

# Registration

Please quote code

## Payment Details

- Delegate Conference fee £399 + VAT (£69.83) = £468.83
- Half-Day Workshop £199 + VAT (£34.83) = £233.83
- Conference and Workshop £548 + VAT (£95.90) = £643.90

### Book three for the price of two

- Delegate Conference £798 + VAT (£139.65) = £937.65
- Half-Day Workshop £398 + VAT (£69.65) = £467.65
- Conference and Workshop £1096 + VAT (£191.8) = £1287.8
- Documentation only:** Paper format – £250 (zero VAT) per pack

- Payment by cheque made payable to LexisNexis Professional Education
  - Payment by credit card  Switch  Mastercard  Visa  Amex
- Card no.
- Expiry date

Note: if your billing address is different from that stated in the contact details section of this form, please give address details on a separate sheet.

If you do NOT wish to be kept informed by mail of other LexisNexis UK products and services, please tick here

If you do NOT wish your mailing details to be passed on to companies approved by LexisNexis UK, to keep you informed of their products and services, please tick here

For details of our full privacy policy, please visit our website at [lexisnexis.co.uk/privacypolicy](http://lexisnexis.co.uk/privacypolicy)

## Adding Value as an In-house Counsel

Tuesday 23 November 2004, Central London

Surname (Mr/Ms/Dr)	DELEGATE 1
First Name	
Position	
Email	
Surname (Mr/Ms/Dr)	DELEGATE 2
First Name	
Position	
Email	
Surname (Mr/Ms/Dr)	DELEGATE 3
First Name	
Position	
Email	

## Contact Details

Surname (Mr/Ms/Dr)	
First Name	
Position	
Organisation	
Address	
Town	
County	Post Code
Tel	Fax
Email	

I understand that this booking is subject to the cancellation terms set out on this registration form.

Authorised Signature

(all bookings must be signed)



Please return to:  
LexisNexis UK Professional Education,  
Halsbury House, 35 Chancery Lane, London WC2A 1EL

VAT no: 730 8595 20

# Forthcoming Events

Should you require any further information on any of the below, please tick the appropriate box and return to LexisNexis.

- CORPORATE GOVERNANCE** 25 November 2004
- ANTI-MONEY LAUNDERING** 29 November 2004
- TRADEMARKS** December 2004

## In-company training

We can provide an in-company seminar for you on this topic, or any other, specially tailored to meet the needs of your organisation. This is an ideal training solution for five or more people and is very cost effective.

### Benefits of in-company training

- The programme is customised to fit your individual requirements
- It is designed with you, to help colleagues address particular issues
- You can bring as many of your colleagues as you wish
- It is convenient: we come to you at a time to suit your organisation
- Value for money: there is no more cost effective form of training

For more information about the benefits of in-company training, call our **Training Development Manager, Paul Gasowski** on **020 7347 3592** or email [paul.gasowski@lexisnexis.co.uk](mailto:paul.gasowski@lexisnexis.co.uk). Alternatively write to Paul at: LexisNexis Professional Education, Halsbury House, 35 Chancery Lane, London. WC1A 2EL

# Administration

## VENUE

The venue will be confirmed in writing 2 weeks prior to the event.

## FEE

£399 + VAT per delegate. Your fee includes attendance, refreshments, lunch and paper documentation. It is a condition of booking that the fee is payable in advance. Please send a cheque for the appropriate amount with the registration form, or complete the credit card payment details. Provisional bookings by telephone must be confirmed in writing by post or fax. Once payment has been received a VAT receipt will be sent.

## OUR CONFIRMATION OF YOUR BOOKING

All bookings will be acknowledged in writing within seven working days of their receipt and joining instructions (final conference details and a venue location map) will be sent out to delegates approximately two weeks before the event. Please telephone the registration secretary immediately:

- if you have not received written acknowledgement of your booking within two weeks of sending it by fax, post or email or
- if you have not received your joining instructions five days before the event.

## HOTEL ACCOMMODATION

Bedfare offer a free service co-ordinating reduced rate hotel accommodation for delegates attending this event.  
Tel: 01425 481 481  
Fax: 01425 477 328  
Email: [enquiries@bedfare.com](mailto:enquiries@bedfare.com)

## SPECIAL NEEDS

If you have any special needs or particular dietary requirements, we are happy to help where possible. Please contact us with details.

## CERTIFICATE OF ATTENDANCE

A certificate of attendance is available on request, following your attendance at this conference, as a record of your training and development.

## DOCUMENTATION SALE

Your notes will be dispatched within five working days after the event. Please call us if you do not receive your notes by two weeks after the event.

## BOOKINGS HOTLINE AND ENQUIRIES

020 7347 3573



**POST**  
LexisNexis  
Professional Education  
Halsbury House  
35 Chancery Lane  
London  
WC2A 1EL



**FAX**  
020 7347 3577



**EMAIL**  
[conferences@lexisnexis.co.uk](mailto:conferences@lexisnexis.co.uk)



**ONLINE**  
[www.conferencesandtraining.com/addingvalue](http://www.conferencesandtraining.com/addingvalue)

## CANCELLATIONS

A refund of fees will be made only for cancellations received in writing at least 14 days before the event (less a 25% cancellation fee to cover administration costs). No refunds will be made for cancellations received within 14 days of the event and failure to attend after confirming a booking will be subject to the same terms. We regret that the transfer of a booking to another event cannot be made but a substitute delegate will be accepted at any time before the event.

*This programme is correct at the time of going to press. However, we reserve the right to alter or cancel the programme due to circumstances beyond our control.*

tba

# Adding Value as an In-house Counsel

Strategic guidance on how to add value to your organisation  
and improve the overall performance of your legal department

Tuesday 23 November 2004, Central London

## Key issues addressed include:

- Giving value to your business in an increasingly complex role
- Providing quality legal services under tightening budgets
- Adapting to internal company structures: how the legal department should be supporting the business
- Outsourcing
  - finding the right level of expertise
  - getting the right fee structures in place
  - measuring the success of outsourced services

**PLUS**

### Half-Day Workshop

Wednesday 24 November 2004, Central London

## HOW TO OBTAIN BEST VALUE FROM LAWYERS

Led by: **Anthony Armitage**

London Chairman of the Commerce & Industry Group and Director of FirstLAW

Supported by: **Iain Brown**

Former Company Secretary & Solicitor, Network Rail

With tightening budgets and increased pressure to outsource legal services, this will build an effective tool kit to help optimise the procurement of external legal services.

Endorsed by:



£50 Discount for ECLA Members

Supported by:



Supporting publication:



## SPEAKERS

Chaired by:

**COLIN ANDERSON**

President

European Corporate Lawyers  
Association (ECLA)

**DERVISH TAYYIP**

Corporate Attorney

Microsoft

**Microsoft**

**JEREMY OGDEN**

Deputy Group General  
Counsel

Barclays

**BARCLAYS**

**KARINA McTEAGUE**

Head of Legal & Risk,  
Company Secretary

LloydsTSB Scotland

**Lloyds TSB**

**SUSAN COOKSLEY**

Joint Head of Legal, London  
Commerzbank AG

**COMMERZBANK**

**DOMINIC BACON**

Head of Legal

Gulf International Bank UK



**ANTHONY ARMITAGE**

London Chairman

Commerce & Industry Group



# Adding Value as an In-house

## Why attend this conference?

The increased accountability of your directors has changed their expectations of you, their legal provision. New demands placed upon in-house counsel as a result of judicial and regulatory fallout mean your business wants more from you than just legal advice.

*This one-day conference gives you clear practical guidance on how this can be achieved.*

Benefit from the knowledge and experience of senior in-house counsel who will be discussing the issues you face every day:

- Defining your role: internal policeman or strategic advisor?
- Developing better communication between the legal department and the rest of the business
- Managing the right mix of in-house and outsourced counsel, cost-effectively
- Getting the most from the law firms you outsource to

## Gain up to 7.5 CPD hours

The conference will give you expert insights that will help you add value to your organisation. You are also invited to attend a half-day workshop that will give you further guidance on obtaining best value from outsourced legal services under a tight budget. This unmissable workshop will cover:

- ✓ Identifying the most appropriate legal expertise
- ✓ Ensuring a high standard of service
- ✓ Best practice case studies

Don't miss this unique opportunity to meet and question in-house experts and your peers, **gain new insight on how to add value to the business objectives of your organisation** and ensure that you outsource the legal function successfully.

You can book your place on this event and receive further information today by:

Calling: 020 7347 3500

Emailing: [conferences@lexisnexis.co.uk](mailto:conferences@lexisnexis.co.uk) or

Faxing: 020 7347 3578

9.00

## Registration and refreshments

9.30

### Chair:

**Colin Anderson**

President of **European Corporate Lawyers Association (ECLA)**;

Legal Manager

**The Standard Life Assurance Company**



9.40

## Defining the role of in-house counsel today

- The boardroom view of in-house counsels
- Providing quick practical legal solutions to the organisation
- Ensuring internal corporate governance and compliance
- Mitigating organisational risk
- Keeping up with the regulators
- Dispelling the perception of the internal 'policeman'

**Dervish Tayyip**

Corporate Attorney

**Microsoft**



10.15

## How can in-house counsel give more value to their organisation?

- Developing effective communication between your legal department and the rest of the business
- Improving internal relationships
- Ensuring legal services are accessible
- Reviewing what your client expects
- Meeting mutual business objectives
- Building a greater awareness of legal issues in the organisation

**Jeremy Ogden**

Deputy Group General Counsel

**Barclays**



10.50

## Questions and discussion

11.00

## Morning Coffee

11.20

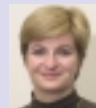
## Managing the risks of the in-house legal function

- Conducting a risk analysis of the legal department
- Creating a strategy to minimise these risks
- Developing a planning process
- Implementation of risk management tools
- Controlling the quality and performance of internal lawyers in minimising risk

**Karina McTeague**

Head of Legal & Risk, Company Secretary

**LLOYDS TSB Scotland**



11.55

## Overseeing the right mix of in-house counsel and outside counsel

- Core internal legal skills: can they achieve what you need?
- Ensuring that outsourcing legal work improves overall performance
- The need for specialist areas of expertise
- Helping accommodate in-house workload

**Susan Cooksley**

Joint Head of Legal, London

**Commerzbank AG**



12.30

## Networking Lunch

14.00

## Getting maximum value from your outsourced legal service

- Choosing the right external firm and lawyer
- Your role and its relationship with the law firm
- Communicating your expectations and ensuring they are met
- Negotiation of fees: are they the sole determinant of value?
- The capacity of external firms to add value to the overall service you provide

**Dominic Bacon**

Head of Legal

*Gulf International Bank (UK) Ltd*

14.35

## Panel Discussion:

### Benchmarking – measuring value for money

- Overcoming the difficulty in quantifying performance results
- Accurate evaluation of outsourced legal services
- Comparing in-house and external counsel performance
- Comparing performance with other legal departments
- Providing feedback to external providers and management

**Led by: Colin Anderson**

President

*European Corporate Lawyers Association (ECLA)*

**Including: Geoffrey Timms**

Head of Legal

*Legal & General Group PLC*

15.45

## Questions and discussion with refreshments

16.00

## Closing remarks from the Chair

## Meet the speakers

### COLIN ANDERSON

has been President of the European Corporate Lawyers Association (ECLA) since September 2003, and is Legal Manger at Standard Life. He is responsible for all aspects of legal advice given to the Standard Life business portfolio in the UK and internationally. He is a member of the In-house lawyers group of the law society of Scotland, of which he was Vice chairman from 1998 to 2003.

### DERVISH TAYYIP

has been in-house counsel at Microsoft (Europe, Middle East & Africa) since 1999. He provides commercial support for Microsoft UK and leads the legal support for Microsoft's Services business across EMEA. Dervish joined Microsoft from Reid Minty, the law firm based in London's West End, where he was a Partner. He was formerly in private practice in the City of London. He writes regularly on a wide range of topics relating to the role of the in-house legal function. Dervish has also been a member of the Committee of Experts who advised the UK Commission on Intellectual Property Rights (CIPR) (2001-02).

### JEREMY OGDEN

is Deputy Group General Counsel and General Counsel for UK Banking Legal. He joined Barclays at the beginning of 1998 having spent the previous 14 years at Denton Wilde Sapte, a large firm of City Solicitors specialising in banking and finance. He was a partner there for 10 years advising a number of banks on litigation and insolvency matters. Prior to his recent appointment Jeremy was General Counsel for Barclays Private Clients.

### KARINA McTEAGUE

started her career as a corporate lawyer with Edinburgh firm Shepherd & Wedderburn before moving in-house at the Bank of Scotland, where she was Deputy Group Counsel. In 2001 Karina attended the General Manager Program at Harvard Business School, after which she took up the role of Area Sales Manager in the Halifax Branch Network, London & South East Region. Following that she moved to the HBOS Insurance & Investment Division with responsibility for risk oversight, and most recently joined Lloyds TSB Scotland plc in 2003 as Head of Legal & Risk, and Company Secretary.

### SUSAN COOKSLEY

is Joint Head of Legal London responsible legal services relating to transactions conducted through London, including corporate finance, acquisition finance, restructuring, securitisation, project finance and structured finance. Susan was educated at Balliol College, Oxford (1985 BA Oxon), and qualified in 1990. Susan joined Commerzbank AG in 2000 having previously worked for Cameron McKenna and Lovells.

### DOMINIC BACON

has been Head of Legal and Compliance for the London-based Gulf International Bank (UK) Ltd since March 2002. He is responsible for ensuring that all legal and compliance risks connected with the Bank's business are identified, managed and appropriately addressed as well as ensuring that the Bank complies with its corporate governance responsibilities. He is also a member of the Bank's Executive Committee. Prior to joining GIB he was a director and Company Secretary of Banco Standard Chartered with responsibility for legal and compliance in the North and South American businesses of Standard Chartered Bank. He is on the panel of speakers for the Bank for International Settlements and was also one of this year's "Lawyer Hot 100."

### ANTHONY ARMITAGE

has practiced as a solicitor in the City of London since 1988. In private practice he was at Allen & Overy for 8 years and he became a commercial property partner at Davies Arnold Cooper in 1999. Anthony is London Chairman of the Commerce and Industry Group. Anthony is also a director of FirstLAW, a legal consultancy firm that advises companies and other organisations in relation to legal tender exercises and the establishment and management of panels of lawyers and law firms.

### IAIN BROWN

has spent fourteen years in private practice, four years in general management and twelve years as in-house lawyer in the rail industry, most significantly Company Secretary & Solicitor at Railtrack PLC. As company solicitor at Network Rail Iain has been responsible for overseeing procurement of all external legal services amounting to millions per year. A major part of Iain's role was dedicated to ensuring effective and efficient management of the firms and thus the achievement of demonstrable value from professional advisers.

## Essential Half-Day Workshop

Wednesday 24 November 2004, Central London

## HOW TO OBTAIN BEST VALUE FROM LAWYERS



Led by: **Anthony Armitage**

London Chairman of the **Commerce & Industry Group** and Director of **FirstLAW**



Supported by: **Iain Brown**

Former Company Secretary & Solicitor **Network Rail**

With tightening budgets and increased pressure to outsource legal services, this will build an effective tool kit to help optimise the procurement of external legal services.

The workshop will run from 9.00 to 12.30 and cover:

- Identifying the most appropriate legal expertise
- Ensuring a high standard of service
- Obtaining best value
- Case Studies from senior in-house counsel from different industries