

OFFICIAL NOTICE

NOVEMBER 2024, SECOND QUARTERLY CONFERENCE BOARD OF GOVERNORS MEETING OF LEGAL PROFESSIONALS, INCORPORATED

TO: Governors, LPI Officers, LPI Committee Chairs, Members-at-Large, LSI/LPI Past Presidents, and LPI Honorary Members

The Second Quarterly Conference and Board of Governors Meeting of LEGAL PROFESSIONALS, INCORPORATED, will be co-hosted by Legal Professionals, Incorporated and Contra Costa County Legal Professionals Association from November 15, 2024, through November 17, 2024, in Walnut Creek, California.

HEADQUARTERS: Embassy Suites by Hilton
1345 Treat Boulevard
Walnut Creek, CA 94597
[\(Directions\)](#)

HOTEL RESERVATIONS: By Phone: 1-800-498-7397
Online: [Hotel Reservations](#)
[Group Code: 90L](#)

ROOM DEPOSIT REQUIRED: No

DEADLINE FOR HOTEL RESERVATIONS: October 15, 2024
(No room rate guarantee after this date)

RATES: \$189.00 per night (single/double)
Tax and Fees for room rates are \$24.95 13.2% per room
per night = \$213.95 per night

PARKING CHARGE PER DAY: Discounted valet parking \$24.00 per night. Parking is available at the BART station across the street from the hotel @ \$3.00 mid-week and complimentary on the weekends.

CHECK-IN / CHECK-OUT: Check-in time is 4:00 p.m.; Check-out time is 11:00 a.m.

HOTEL AMENITIES: Free made-to-order breakfast; Complimentary evening reception; Free Wi-Fi; Non-smoking rooms; On-site restaurant; Indoor pool; Fitness center; Pet-friendly rooms; Room Service; and Digital Key

2 Room Suite King Rooms (sleeps 4):
2 Room Suite Queen Rooms (sleeps 6):

Rooms include: Mini refrigerator, Separate toilet area, Hand-held shower, Microwave, Coffee maker, LCD TV, Hair dryer, Seating area with sofa, Sofa bed, and Iron/ironing board.

ON-SITE DINING OPTIONS: Embassy Grill: (M-F) 6am – 9am & 5pm – 10pm
(Sat.-Sun.) 7am – 10am & 5pm – 10pm

The Embassy Lounge: (Mon. – Sun.) 5pm – 10pm

NEAREST AIRPORTS: **Metropolitan Oakland International (OAK):** is approximately 25 miles and a 40-minute drive from the conference venue.

San Francisco International Airport (SFO): is approximately 37 miles and a 60-minute drive from the conference venue.

San Jose International Airport (SJC): is approximately 47 miles and a 75-minute drive from the conference venue.

This Conference **has not** been designated as a remote location.

SCRIP TICKET: \$246 (includes Registration, Friday Night Social, Saturday Roundtable Luncheon, and Saturday Banquet, and \$256 after October 15, 2024.

Individual tickets may be purchased as follows:

Registration: \$ 30.00

Registration after 10/15/2024: \$ 40.00

Friday Social Event and Nacho Bar: \$ 35.00

Saturday Roundtable Buffet Lunch: \$71.00

(Must also choose the \$30.00 registration fee option.)

Saturday Evening Banquet: \$110.00

- Please note that a full complimentary breakfast buffet is available each day for registered hotel guests.

All online/credit card payments will include a \$5.00 convenience fee.

NO REFUNDS AFTER: 5:00 pm on October 15, 2024

REGISTRATION INFORMATION: Registration and payment are available online at: [Conference Registration](#)

TRANSPORTATION

The hotel is located at 1345 Treat Boulevard, Walnut Creek, CA 94597 off I-680, a short walk from Pleasant Hill BART Bay Area Rapid Transportation Station, which provides direct access to San Francisco, Oakland, and SFO International Airport. Downtown Walnut Creek and Broadway Plaza shopping are two miles away. Enjoy free made-to-order breakfast, a complimentary evening reception, and an indoor pool and fitness center.

Flying:

Metropolitan Oakland International (OAK) is approximately 25 miles and a 40-minute drive from the conference venue.

San Francisco International Airport (SFO) is approximately 37 miles and a 60-minute drive from the conference venue.

San Jose International Airport (SJC) is approximately 47 miles and a 75-minute drive from the conference venue.

Train:

Amtrak: [Amtrak - Reservations - Select Train](#)

or call: 1-800-USA-RAIL (1-800-872-7245)

Closest Station: Martinez, CA (MTZ) is approximately 10 miles/a 17-minute drive from the conference location via Uber/Lyft.

Train Station - Station Building (with waiting room)

Amtrak Historic Station, 601 Marina Vista Rd, Martinez, CA 94553 (800) 872-7245

Schedule of Events for November Quarterly Conference

Friday, November 15, 2024		
Time	Event	Location/Notes
8:30 AM – 3:00 PM	Executive Committee Meeting	Mt. Diablo Boardroom
1:00 PM – 5:00 PM	Registration	Contra Costa Ballroom Foyer
3:00 PM – 5:00 PM	Joint Leadership Meeting	Contra Costa Ballroom
5:00 PM – 7:00 PM	Exhibitors	Alameda Ballroom
6:00 PM – 7:00 PM	Welcome Reception	Alameda Ballroom
7:00 PM – 9:00 PM	Friday Night Social Event and Nacho Bar	Contra Costa Ballroom
Saturday, November 16, 2024		
Time	Event	Location/Notes
8:00 AM – 3:00 PM	Registration	Contra Costa Ballroom Foyer
8:00 AM – 3:30 PM	Exhibitors	Alameda Ballroom
9:00 AM – 10:30 PM	Board of Governors Meeting (First Session)	Contra Costa Ballroom

11:00 AM – 12:00 PM	Legal Technology Training Seminars: “Ethical Considerations in E-Discovery” Speaker: June Hunter	Black Diamond
11:00 AM – 12:00 PM	Continuing Education Committee Seminar: “Electronic Signatures: The Rules Explained” Speaker: Lynne Prescott, CCLS	Grizzly Peak
12:15 PM – 1:15 PM	Roundtable Luncheon and EC Resume Discussion (Doors open at 12:00 pm)	Contra Costa Ballroom
1:45 PM – 2:45 PM	Legal Technology Training Seminars: “The Intersection of Ethics and AI” Speaker: June Hunter	Black Diamond
1:45 PM – 2:45 PM	Continuing Education Committee Seminar: “General Overview of Trademark Law (with Insights into the day-to-day Work of a Trademark Lawyer, a Foundational Overview of Trademark Law, and Highlights of Emerging Issues for Brand Owners)” Speaker: Brandon Leahy, Esq.	Grizzly Peak
3:15 p.m. - 4:15 p.m.	Continuing Education Committee Seminar: “Legal Terminology Jeopardy” Speaker: Vivian Shreve, CCLS	Black Diamond
3:15 p.m. - 4:15 p.m.	Continuing Education Committee Seminar: “Civility and Ethical Professionalism” Speaker: Hon. Roberta S. Hayashi	Grizzly Peak
6:00 PM – 6:30 PM	Pre-Banquet Reception	Contra Costa Ballroom or Atrium A
6:30 PM – 8:30 PM	Banquet	Contra Costa Ballroom
8:30 PM – 10:00 PM	Music/Dancing and Networking	Contra Costa Ballroom
Sunday, November 17, 2024		
Time	Event	Location/Notes
9:00 AM – 10:30 AM	Board of Governors Meeting (Second Session)	Contra Costa Ballroom

GENERAL CONFERENCE CHAIR

Rod Cardinale, Jr. (408) 461-0972
LPI Executive Advisor
ExecutiveAdvisor@LegalProfessionalsInc.org

REPORTS OF OFFICERS AND CHAIRS

All officers and chairs must submit a written report for this meeting. E-mail your report in MS Word format to LPI President Donna Day and LPI Executive Secretary Erika Garduño by **Monday, October 21, 2024.** (President@LegalProfessionalsInc.org, ExecutiveSecretary@LegalProfessionalsInc.org)

OFFICIAL CALL TO LPI OFFICERS AND CHAIRS

DETERMINATION OF QUORUM: In order to determine whether a quorum will be present at the meeting, each Governor must advise the LPI Executive Secretary in writing or by e-mail whether the local association will be represented by a Governor or Governor Pro Tem.

OFFICERS AND CHAIRS OFFICIALLY CALLED

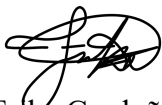
Only the four elected officers are required to give an oral report. If any appointed officer or Chair wants to give an oral report, please advise the LPI President before October 28, 2024. Law Practice Management & Technology Section of the California Lawyers Association – LPI Representative June Hunter will give her oral report.

Second Quarterly Conference – November 15-17, 2024 – Walnut Creek, CA

All Elected and Appointed Officers
All Members of the Education Council
All Marketing Committee Members
All Members of the Publication Revisions Committee

Submit Expense Claims to LPI Treasurer Larry McGrew (Treasurer@LegalProfessionalsInc.org) no later than **October 28, 2024.**

Dated: **September 21, 2024**



Erika Garduño, LPI Executive Secretary

cc: Donna Day, LPI President