



“HE SAID; SHE SAID”

Realtime transcripts, live streaming & how it can help your case

DATE: April 20, 2009

TIME: Registration: 8:30 a.m. – 9:00 a.m.

Program Starts: 9:00 a.m.– 12:00 p.m.

LOCATION: The Institute of Law Clerks of Ontario
20 Adelaide St. E., Suite 503
Toronto, Ontario

*Remember to bring
your business card
to be eligible for a
door prize!*

COST: \$100.00 for Members
\$125.00 for Non-Members
\$100.00 for Students

You have probably heard about realtime transcript services, maybe even seen a demo at a show somewhere, but if you'd like to know more about how it works, where and when it is available, how much it costs, and how it can help your case, please join us on the morning of April 20, 2009 to hear from our speaker, Kim Neeson of Neeson & Associates, and learn about the following:

- **How does realtime transcription work?**
- **Use of the realtime feature using Summation**
- **What kind of support does the court reporter require from the lawyers/law clerks in order to provide the best product possible?**
- **Demonstration of secure realtime streaming over the internet (have your expert or co-counsel in another location watching the questioning as it happens)**
- **Highlight of easy-to-use Summation features such as Quick Marks, creating issue codes, creating automarks, searching the transcript, presented by a Summation trainer**
- **Technical computer/software requirements to receive realtime**
- **Costs associated with receiving a realtime or rough draft transcript**
- **Ensuring the final product (the transcript) will work with your database software**
- **Demonstration of an Etrans file**
- **Review of “Realtime - Every Time” program at Neeson**
- **The program will also include a brief presentation from a videographer as there has been an increase in requests for recorded depositions in the U.S.**

SIGN UP TODAY! REGISTER EARLY AS ENROLLMENT IS LIMITED. THE COMPLETED REGISTRATION FORM ATTACHED TO THIS FLYER MUST BE RECEIVED WITH PAYMENT NO LATER THAN Monday, April 13, 2009, BY THE INSTITUTE OF LAW CLERKS OF ONTARIO, OR FOR PAYMENT BY VISA fax to (416) 214-6255. (Receipts will be issued)



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The Institute of Law Clerks of Ontario
20 Adelaide St. E., Suite 503, Toronto, Ontario

******RETURN REGISTRATION FORM TO:******

The Institute of Law Clerks of Ontario
20 Adelaide Street East, Suite 502
Toronto, Ontario M5C 2T6

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If you have any questions, please contact our office at 416-214-6252 or by e-mail to lindsey_bombardier@ilco.on.ca

CANCELLATION AND REFUND POLICY:

Cancellation and requests for refunds **must be submitted in writing** to the office of the Institute at least five (5) business days prior to the date of the program in order to be entitled to a refund. ALL refund requests received at least five (5) business days prior to the date of the program will be subject to a \$25.00 administration fee. Any refund request received by the Institute any date later than five (5) business days prior to the program date will be submitted to the Institute's Continuing Legal Education Committee for its review and consideration.

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