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Lexcel Conference 2013

*Managing performance,
risk and growth*

Wednesday 23 October 2013
The Law Society, London



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The Lexcel conference offers delegates practice advice and business solutions from experts within the legal and commercial sectors. The sessions have been tailored to meet your business and personal development needs, whether you work in private practice or in-house. You will be able to develop your understanding of key management challenges and potential solutions via formal presentations and practical workshops. For Lexcel accredited firms, the conference offers delegates practice advice on how to maximise the value of your accreditation.

The programme includes:

- Regulatory update
- Creating a risk management culture
- Managing risks of outsourcing
- Managing your panel
- Financial crime
- Effective performance management

Who should attend?

- Senior and managing partners from Lexcel accredited and non-accredited firms
- Sole practitioners
- Practice managers
- Corporate counsel from Lexcel accredited and non-accredited departments
- Those responsible for practice management

Lexcel

Lexcel is the Law Society's international practice management standard. It is a scheme for any type of practice to certify that certain standards have been met following independent assessment. Lexcel provides professionals in law firms and in-house legal departments internationally with a flexible, supportive management framework to help develop greater operational efficiencies, manage risk effectively, reduce costs and promote profitability.

For more information, please visit www.lawsociety.org.uk/accreditation/lexcel

Exhibitor

If you would like more information on exhibiting at this event, please contact Lucy Stuart on +44 (0)20 7320 5842 or email lucy.stuart@lawsociety.org.uk

Sponsorship

If you are enquiring about sponsorship opportunities, please contact David McKeever on +44 (0)20 7316 5598 or email david.mckeever@lawsociety.org.uk for further information.

Programme

09.30 - 10.00	Registration and refreshments
10.00 - 10.05	Conference welcome Speaker: tbc
10.05 - 10.25	Keynote speech Speaker: Desmond Hudson, chief executive, The Law Society
10.25 - 10.55	Tactics for avoiding fraud and anti-money laundering Speaker: Alison Matthews, director, Alison Matthews Consulting Ltd
10.55 - 11.15	Refreshments and networking
11.15 - 12.15	Concurrent workshop sessions 1A: In-house session - managing your panel <ul style="list-style-type: none">• tbc• tbc• tbc Speaker: Katherine Evans, senior solicitor, Carillion plc
12.15 - 13.15	Lunch and networking
13.15 - 14.15	Concurrent workshop sessions 2A: Lexcel as a tool for sustaining and growing your business <ul style="list-style-type: none">• Service strategies to maximise value and improve retention of existing clients• A structured approach to winning new clients• Merger and acquisition as a growth strategy, opportunities and challenges Speaker: Andrew Hedley, director, Hedley Consulting
14.15 - 14.45	Changing regulatory requirements Speaker: Pearl Moses, practice lead consultant, risk and compliance service, The Law Society
14.45 - 15.45	Building a risk management culture Speakers: Tim Prior, risk and compliance consultant for Lexcel and director, PNCR Legal speaker tbc
15.45 - 16.00	Refreshments and networking
16.00 - 17.00	Panel session: The Lexcel experience Speakers: Linda Jones, family partner, Brethertons LLP Jean Evans, head of legal services, Staffordshire County Council speaker tbc
17.00	Chair's closing remarks
17.10	Close

Please note that the programme may be subject to change.

Booking form

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Online

To register for this event online, please go to www.lawsociety.org.uk/events. Select the event you want to attend and click on the 'book event' tab. You can pay by credit card or cheque. If you pay by credit card, your booking will be confirmed immediately. If you reserve a place online and elect to pay by cheque, this must be received within two weeks.

By post

To register please complete the form below in CAPITAL LETTERS and return it to:
Events Team, The Law Society, 113 Chancery Lane, London WC2A 1PL, DX 56 Lon/Chancery Ln

Please note: bookings for this event cannot be taken over the phone.

One name per form please (you may photocopy this form).

Title: _____ First name: _____ Surname: _____

Position: _____

Organisation: _____

Company VAT registration number: _____

Address: _____

_____ Postcode: _____

Tel: _____ Fax: _____

DX: _____ Email: _____

Delegate places are limited. If you are unable to attend, please email events@lawsociety.org.uk so we can allocate your place to someone on the waiting list.

Breakout session preferences (please choose your preferred workshop from each session)

1A or 1B 2A or 2B

Delegate fees:

Booking fees on or before 24 September 2013

Booking fees after 24 September 2013

Lexcel accredited firms

£250 + VAT = £300

£300 + VAT = £360

Section member

£250 + VAT = £300

£300 + VAT = £360

Membership number: _____

PC holder

£295 + VAT = £354

£345 + VAT = £414

Non PC holder

£395 + VAT = £474

£445 + VAT = £534

PC holders working for NFP

£195 + VAT = £234

£245 + VAT = £294

Charity number: _____

NB: Joining instructions will be sent two weeks prior to the event. VAT is charged at 20%.

Please make cheques payable to the Law Society. For enquiries ring **020 7316 5700** or e-mail events@lawsociety.org.uk

Access, dietary or other requirements:

Please advise if you have any additional requirements below:

Delegates will be given a list of all delegate names. If you do not want your name to be published on the list, please tick this box

Office Use:

BUDGET: MK03 LB101 E13039

- The Law Society reserves the right to amend or cancel this event. Should the event be cancelled a full refund of the registration fee will be made. The Law Society can accept no further liability if the event is cancelled, including no liability for any expenses incurred as a result of cancellation.
- If you have any special dietary requirements you must give us written notice at least 10 working days before the event and a supplement may be payable for special dietary requests.
- Full payment is required unless you give written notice of cancellation at least 10 working days before the event, in which case you will be refunded the registration fee less an administration charge of 20%. If you cancel your place prior to payment, you are still required to pay either 20% administration fee or full cost dependant on the time of cancellation.
- You may substitute a colleague without charge, provided you confirm their full name in writing before the day of the event.
- The delegate and the firm/organisation are jointly and severally liable for payment of the fees due.
- The Law Society can accept no liability for any loss suffered by any person acting or refraining from action as a result of the material delivered during or in connection with the event.
- Acceptance by the Law Society of your booking will give rise to a legally binding contract between us on these terms and conditions.