

Michael Ingardia, P.E. presents two half-day "Technology for Better Business" seminars
AFTERNOON SESSION: "Electronic Discovery: What to Save & What to Delete"

This critically important half-day seminar will acquaint design firm management with the basic concepts of how technology initially increased the potential liability exposure within the A/E design industry, but how a well managed technology operation today can significantly reduce that liability exposure and better manage risk.

Mr. Ingardia will address several issues vital to the A/E design industry:

1. How does the use of e-mail and text messages to communicate with clients and other third parties impact the design firm's potential liability? What if the content of the e-mail changes the scope, schedule or compensation basis of the design services agreement? Are these e-mail/text messages legally binding? What are the repercussions of the recent precedent-setting \$1.4 billion settlement in the banking/brokerage industry, based primarily on internal e-mails, and how will it affect the A/E design industry?
2. How does the design firm's electronic document management and storage scheme (including storing e-mail messages) impact the design firm's potential liability? What is the impact and cost to adhere to a "Discovery" subpoena in the event of a litigation case pending on a specific project?
3. How does the delivery of electronic files from a client at the start of a project, with key project information, impact the design firm's potential liability? Who warrants this data to be adequate, up-to-date and correct?
4. How does the delivery of electronic files to clients, containing key design information (plans and specs), often in a media format that allows the receiving party to edit that data, impact the design firm's potential liability?

Good for 3½ CPD credits!

WHAT: "Electronic Discovery: What to Save & What to Delete" with Michael Ingardia, P.E.


WHEN: Tuesday, March 16
 • 1:00 P.M. - Check-in
 • 1:30 P.M. - Program begins
 • 5:00 P.M. - Conclusion

WHERE: David Evans and Associates, Inc.
 2100 SW River Prkwy, Portland

PARKING: Directions along with parking code will be e-mailed to registrants a few days prior to the program.

Special thanks to DAVID EVANS AND ASSOCIATES for providing meeting space!

ABOUT THE SPEAKER: Michael Ingardia, P.E., is the Founder and President of SMC (Systems Management Consultants, Inc.). His 39-year career has focused on helping design professionals to better use and manage technology tools, including finance and project accounting systems, CADD systems, and networks. He also has extensive experience dealing with technology-related HR policies and improving internal support for IT systems. Mr. Ingardia was employed for 11 years as the VP of IT for a 2,200-employee 40-office design firm. He was a member of ACEC's Management Practices Committee and is a frequent speaker for numerous professional societies.



Registration Form: **Tuesday, March 16** - AFTERNOON SESSION

"Electronic Discovery: What to Save & What to Delete"

Tuesday, March 16 • David Evans and Associates, Inc. • 2100 SW River Parkway, Portland • phone (503) 223-6663
 • 1:00 P.M. Check-in • 1:30 P.M. Programs begins • 5:00 P.M. Conclusion

Program is good for three and a half (3½) continuing professional development (CPD) credits.
Cost: \$160 per person for members (*If your firm is a member, then you are a member.*) / \$225 per person for non-members

Firm Name & Phone: _____ Name & E-mail: _____ Name & E-mail: _____ Name & E-mail: _____	No. of ____ member(s) @ \$160/each = \$ _____ No. of ____ non-mbr(s) @ \$225/each = \$ _____ Total Amount Enclosed: \$ _____
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Make checks payable to ACEC Oregon (American Council of Engineering Companies of Oregon).
 Or, pay by credit card: VISA MC Amex Discover Amount to charge: \$ _____

Card #: _____ Exp. date: _____ Security code on back: _____
 Cardholder name: _____ Signature: _____

Zip code at billing address: _____ Check here for receipt to be e-mailed to: _____

Mail (or fax or e-mail) check or credit card info & registration form for receipt by Thursday, March 11 to: ACEC Oregon, 5319 SW Westgate Drive, Suite 224, Portland, OR 97221. QUESTIONS? Phone (503) 292-2348 • Fax (503) 292-2410 • e-mail: echurchill2@acecOregon.org
 ~ **Cancellations must be received on or before the registration deadline.** Non-members must pay in advance. Thank you. ~

Registration deadline is Thursday, March 11.