



Breakfast at the Bar Series Microsoft Excel-An Organization & Information Management Tool

March 9, 2010

Associate Training Program Co-Sponsored by the
KCMBA CLE Advisory Committee and the Greater
Kansas City Association of Legal Administrators

Tuesday, March 9, 2010
Lantz Welch Education Center,
KCMBA Headquarters,
1125 Grand Blvd., Suite 400,
Kansas City, MO 64106



Seminar Information

- **Payment** must accompany registration. KCMBA accepts cash, check or American Express, MasterCard or Visa. No admission ticket or confirmation will be sent.
- **Cancellations/No Shows:** Those who cancel at least 24 hours prior to the seminar will receive a credit voucher to use toward any KCMBA program for one year. No vouchers will be issued for "no shows" or for cancellations received less than 24 hours prior to the start of a CLE seminar. Registration fees cannot be refunded.
- **Special Needs:** If you need special accommodations, please contact KCMBA prior to the program date at (816) 474-4322.
- **Parking:** Parking is available at Standard Parking Garages at 12th & McGee and 1120 Oak or at Wall Street Towers Garage at 1112 Grand Blvd.

1.5 CLE Hours in Missouri only

Moderator: **Brian D. Larios**, *Director, Information Resource Center, Lathrop & Gage LLP*

Speaker: **Monica Sandler**, *Staff Development Manager, Lathrop & Gage LLP*

This program will focus on the use of Excel to facilitate various functions in the practice of law. Monica will demonstrate some advanced Excel features to help increase the attorney productivity and information management.

8:30 a.m. Registration
9 a.m. Presentation
10:15 a.m. Adjourn

- KCMBA Member \$35
- Non-Member \$70
- Materials Only \$29.78

Register
Me!

Breakfast at the Bar
Microsoft Excel

E#702

Name _____

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4 Ways to Register

- Mail registration form with check or credit card information to KCMBA, 1125 Grand Blvd., Ste. 400, Kansas City, MO 64106.
- Phone registration with credit card to KCMBA at (816) 474-4322.
- Fax registration with credit card to KCMBA at (816) 474-0103.
- Visit the CLE Registration page at www.kcmba.org to register on-line.

FEIN 43-0860985

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