



The Leadership Institute for
Women of Color Attorneys in Law & Business, Inc.
5th Annual Conference

www.leadingwomenofcolor.org

THE LEADERSHIP INSTITUTE FOR WOMEN OF COLOR ATTORNEYS is hosting a two-day conference designed to help women of color attorneys and students develop critical skills necessary to become leaders in their field and provide networking and mentoring opportunities with successful professionals.

Our 5th Annual Conference will be held on **MARCH 17-19TH, 2010** at the **DOWNTOWN ATLANTA RITZ-CARLTON** located at 181 Peachtree Street, Atlanta, GA.

Each year we have a special conference track for women of color students. This year the student track includes participation in the annual scholarship luncheon, keynote address, power breakfast, selected general conference sessions, a unique mentoring opportunity with one of the legal professionals in attendance, in addition to a roundtable panel discussion entitled:

“MAKING THE MOST OF YOUR LAW SCHOOL EXPERIENCE: THE INSIDER’S SCOOP”

Avarita L. Hanson, Esq., Executive Director, Chief Justice’s Commission on Professionalism
Chandra C. Davis, Trial Attorney, EEOC; Former Associate, McGuireWoods LLP
Christi Thornton, 2nd Year Student, Mercer Law School
Ernessa M. Brawley, Associate, Swift Currie LLP
Julie Seaman, Associate Professor, Emory Law School
La’Keitha J. Daniels, President, Georgia Association of Black Women Attorneys (GABWA)
Supria B. Kuppuswamy, Manager of Diversity Initiatives, Chadbourne & Parke LLP
Vickie M. Brown, Director, Career Services Office, Georgia State University College of Law

You are eligible to attend if you are a minority female who is currently a first year law student OR a student in college OR a high school senior, who has demonstrated an interest in a career in the legal profession.

All student participants will be eligible for a raffle drawing with the chance to win a shadowing opportunity and/or lunch date with Fulton/DeKalb County Judges, prosecutors, public defenders, as well as with a partner at one of the top law firms in Atlanta.

All students are responsible for a **\$10 REGISTRATION FEE**. Meals are included in the program. All participants are responsible for their own travel, parking and/or accommodations.

*Spaces are limited and students can only participate who submit responses on or before **MARCH 1, 2010 AT 5:00 P.M. (NO EXCEPTIONS)**. Email the **FIRST TWO** pages of this packet to: SOBIALO@CJCPGA.ORG or Fax to (404) 225-5041 (c/o Sharon Obialo).

Name: _____

Current Address: _____

Cell Number: _____ Alternate Phone Number: _____

E-mail Address: _____ School: _____

I am: _____ a first year law student _____ a college senior _____ a college junior _____ a college sophomore
_____ a college freshman _____ a high school senior



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PLEASE READ THE FOLLOWING **CLOSELY** AND ANSWER THE QUESTIONS IN THE SPACE PROVIDED.

1. What do you hope to gain from attending the 5th Annual Women of Color Attorneys Conference?

2. What are some issues/areas you would like to see addressed at this year's Women of Color Attorneys Conference?

3. Would you like to be paired with a mentor who is a legal professional?

YES _____ NO _____

If the answer is YES, note that you will be matched with a mentor prior to attending the conference. You must attend the Power Breakfast with Charitable Gift Wrapping Event on Friday March 19th from 8:30-10:00a.m. to meet your mentor. Please **RSVP FOR THIS BREAKFAST BY MARCH 1ST**, by contacting:

Sharon Obialo
Sobialo@cjcpga.org
(404) 225-5044

I certify that my current grade point average is a C (2.0) or better.

Signature: _____ Date: _____



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CONFERENCE AGENDA FOR 1LS, COLLEGE STUDENTS, AND HIGH SCHOOL SENIORS
 THE RITZ CARLTON, ATLANTA, GA
 MARCH 17-19, 2010

WEDNESDAY MARCH 17, 2010	6:00-8:00p.m.	Ritz-Carlton Downtown Atlanta 181 Peachtree St. NE The Georgian Room
Welcome and Networking Reception		
THURSDAY MARCH 18, 2010		
Registration Opens	7:30 a.m.	
Continental Breakfast	7:30-10:00a.m.	
Opening Session	8:30-8:45a.m.	
Welcome		
More War Stories of Women of Color Equity Partners	8:45-10:15a.m.	
Opportunities in Government Practice: Prestige, Status, and Security in Public Service (And Experience you never get in a law firm!)	10:15-11:30a.m.	
McGuire Woods Scholarship Luncheon: Presentation of Scholarships to Law Students	11:45-1:45p.m.	
Afternoon Break for Students	2:00-4:45p.m.	
Networking and Mentoring Reception	5:00-6:30p.m.	Georgia-Pacific 133 Peachtree St. NE Atlanta, GA 30303
THURSDAY MARCH 18, 2010		
Power Breakfast with Charitable Gift Wrapping Event	8:30-10:00a.m.	Ritz-Carlton Downtown Atlanta
Concurrent Sessions	10:15-11:30a.m.	
The Myths and Realities of Going In-house: Insiders reveal the ups and downs of the Corporate Attorney		
Alternatives to Law Firm Practice: Use Your Law Degree to Exploit Unique Opportunities		
Luncheon: A Conversation with Professor Anita Hill	11:30-1:30p.m.	
Concurrent Sessions	1:45-3:00p.m.	
Why Every Lawyer Needs Mentors and Why Every Lawyer Should Mentor: The Trainer, The Cheerleader and The Advocate		
Striking A Balance In Your Career and Personal Life: The Juggling Act		
Afternoon Break	3:00-3:15p.m.	
Rap Session for 1 Ls, college students, and high school seniors	1:45-3:00p.m.	



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RAP SESSION FOR 1ST YEAR LAW STUDENTS, COLLEGE STUDENTS, AND HIGH SCHOOL SENIORS

THE RITZ CARLTON (DOWNTOWN) ATLANTA, GA

TIME: 2:45-5:00P.M.

THE CHARTER ROOM, 3RD FLOOR

**“MAKING THE MOST OF YOUR LAW SCHOOL EXPERIENCE:
THE INSIDER’S SCOOP”**

INTRODUCTION AND ICEBREAKERS

CO-FACILITATORS:

Avarita L. Hanson, Esq., Executive Director, Chief Justice’s Commission on Professionalism
La’Keitha J. Daniels, President, Georgia Association of Black Women Attorneys (GABWA)

PANELISTS:

Chandra C. Davis, Trial Attorney, EEOC; Former Associate, McGuireWoods LLP
Christi Thornton, 2nd Year Student, Mercer Law School
Ernessa M. Brawley, Associate, Swift Currie LLP
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Supria B. Kuppuswamy, Manager of Diversity Initiatives, Chadbourne & Parke LLP
Vickie M. Brown, Director, Career Services Office, Georgia State University College of Law

TOPICS:

1. Choosing the Right School
2. Paying for Law School
3. Planning Your Course Schedule
4. The Insider’s Guide to Success in Law School
5. The Art of Communication
6. Maintaining a Professional Image
7. Choosing a Career Path
8. Landing a Job Post-Graduation
9. The Balancing Act: Career and Family

RAFFLE AND CLOSING REMARKS



12 TIPS FOR MAXIMIZING YOUR CONFERENCE EXPERIENCE

1. Be sure to research conference panelists/moderators and other attendees prior to coming to the conference. Not only do you want to know what people look like, it helps to know what they do, in order to foster a better conversation.
2. Collect business cards to connect with people after the conference. You'll be meeting countless people, so write short notes on the back of the cards to help you remember who they were and what you discussed. (Example: "Met at the session on mentoring. Discussed involvement in community service.). **IMPORTANT TIP** for keeping track of cards: stick them in your name tag holder.
3. Never sit next to the same person twice. Networking works best when you sit beside a complete stranger and strike up a conversation with them. If you only sit with people you know, you won't get as much out of the conference.
4. Ask questions. Whether you are in a session or sitting next to someone you don't know, ask questions to get a conversation going and to learn more. Strive to get as much out of the conference as you can.
5. Know the schedule. You'll make your life 10 times easier if you know what sessions you plan to attend and where they will be held. Plan to get to sessions as early as possible. This gives you time to network. Also, remember that some sessions fill up fast, so don't be late!
6. Take good notes and keep your conference materials/handouts organized. You never know when you might need the information later on.
7. Be a professional. Even though you are a student, you are at a professional conference. Have fun, but act professional.
8. Dress nice, but comfortable. Professional dress is the norm at many conferences. Keep comfort in mind.
9. Get a decent amount of sleep. With a full day of sessions and a night of socials, it's hard to find time to rest at conferences. But definitely try to get some sleep because you don't want to miss a good session because you're exhausted.
10. Take advantage of every opportunity and session. Though the conference is geared towards practicing lawyers and judges, you don't want to miss out on opportunities to learn from the trailblazers who have come before you, gain potential mentors, and also network with your peers.
11. Talk to everyone you can, not just those you think you are interested in meeting. You never know where anyone has been or how they can help or inspire you.
12. Follow up with those you met. When you go home, you'll be incredibly motivated about law school and your future career. Be sure to send notes to people you met and thank the speakers for attending the event. It's great to make that last connection and you will stand out in their mind.



NETWORKING 101

What is Networking?

- * Connecting with people and then nurturing the resulting relationships
- * Tapping into the hidden job market (learning about job opportunities that are never advertised!)
- * Learning about career fields and jobs
- * Pooling resources from an ever-growing number of sources
- * Being creative in expanding your contacts
- * The most effective means of finding a job

What it is NOT?

- * Asking for a job
- * An interview for employment
- * A guarantee of employment or employability
- * Business card swapping at a meeting or conference
- * Cold-calling people out of the phone book or the alumni network

Why Do It?

- * Most jobs are never advertised (about 10-15 % are advertised in print and another 10-15 % online).
- * KNOWLEDGE! Learn about positions, companies, industries, career fields, career paths, current trends and predictions NOT with the primary focus to secure a job!
- * Get a sense of your "fit" within the field, company, or position.
- * Get your name out there and open doors. Your contacts are likely to think of you for suitable openings.
- * Gain confidence in your ability to describe your interests, skills, values AND articulate in subsequent "real" interviews why you are the ideal candidate for a given position.

Reasons Why People Hesitate to Do It

- * Fear of rejection - using appropriate networks and techniques, this is unlikely. What's the worst that happens if someone refuses to meet or speak with you? Move on to someone else, but don't give up too quickly. An email and follow-up calls over the course of a week or two are not overdoing it.
- * Fear of failure - there is no failure when the goal is appropriately set. What is your goal in networking? NOT to find a job, but to gain the exposure and competencies listed above, to learn as much as possible about building relationships.
- * Fear of sounding / appearing "stupid" - networking and informational interviewing are sound, legitimate job search techniques. If you are prepared (knowing yourself, knowing a bit about the target industry or company, and having intelligent questions to pose), you will effectively articulate your goals and come away from each "meeting" with information and additional contacts.
- * Fear of bothering / taking up someone's time - think of networking reciprocally! You are utilizing someone's time. Your contact would not agree to meet with you if s/he weren't willing to help. That contact may come to you for help sometime in the future, and you will undoubtedly return the favor!
- * Fear of making a negative impression - unlikely if you are well prepared for the meeting. However, just like any new interpersonal interaction, you might not connect with the person. Focus on positives and the goals you have set for the meeting.



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* Fear of being asked questions - It is very likely that you will be asked questions about yourself and your career goals. Be prepared to answer sincerely.

* Fear of overstepping boundaries - think of informational networking simply as a way to gather information; prepare questions that engage your contact and result in better mutual understanding. Stay away from inappropriate questions such as personal salary inquiries or requests for specific job help. Everything else that enhances your understanding of a person's career, current position, company or field is legitimate.

* Fear that it is a barrier to a "real job" or that it doesn't count! Too many people network their way to their next job through this process for it NOT to count! For younger alums and career changers, this is the best means to learn about careers, jobs, companies, trends, and more. For other job seekers, it is a critical step towards making the connections that may count immediately or at some future time.

Making Your Contact List

* Use your Alumni-base. Even if you don't know the person you're calling, the two of you do have something in common; that alone is usually a valid reason to initiate contact. Don't be shy. Explore every possible lead. Seek out both those who've been out for some years and those who are more recent grads. Sometimes people near your own age have the best, most practical information as a result of just having gone through the process themselves.

* Contact the employers themselves. Calling the offices of a potential employer can produce many interesting results. Someone will talk with you. Even if you end up talking to someone in personnel, you will begin to find out valuable information.

* Read magazines and newspapers in your area of interest. Authors of articles and those featured in articles are potential contacts. If you have done a thorough analysis of an article or profile and convey that knowledge in a letter, you might be surprised by the kind of positive response you get.

* Join a professional association or club. Every industry has one or a number of professional associations or clubs. Membership in these clubs or participation in meetings is often open. Go to these meetings and talk to the people there. They will be impressed by your interest and dedication. You will add their names to your contact list.



A DOZEN TIPS FOR NETWORKING

1. Generate a list of everyone you know personal, professional, academic. Think BIG! Do NOT discount someone simply because you think s/he doesn't know anyone. S/he probably knows more people than you think.
2. Categorize your list and prioritize the categories by significance (most likely to be knowledgeable/helpful) OR by comfort level (most familiar to least.)
3. Create a database or file of contacts related to your career interests. Maintain manageable records.
4. Do your homework: know a little about the person and his/her firm or background before you make contact.
5. Know yourself: skills, interests, values, personality. Inventory your accomplishments
6. Research practice areas, careers, and firms.
7. Plan and practice your opener. Discuss with a friend, colleague, or counselor first if desired. Remember you are hoping to learn about career exploration, job search advice, graduate or professional school guidance, etc.) You are NOT asking for a job!
8. Make your move! Send an email or letter first; follow with a phone call. Or simply CALL! Assign yourself a daily quota. Be persistent but not pesky!
9. Follow-up! Call again within a week if no response. Arrange a "meeting" in person or by phone. Ask for 30 - 45 minutes only. You could get even luckier! Ask for names of others. Most important question: Whom do you recommend I contact for additional information?
11. Send a thank you note within 48 hours! Email is OK! A personal letter can be very effective too!
12. Maintain connections. Nurture the relationships by staying in touch and letting them know where you "land!"

JUST REMEMBER TO BE PATIENT. NETWORKING TAKES TIME. NEVER STOP NETWORKING!

*Adapted from Duke University Career Center website.

http://career.studentaffairs.duke.edu/undergrad/get_advice/career_staff/guides/network.html