**Houston Area Law Librarians Annual Fall Half-Day Seminar 2006**

**Polishing Your Image**

8:30 a.m. - 1:00 p.m.
The Fred Parks Law Library
South Texas College of Law
1303 San Jacinto
Houston, Texas 77002

Wednesday, October 11, 2006, Houston Area Law Librarians (HALL) welcomes speakers from several organizations and businesses to talk about various aspects of professional life: dress, meetings, small talk, and training. Come and learn how to put your best side forward with ease and confidence!

All registrations will include continental breakfast. There is an optional box lunch available also after the seminar concludes. **Deadline for registration is 12:00 noon, Monday, October 9, 2006.**

We invite Houston area librarians and library staff from all types of libraries to participate in what we hope will be an educational and interesting program.

**For more information ...**

For more information, please contact:
Mary Ann Wacker
Phone: (713) 221-1249
Fax: (713) 221-1212
Email: maryann.wacker@bgllp.com

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**The Speakers . . .**

**Dress for Success**
*Nancy Wilfong, Owner of “Get Organized”*

Ms Wilfong is an image consultant, personal shopper and wardrobe planner, and has been in this field for over 15 years. She also serves as a corporate consultant on business etiquette and appropriate dress in the workplace.

**The Mystique of a Good Meeting, the Reality of a Bad One**
*Pat Strobel, Executive Coach/Leadership Development Consultant*

Ms Strobel will discuss personal perceptions we all bring to meetings, ways in which meetings fall flat, and strategies on how to get what you want from meetings you attend.

**How to Work a Room: The Art of Small Talk**
*Tracy Everett, Regional Client Relations Manager, Littler Mendelson, PC*

Are you a wallflower? Have you ever wanted to be able to circulate in a room and easily start conversations? Ms Everett will show how to have the confidence to schmooze a room and get what you want out of every networking event you attend!

**Training – With Confidence**
*Catherine Whitney, Research Librarian, Thompson & Knight*

Ms Whitney has an M.L.S. from University of North Texas. In addition to positions in law firms, she has also been an Account Manager for an online information service. Ms Whitney shares what she learned as a trainer, to take charge and share knowledge with others.

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**When, where, cost, etc. ...**

8:30am – Registration/Continental breakfast
9:00am - 12:00 noon – Half-day seminar
12:00 noon - 1:00pm – Optional lunch

**Cost:**

For Members of HALL or Other Library Associations (please specify on registration form):
- $25 / person seminar only
- $35 / person seminar + lunch

For All Others:
- $35 / person seminar only
- $45 / person seminar + lunch

**Optional Box lunch catered by Picnic!**

Selections (please indicate choice when you register!):
- **Big Green Salad** (mixed greens, tomato wedges, cucumbers, mushrooms);
- **Chicken Salad Sandwich** (with basil mayo, sun-dried tomato, red onion, celery, lettuce on sourdough);
- **Smoked Turkey Sandwich** (with Havarti cheese, tomato, avocado/basil mayo, lettuce on whole wheat);
- **Pork Tenderloin Sandwich** (roasted pork loin, pickled red onions, ancho mayo on sourdough)

The Seminar will be held in the 6th floor conference center of The Fred Parks Law Library, South Texas College of Law. The College is located on San Jacinto, between Clay and Polk in downtown Houston, two blocks south of The Park Shops mall, and near the downtown MetroRail; parking is available in several pay lots nearby.
Registration

Name:____________________________

Institution:________________________

Address:___________________________________________________________

_______________________________________________________________

Phone:___________________________

Email:____________________________

Please indicate lunch selection:

_________________________________________________________________

Cost: Members of HALL or Other Library Associations:
$25.00/person no lunch
$35.00/person w/lunch

Library association: _______________

Others: $35.00/person no lunch
$45.00/person w/lunch

TOTAL: _______________

Send payment and registration to:
Houston Area Law Librarians
P. O. Box 61643
Houston, TX 77208-1643

Please make checks/money orders payable to: Houston Area Law Librarians.
Proceeds from HALL seminars go to scholarships and grants for continuing education and professional development opportunities for HALL members.

Attention HALL Members:
You may RSVP as usual by contacting Caren Luckie (713) 752-4479 or cluckie@jw.com. Please indicate your lunch selection if applicable. There will not be a HALL business meeting during lunch at this seminar.

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featuring

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• How to Work a Room: The Art of Small Talk
• Training – With Confidence

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Sponsored by the Houston Area Law Librarians
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Houston, TX 77208-1643