

Date: March 15 2007
Time: 7:00 am to 5:00 pm
Place: Boise Center on the Grove

Early Registration : Paid by Feb 1, 2007

	Early	Regular
ARMA Members:	\$195	\$225
Spec Assoc	\$210	\$240
Code: _____		
Non Members:	\$225	\$255

Name _____

Title _____

Company _____

Address _____

City _____

State _____ Zip Code _____

Phone (____) _____-_____

Email _____

Please respond by: March 7, 2007

Credit Card Registration:
www.boisearma.org

Checks Payable to:
Boise Valley Chapter - ARMA, Inc.
P.O. Box 190177
Boise ID 83719-0177

Late cancellations & no shows will be billed at the full cost of the seminar. There will be no refunds after March 1, 2007



Spring Seminar

INFORMATION
WARRIOR
BOOTCAMP

Featured Speaker:
Randolph Kahn, Esq



Boise Valley Chapter

The Information Management
Professionals
P.O. Box 190177
Boise ID 83719-0177

For More Information:

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Featured Speaker

Randolph Kahn is an internationally recognized authority on the legal, compliance and policy issues of business information, electronic records, ebusiness processes, and information technology. As the principal of Kahn Consulting Inc., Mr. Kahn advises corporate counsels, information management and information technology professionals in both government and corporate institutions on policy issues related to the management of digital information and electronic records. In addition to teaching at George Washington University, Mr. Kahn conducts more than 30 seminars, lectures, and keynote addresses across the country each year.

Mr. Kahn is a columnist for edoc Magazine on legal and risk management issues related to information and a contributor to publications such as The Business Lawyer (American Bar Association), Business Law Today, (American Bar Association), Digital Discovery and E-Evidence, and KMWorld. He is frequently interviewed by major media outlets such as the Wall Street Journal, Chicago Tribune, and Fortune Magazine, among others. Mr. Kahn is involved with a number of international industry groups, including the American Bar Association's Electronic Evidence and Information Security Committees; Federal Bar Association; AIIM International; International Standards Organization (ISO), Parenteral Drug Association (PDA); Drug Information Association (DIA); American Health Information Management Association (AHIMA); ARMA International; and others.

Registration/Continental Breakfast 7:00 - 8:00

Opening Remarks 8:00 - 8:15

Session 1: 8:15 - 9:45 am

"RIM Program Basic Training: Building a Compliant Records Management Program"

This session explores how to build your Records Program in a way that will actually protect your institution. The Seven Steps of a Complaint Records Management addressed in this session are based on Mr. Kahn's book, Information Nation: Seven Keys to Information Management Compliance. Having a Records Program is better than not having anything at all, but it may not be enough to protect you and your company. This session will help attendees build compliance in each aspect of their Records and Information Management program.

Morning Break: 9:45-10:00 am

Session 2: 10:00 - Noon

"Information Management Compliance Boot Camp: Building a Records Management Warrior"

Organizations today are caught in a battle, a battle with new rules and growing stakes. It is a battle between the way we did things yesterday and the way that the courts, regulators, boards, shareholders, customers, employees and partners expect us to do things today. To win this battle, organizations require a new breed of manager, a Warrior armed with the IT, Legal, Business and Records Management skills necessary to understand and address today's information management compliance challenges. In this dynamic presentation, Mr. Kahn will introduce attendees to the Information Nation Warrior and explore how information management success today relies on collaboration and cooperation among each part of the business. Attendees will learn to evaluate their own skills;

to understand their role in the information management process; and to identify the people and departments they need to work with to win the battle in their own organizations.

Lunch: Noon - 1:30 pm

Session 3- 1:30 - 5:00 pm

"Doing Battle the Nice Way: Negotiating an e-Communications Policy"

"If you use it, you have to manage it". Despite case after case illustrating the consequences of failing to take this simple statement to heart, many organizations today still fail to provide the policy and practical guidance employees need when using email, instant messaging, and other contemporary communications technologies. In this interactive and entertaining session, Mr. Kahn will take you through the process of developing an e-communication policy - one designed to address the range of legal, compliance, technological, business, and human resources issues that organizations must tackle. In the process you will learn not only to confront the issues, but also see first-hand the challenges inherent to negotiating and implementing policy in the real world.

***Afternoon Break: 3:00-3:15 pm**



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