

LEGAL SECRETARIES INTERNATIONAL INC.

2016 ANNUAL MEETING

SEPTEMBER
22nd - 25th



SAN DIEGO,
CALIFORNIA

PLEASE PROVIDE:

Member	Member No:	Affiliate:
Non-Member		
This is my first time attending a Legal Secretaries International Meeting.		
I will be attending the Dutch Treat Dinner on Thursday <i>(must register in advance)</i> .		
Name of Spouse/Guest attending:		

REGISTRANT INFORMATION:

NAME: <i>(Please include ALL certification initials)</i>	PREFERRED NAME FOR BADGE:
Address: <input type="checkbox"/> Home or <input type="checkbox"/> Office	Cell Phone:
Home Email:	Work Email:
Roommate? <input type="checkbox"/> Spouse or <input type="checkbox"/> Rooming With?	

TRAVEL INFORMATION:

Will you be driving or flying? Important! Please provide your airline, airport, and flight number (if applicable) and dates/times of arrival and departure below.		
DRIVING ? <input type="checkbox"/> Yes <input type="checkbox"/> No	AIRPORT: <input type="checkbox"/> San Diego	AIRLINE:
Arrival Date:	Arrival Time:	Flight No.
Departure Date:	Departure Time:	Flight No.

DEADLINE INFORMATION:

<p>RETURN REGISTRATION FOR RECEIPT NO LATER THAN AUGUST 22, 2016, WITH PAYMENT (MADE PAYABLE TO LEGAL SECRETARIES INTERNATIONAL INC.) TO:</p> <p>Joyce Eden, BAHRET & ASSOCIATES, 320 North Meridian Street, Suite 510, Indianapolis, IN 46204</p> <p>NO REFUND OF <u>ANY FEES</u> WILL BE MADE AFTER AUGUST 22, 2016. MEALS ARE ONLY GUARANTEED IF POSTMARKED BY DEADLINE!</p>
--

NAME: _____

DATE: _____, 2016

SPECIFY ANY FOOD ALLERGIES: _____

PLEASE SELECT THE APPROPRIATE SECTION(S) BELOW:

A. MEMBER FULL TICKET

\$160 **REGISTRATION**
(Fri & Sat meals included)

Saturday Banquet (*choose 1 entrée*):

- Filet Mignon*
- Fresh Atlantic Salmon*
- Sonoma Chicken*

\$ 50 **ONLINE ATTENDANCE VIA ZOOM**

\$ 25 **LATE FEE (IF POSTMARKED AFTER 8/22/16)**

B. NON-MEMBER FULL TICKET

\$180 **REGISTRATION**
(Fri & Sat meals included)

Saturday Banquet (*choose 1 entrée*):

- Filet Mignon*
- Fresh Atlantic Salmon*
- Sonoma Chicken*

\$ 70 **ONLINE ATTENDANCE VIA ZOOM**

\$ 25 **LATE FEE (IF POSTMARKED AFTER 8/22/16)**

C. DUTCH TREAT DINNER

\$ _____ Dutch Treat Dinner: Meal Option # _____

D. GUEST MEALS:

\$ _____ *Thursday Dutch Treat Dinner: Meal Option # _____*

\$ _____ *Friday Lunch Tickets (# _____ @ \$45/ea)*

\$ _____ *Saturday Lunch Buffet Tickets (# _____ @ \$29/ea)*

\$ _____ *Saturday Banquet Tickets (# _____ @ \$46/ea)*

Filet Mignon; *Fresh Atlantic Salmon*; or *Sonoma Chicken*

OPTIONS:

\$ 10 **PATRON AD FOR MEETING PROGRAM** (*PROVIDE CERTIFICATION INITIALS IF APPLICABLE*)

Name: _____

City/State: _____

\$ 20 **AFFILIATE AD FOR MEETING PROGRAM**

Affiliate: _____

Message: _____

TOTALS: A: \$ _____ + B: \$ _____ + C: \$ _____ + D: \$ _____ + OPTIONS: \$ _____ = \$ _____

1. Check or Money Order enclosed in the total amount of \$ _____; *OR*

2. Please charge my credit card*:

- VISA
- MasterCard
- Discover
- American Express

* *The 3 or 4 digit security code from your credit card must be provided:* _____.

If your credit card is billed to an address other than that above, please provide credit card billing address:

Card No.: _____

Expiration Date: _____

Signature: _____

Security Code: _____

NAME: _____

PRE-PAID DUTCH TREAT DINNER ORDER FORM
RETURN WITH YOUR REGISTRATION FORM

Price includes tax & gratuity on all options

PLEASE CIRCLE MEAL OPTION #:

#1	<p>Front Street Burger & Fries - \$21.39 <i>Half pound chopped beef burger, choice of cheese, lettuce, tomato, peppers, grilled onions or mushrooms, applewood bacon, guacamole, steak sauce, served with french fries</i></p> <p>Cheese (choose 1): <input type="checkbox"/> American <input type="checkbox"/> Cheddar <input type="checkbox"/> Swiss</p> <p>Grilled (choose 1): <input type="checkbox"/> Onions <input type="checkbox"/> Mushrooms</p> <p>Cooked: <input type="checkbox"/> Rare <input type="checkbox"/> Medium Rare <input type="checkbox"/> Medium <input type="checkbox"/> Well Done</p> <p>Other: _____</p>
#2	<p>Baja Fish Tacos - \$16.93 <i>Three grilled Mahi Mahi tacos with cabbage, cheddar & jack cheeses, tomatoes and ranch dressing</i></p>
#3	<p>Cracked Pepper Seared New York Steak – \$37.84 <i>Garlic mashed potatoes, fresh seasonal vegetables, mushrooms, and brandy demi-glaze</i></p>
#4	<p>Grilled Rosemary Chicken Breast – \$23.46 <i>Topped with artichoke hearts, Sauteed spinach, tomatoes and feta served with garlic mashed potatoes and seasonal vegetables</i></p>
#5	<p>Arianas Salad – \$16.93 <i>Crisp greens, grilled chicken, tomatoes, fresh mozzarella, artichoke hearts, scallions, and basil tossed in a balsamic vinaigrette</i></p>
#6	<p>Caesar Salad – \$14.31 <i>Sliced hearts of romaine, grilled artisan bread, grape tomatoes, and cream caesar dressing</i></p>

KEEP THIS PAGE FOR YOUR RECORDS

MEETING FACILITY INFORMATION: MAKE ROOM RESERVATION DIRECTLY WITH THE HOTEL.

DoubleTree by Hilton San Diego Downtown
1646 Front Street, San Diego CA 92101

Room rates: \$149.00 (single/double) + 12.56% tax

We have a limited number of rooms with 2 beds. If there are only 2 of you in the room, we would ask that you please share a king bed room and leave the 2 bed rooms for those with 3 or 4 to the room.

Central Reservations Office: 1-800-222-8733

Direct Hotel Reservations: (619) 239-6800

Must identify yourself with Legal Secretaries International for this rate.

Check In – 3 pm; Check Out – 12 pm

Parking: \$25/night

<http://www.doubletree.hilton.com>

HOTEL CUT-OFF DATE IS SEPTEMBER 1, 2016

(or when the room block fills up, whichever comes first)

Room rate is good three days before and three days after the meeting.

TRANSPORTATION TO AND FROM HOTEL:

There is a complimentary airport shuttle. In order to get picked up at the airport, the day of arrival, each guest should call the hotel directly at **(619) 239-6800** from the airport after luggage pick up. For each guest to be taken back to the airport at departure they must make a reservation with Concierge or Front Desk. The airport shuttle arrives at the front entrance and departs every thirty (30) minutes.

DUTCH TREAT DINNER: SEE MENU FORM FOR PRICES

To aid in meeting the F&B contracted amount, we will have a limited menu in the hotel restaurant. You must register and pay for the Dutch Treat dinner on your registration form. The total restaurant bill will be added to the final invoice for Legal Secretaries International to pay at the end of the meeting.

LEAVE A LEGACY

Merlin's Kids is a non-profit 501(c)3 organization that rescues, rehabilitates, and trains shelter dogs into service dogs for children with autism and other special needs, PTSD and mobility for veterans, and disease detection dogs for firefighters and first responders. Each dog is trained specifically for the needs of the individual. Merlin's Kids relies solely on charitable donations to achieve their goal. We will be donating through Merlin's Kids to help Walter Hemphill, a US combat war veteran, purchase a specially trained service dog to assist him with his PTSD and physical disabilities. Mr. Hemphill is the brother of a very good friend of our treasurer, Joyce Eden. Unfortunately, the VA cannot pay for these service animals so Mr. Hemphill is attempting to raise the \$15,000 himself. If Mr. Hemphill has raised enough money on his own by the time we meet in San Diego, the funds raised at the meeting will be donated to another individual in need of a service dog. Here is the website if you would like to learn more about the organization. <http://www.merlinskids.org/>. Here is the link to Mr. Hemphill's fundraising page: <https://www.firstgiving.com/fundraiser/walter-hemphilljr/adopt-a-service-dog-recipient-by-joining-their-team>. Please help us give back to a soldier who has given so much for our country.

KEEP THIS PAGE FOR YOUR RECORDS
ANNUAL MEETING SCHEDULE OF EVENTS

Thursday, September 22, 2016

- 8:00 a.m. - 12:30 p.m. Certification Exams
- 5:30 p.m. - 6:30 p.m. Early Registration (Hospitality - Lindbergh Suite)
- 7:00 p.m. - 9:00 p.m. Dutch Treat Dinner
- 9:00 p.m. - 11:00 p.m. Hospitality Suite/Registration Open

Friday, September 23, 2016

- 8:00 a.m. - 9:00 a.m. Registration
Coffee and continental breakfast provided
- 9:00 a.m. - 10:30 a.m. **Erin Corken, US Legal Support – e-Discovery for Legal Assistants**
- 10:30 a.m. - 10:45 a.m. Break
- 10:45 a.m. - 12:00 p.m. **Tish Norman – Motivational Speaker**
- 12:00 p.m. - 1:15 p.m. Lunch
- 1:30 p.m. - 3:00 p.m. **FTI Technology – Using Technology to Find Information Faster**



FREE EVENING! - DINNER ON YOUR OWN



- 9:00 p.m. - 11:00 p.m. Hospitality Suite Open (Lindbergh Suite)

Saturday, September 24, 2016

- 8:00 a.m. - 9:00 a.m. Registration & Credentials
Coffee and continental breakfast provided
- 9:00 a.m. - 10:15 a.m. Annual Meeting Begins
- 10:15 a.m. - 10:30 a.m. Break
- 10:30 a.m. - 10:45 a.m. Credentials
- 10:45 a.m. - 11:30 a.m. Annual Meeting Continued
- 11:30 a.m. - 12:00 p.m. Leave a Legacy of Love & Security – Merlin’s Kids
(US Combat Veteran Walter Hemphill Service Dog Fundraiser)
- 12:00 p.m. - 1:15 p.m. Lunch
- 1:15 p.m. - 1:30 p.m. Credentials
- 1:30 p.m. - 3:00 p.m. Annual Meeting Continued
- 3:00 p.m. - 3:15 p.m. Break
- 3:15 p.m. - 5:30 p.m. Annual Meeting Conclusion
- 5:30 p.m. - 6:30 p.m. Local Affiliate Meetings (if any)
- 6:30 p.m. - 7:00 p.m. Cash Bar
- 7:00 p.m. - 9:00 p.m. Banquet
- 9:00 p.m. - 11:00 p.m. Hospitality Suite Open (Lindbergh Suite)

2017 Officer & Director Meeting – Time To Be Determined



Legal Secretaries International Inc.

FROM:

TO: Roberta Sargent
Credentials Chair, Legal Secretaries Int'l
6900 SW 195th Ave #210
Aloha, OR 97007-5569



2016 ANNUAL MEETING PROXY

1. I hereby grant my lawful proxy to _____,
(PLEASE **PRINT** THE NAME OF THE PROXYHOLDER)

Member No. _____, to vote in my absence at the Annual Meeting of Legal
(PROXYHOLDER'S MEMBER NO.)

Secretaries International Inc. to be held **September 24, 2016**, in **San Diego, CA.**

2. If my appointed proxy holder is unable to attend the meeting to be held **September 24, 2016**,
in **San Diego, CA**, or if said member is holding more than the maximum number of votes as
provided in Section 2.4 of the Bylaws, then in that event I grant my lawful proxy to:

_____, Member No. _____.
(PLEASE **PRINT** NAME OF ALTERNATE PROXYHOLDER) (ALTERNATE PROXY HOLDER'S MEMBER NO.)

YOUR SIGNATURE

PLEASE PRINT YOUR NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

PLEASE HELP THE CREDENTIALS CHAIR & RETURN YOUR PROXY BY AUGUST 23, 2016, TO:

Roberta Sargent
Credentials Chair
Legal Secretaries International Inc.
6900 SW 195th Ave #210
Aloha, OR 97007-5569