



ODC Webettes

How much can you learn in 20 minutes? Register for an ODC Webette and find out! ODC will be offering an ongoing schedule of short, information-packed webinars called “Webettes”. You can attend right from your desktop or, better yet, sign on with a couple of co-workers from a conference room.

Best of all...The webettes are **FREE!**

Here's what's on the current docket:

What is Your Firm's Metadata Risk?

If you share any type of Microsoft Office documents or send emails using Microsoft Outlook, you need to know the answer to that question! When you exchange Microsoft files and email with others, the text that you see on the screen is only part of the information that you are sending. You would be amazed at what additional information is being exposed. Don't attach another document to an email and send it out of house until you've seen this webette!

Wednesday, July 15th – 2:00 pm

(All times are Eastern)

The Importance of Establishing a Firm Metadata Management Plan

Metadata awareness has increased significantly in the legal community over the last 18 to 24 months. Partly as a result of the December 2006 amendments to the Federal Rules of Civil Procedure, a bright spotlight has been directed towards the complexities of electronic discovery. Many law firms are reeling with the burdens of effort and cost in their attempt comply with broad-brushed requests for electronic evidence. But even while they are wrestling with the larger, difficult logistics of electronic discovery compliance, they can be taking quick steps to prevent the unnecessary and unintentional exposing of privileged information. It's important that firms design and implement a comprehensive metadata management plan. This webette examines some of the important components of that plan.

Wednesday, July 15th – 3:00 pm and 4:00 pm

(All times are Eastern)

To register call 866-632-2720 (Ext 709) or email us at registrar@odcllc.net.