WITH THE ELECTRONIC DISCOVERY PROCESS

11.15 **Case Study**

Verizon Case Study: Best Practices for Managing E-Discovery and Litigation

- Building an in-house team to formulate and enforce best practices in electronic discovery
- Identifying your e-discovery allies at your outside law firm
- Leveraging technology to realise true cost savings by internationalisation and matter synergy
- Locating technology assets at your outside firms to avoid vendor fees
- Implementing strategic technical and policy initiatives to fulfil discovery obligations efficiently
- Recognising the benefits of search and retrieval technology

Patrick Oot
Director of Electronic Discovery and Senior Counsel
Verizon Legal Department

12.00 **Panel Discussion**

European Experiences with E-Discovery Processes

- Illustrating what happens when e-discovery is required
- The steps taken to meet the e-discovery requirements
- Reviewing potential risks while working with electronic evidence
- Putting systems in place to anticipate future problems

Facilitator:

Dr. Georg Kirsch
Law and Patents Litigation
Bayer AG

Panelists:

Ray Werbicki
Partner
Stephoe & Johnson

This is your opportunity to discuss and debate the discovery process experience.

This panel will consist of speakers of the day and invited guests. Should you wish to be considered as a panelist contact: Dagmark@marcusevanscz.com

12.45 Lunch

14.00 **Case Study**

Sharing Experience with the Best Litigation Practices in Microsoft

- Managing electronic discovery in the most productive way from start to finish
- Collecting materials in anticipation of e-discovery from the opposing side
- Pinpointing challenges and related risks that professionals should be aware of when building e-discovery processes
- Sharing the experience of badly-prepared litigation and learning from mistakes

John Mulgrew
Senior Attorney
Microsoft Corporation

14.45 **Panel Discussion**

Controlling Costs of E-Discovery Through Preparation

- Taking proactive steps to reduce unnecessary costs
- Minimising response costs when disputes do arise
- Reviewing techniques and solutions to ease the cost implications of e-discovery

Panelist:

Matthew Grant
Litigation Services Consultant
LexisNexis

Janet Lambert
Reinsurance and International Risk Team
Barlow Lyde & Gilbert

His Honour Judge Simon Brown QC
Specialist Mercantile Judge
Birmingham Civil Justice Centre

15.00 Afternoon Tea and Networking

15.30 **Expert View**

Meeting the Challenge of Different Languages and Time-Zones

- Identifying and mitigating potential pitfalls when working with foreign-language documents
- Ensuring understanding of key words or phrases between parties
- Developing a simple communications plan at the onset of the project
- Effective ways of communicating in different time-zones

Robert Brown
Technical Expert at First Advantage Litigation Consulting
First Advantage

CUTTING-EDGE DISCOVERY TOOLS AND STRATEGIES

16.15 **Case Study**

Discovering Computer Forensic Evidence

- Using forensic analyses to recover crucial evidence
- Impact of computer forensics on privacy
- Understanding forensic tools and techniques

Jay Brudz
Senior Counsel – Legal Technology
GE, USA

17.00 Closing remarks of the chair and End of Day 1
marcus evans invites participants to an informal get-together. Exchange ideas and network with the speakers and delegates.

I would like to thank everyone who has assisted with the research and organisation of the event, particularly the speakers for their support and commitment.

Dagmar Kloudova, Conference Producer,
marcus evans Prague, Tel: +420 255 707 260
E-mail: Dagmark@marcusevanscz.com

Corporate Business Partner:



LexisNexis eDisclosure provides lawyers and their corporate clients with the tools they need to fulfil electronic evidence disclosure obligations in an efficient and cost effective manner. Combining cutting edge technologies and bespoke review strategies, eDisclosure facilitates searching, reviewing and producing electronic documents. Using LexisNexis eDisclosure to manage document review and disclosure significantly reduces time spent and cost incurred.

Day 2

15th January 2008

08.30 Registration and Morning Coffee

09.00 Chair's Opening Address

John Mulgrew
Senior Attorney
Microsoft Corporation

BOOSTING COMMUNICATION WITH INVOLVED PARTIES

09.15 **Interactive Session**

Building Successful Cooperation and Communication with IT Experts

- Evaluating IT environments to pinpoint IT processes necessary for litigation
- Ascertaining a valid planning strategy to complete the disclosure process
- Effective electronic discovery collaboration for coherent flow during the disclosure process

Simon Clarke
Information Security Specialist
Pfizer

TRIAL PREPARATION

10.00 **Joint Case Study**

E-Discovery Expectations in the Courts of England and Wales

- Putting your document retention policy to the test
- What your lawyers will expect from you
- What you should expect from your lawyers
- What the courts will expect from you and your lawyers
- What you can expect from the courts
- The consequences of unsatisfied expectations

Chris Dale
Litigation Support Consultant
Chris Dale Lawyer Support

His Honour Judge Simon Brown QC
Specialist Mercantile Judge
Birmingham Civil Justice Centre

10.45 Morning Coffee and Networking

BUILDING ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS

11.15 **Case Study**

The Practical Application of Litigation Hold

- Building and implementing a legal hold application plan
- Dealing with multiple instances of litigation hold – related and unrelated matters whilst maintaining a workable retention policy
- Challenges faced in preserving electronic information
- Intradepartmental collaboration in information flow

Timothy C. Smith
International Product Litigation Coordination Counsel
Smith & Partners

12.00 **Expert View**

Reviewing the Pros and Cons of Using an Outsourced Transatlantic Discovery Management System

- Managing large amounts of electronically stored data driven by US based litigation involving multinational companies
- Dealing with the volumes of data that are outstretching the capabilities of in-house systems
- Identifying the right time to use an outsourced solution for processing and reviewing documents
- Analysing what are the requirements to ensure scalability, flexibility and defensibility

Kenneth Reiff
VP, Business Development
Xerox Litigation Services

12.45 Lunch

13.45 **E-mail Management and E-Discovery**

- Role of e-mail management in the e-discovery process
- Having an e-mail management process in place to be prepared for an e-discovery request
- Identifying benefits of proper e-mail management

Hans Köhler-Krüner
Director, Global Education Services EMEA
AIIM – The ECM Association

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14.30 **Case Study**

Planning an Electronic Document Retention Strategy

- Initiating an effective document retention plan to optimise records management
- Benefiting from the implementation of document management systems and data retention policies
- Identifying what needs to be stored and where
- Ensuring compliance with both internal and regulatory requirements

Janet Lambert
Reinsurance and International Risk Team
Barlow Lyde & Gilbert

15.15 Afternoon Tea and Networking

15.45 **Interactive Session**

Preservation, Retrieval and Organisation of Documents

- Reviewing current best practices supported by in-house experience for facilitate reviews for disclosure and investigation purposes
- Identifying key challenges and risks of preserving and timely producing electronically stored information
- Legal issues related to preservation, retrieval and organisation of documents

Vince Neicho
Litigation Support Specialist
Allen & Overy LLP

IMPLEMENTING A CORPORATE INFORMATION SECURITY POLICY

16.30 **Case Study**

Discovery and Protection of Corporate Information

- Establishing a corporate information security board
- Headlines of a data protection policy
- Implementing a privacy policy: avoid the pitfalls
- Key issues when establishing an Information security policy
- Compliance, audit and reporting: how to proceed?

Dirk Tirez
General Counsel
The Belgian Post n.v.

17.15 Closing Remarks of the Chair and End of the Conference

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marcus evans is an authorised provider under the UK Solicitors Regulation Authority CPD Scheme (Ref: DDJ/MAEV). Attending this conference qualifies you for up to 9 SRA CPD Credits. Certificates of attendance will be available to all delegates, so that they may claim credits in respect of other continuing professional development requirements.

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Tel: +34 933 934 607
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Fees

2 DAY CONFERENCE + ON-LINE DOCUMENTATION @ **EUR 2895 + 17.5% VAT**

ON-LINE DOCUMENTATION @ **EUR 695**

Please note that all fee's are charged in CZK at current exchange rates

Payment is required within 5 working days.

The credit card payment amount will be deducted in Euro. A 24% service charge has been added to all conference fees prior to the event and is inclusive of programme materials, luncheon and refreshments. VAT will charged at the country rate where the conference will be held.

Registration Details

CONFERENCE: E-DISCOVERY AND DOCUMENT MANAGEMENT STRATEGIES

DATES: 14TH & 15TH JANUARY 2008

VENUE: LONDON, UK

COMPLIMENTARY ACCOMMODATION BOOKING SERVICE

Should you require accommodation whilst attending this **marcus evans** conference, please contact the hotel directly. By quoting this **marcus evans** conference, you will benefit from a substantial discount.

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Terms and Conditions

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2. Payment Terms: Following completion and return of the registration form, full payment is required within 5 days from receipt of invoice. PLEASE NOTE: payment must be received prior to the conference date. A receipt will be issued on payment. Due to limited conference space, we advise early registration to avoid disappointment. A 50% cancellation fee will be charged under the terms outlined below. We reserve the right to refuse admission if payment is not received on time. Unless otherwise stated on the booking form, payment must be made in pounds sterling.
3. Cancellation/Substitution: Provided the total fee has been paid, substitutions at no extra charge up to 14 days before the event are allowed. Substitutions between 14 days and the date of the event will be allowed subject to an administration fee of equal to 10% of the total fee that is to be transferred. Otherwise all bookings carry a 50% cancellation liability immediately after a signed sales contract has been received by marcus evans (as defined above) Cancellations must be received in writing by mail or fax six (6) weeks before the conference is to be held in order to obtain a full credit for any future **marcus evans** conference. Thereafter, the full conference fee is payable and is non refundable. The service charge is completely non-refundable and non-creditable. Payment terms are five days and payment must be made prior to the start of the conference. Non-payment or non-attendance does not constitute cancellation. By signing this contract, the client agrees that in case of dispute or cancellation of this contract that **marcus evans** will not be able to mitigate its losses for any less than 50% of the total contract value. If, for any reason, **marcus evans** decides to cancel or postpone this conference, **marcus evans** is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The conference fee will not be refunded, but can be credited to a future conference. Event programme content is subject to change without notice.
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6. Important note: While every reasonable effort will be made to adhere to the advertised package, **marcus evans** reserves the right to change event dates, sites or location or omit event features, or merge the event with another event, as it deems necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be made. In the event that **marcus evans** permanently cancels the event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the Client shall receive a credit note for the amount that the Client has paid to such permanently cancelled event, valid for up to one year to be used at another **marcus evans** event. No refunds, part refunds or alternative offers shall be made.
7. Governing law: This Agreement shall be governed and construed in accordance with the law of England and the parties submit to the exclusive jurisdiction of the English Courts in London. However **marcus evans** only is entitled to waive this right and submit to the jurisdiction of the courts in which the Client's office is located.