

Talk on

# Leveraging IT for Law Firms

9 Apr 2018 (Monday) | 2:30 pm to 5:30 pm

**Raja Aziz Addruse Auditorium**

Wisma Badan Peguam Malaysia

Unit 2-02A, 2<sup>nd</sup> Floor

2 Leboh Pasar Besar

50050 Kuala Lumpur

**Registration fee | RM30**

(inclusive of 6% GST)



**CPD Code: T3/09042018/BC/BC184087/3**

**Registration for the event will begin at 2:00 pm**

The Bar Council Small Firm Practice and Future of Law Committee is organising a talk on leveraging information technology ("IT") for law firms. The objective of the talk is to enable law firms to utilise technology: to reduce their operating costs, increase efficiency, and improve profitability.

## About the Speakers

**Edwin Lee Yong Cieh** was called to the Malaysian Bar in 2009. A tech lawyer and enthusiast, Edwin focuses his legal practice in the areas of corporate mergers and acquisitions, technology, media and telecommunications, as well as intellectual property, privacy and data protection. Edwin believes that lawyers should embrace technology to provide better services and greater solutions for clients.

Edwin regularly writes articles and updates for newspapers and law firm newsletters, and speaks at conferences and seminars. He is the co-author of *Beyond Data Protection: Strategic Case Studies and Practical Guidance*, contributor to *Media and Entertainment: A Practical Legal, Business and Strategy Guide*, and *Bullen & Leake & Jacob's Malaysian Precedents of Pleadings*, as well as a monthly columnist at *CHIP Magazine Malaysia*, a global tech magazine.

**Foong Cheng Leong** was called to the Malaysian Bar in 2005. He had served the Bar Council and Kuala Lumpur Bar Committee ("KLBC") in various capacities such as Chairperson of the KLBC Information Technology Committee, Co-Chairperson of the Bar Council Information Technology and Cyber Laws Committee, Co-Chairperson of the Bar Council Ad Hoc Committee on Personal Data Protection, and Deputy Chairperson of the Bar Council Intellectual Property Committee. His areas of practice focus on intellectual property, cyber law, data privacy and the like. He is also a regular columnist for *Digital News Asia*.

## Programme

2:00 pm Registration

2:30 pm **Leveraging on Technologies: Free Online Tools that Law Firms can Adopt in Their Legal Practice**

by Edwin Lee Yong Cieh

- ♦ Website building
- ♦ Email and communication
- ♦ Note taking
- ♦ Data storage
- ♦ Cloud security
- ♦ Project management
- ♦ Video conferencing

## Question-and-Answer Session

3:45 pm Break

4:00 pm **The Paperless Law Firm: How to Start and Run a Paperless Office**

by Foong Cheng Leong

- ♦ Advantages of running a paperless office
- ♦ Tools required
- ♦ Building an electronic filing structure
- ♦ Workflow
- ♦ Building an e-library
- ♦ Digitalising your current files
- ♦ Back-up and disposal

## Question-and-Answer Session

5:30 pm Event Ends



Organised by  
Bar Council Small Firm Practice and  
Future of Law Committee

Talk on

# Leveraging IT for Law Firms

9 Apr 2018 (Monday) | 2:30 pm to 5:30 pm

**Raja Aziz Addruse Auditorium**

Wisma Badan Peguam Malaysia  
Unit 2-02A, 2<sup>nd</sup> Floor  
2 Leboh Pasar Besar  
50050 Kuala Lumpur

**Registration fee | RM30**

(inclusive of 6% GST)



**CPD Code: T3/09042018/BC/BC184087/3**

**Registration for the event will begin at 2:00 pm**

I would like to register for the event (all fields must be completed):

Name: \_\_\_\_\_

(Tick where applicable)

☐ Member of the Bar (Membership No): \_\_\_\_\_

☐ Pupil in Chambers (Petition No): \_\_\_\_\_

☐ Non-Member (NRIC No): \_\_\_\_\_

Email: \_\_\_\_\_

Name of Firm / Organisation: \_\_\_\_\_

Preferred Name for GST Tax Invoice: \_\_\_\_\_

GST Registration No: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information that you provide to the Bar Council, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the Bar Council for the purposes of facilitation and organisation of this event, research and audit, maintenance of a participant database for the promotion of this event, and such ancillary services as may be relevant.



Organised by  
Bar Council Small Firm Practice and  
Future of Law Committee

Payment options:

- (1) Direct deposit to Hong Leong Bank Berhad (Account No: 00200760645; SWIFT Code: HLBBMYKL); or
- (2) Cheque or bank draft, payable to "Malaysian Bar"; or
- (3) Cash payment (up to RM250 only), at the ground floor of the Bar Council Secretariat.

All payments must be made in advance of the event, and include all bank charges. Registration will be confirmed once proof of payment is provided by email or fax, and full payment is received.

Places are limited and registration is on a first come, first served basis.

Cancellations must be made in writing. There will be no refunds for cancellations made after **4 Apr 2018 (Wednesday)** but substitutions are allowed. The organiser reserves the right to modify, cancel or postpone the event, should circumstances arise that make such action necessary, whereupon all registration fees paid will be refunded.

- (1) No recording of the event is permitted via any means at any time.
- (2) No part of the event content may be used / reproduced in any form without the written and explicit consent of the Bar Council and speaker(s).

Points for the Continuing Professional Development ("CPD") Scheme will not be awarded to Members of the Bar and pupils in chambers who arrive more than 15 minutes late, are not present throughout the event, or leave before its scheduled end.

Please direct all correspondence (including completed registration forms and proof of payment) and enquiries to:

**Muhammad Bazli Naim**  
(03-2050 2094; bazli@malaysianbar.org.my) or  
**Vanimalar Money Selvam**  
(03-2050 2100; vanimalar@malaysianbar.org.my)  
**Fax: 03-2032 2043**