

Method[®]

Open Administrative Training

kCura[®]

1 Method Administrative Training

kCura is currently accepting reservations for our half-day Method Administrative Training class held in our Chicago office. Spots are limited to ten trainees per session and will be reserved on a first-come, first-served basis. To register for training, please email training@kcura.com.

This hands-on training walks attendees through the entire Legal Hold Lifecycle. Training computers are provided.

1.1 Training Agenda

This agenda represents general guidelines and is subject to change.

Time	Topic
9:00 – 9:30 a.m.	Method Overview
9:30 – 10:00	Legal Hold Preparation and Strategy
10:00 – 10:15	Workspaces and Views <i>Exercise: Creating Workspaces and Views</i>
10:15 – 10:30	Library Setup <ul style="list-style-type: none">ActorsAlert GroupsESI Sources <i>Exercise: Adding Actors, Alert Groups, and ESI Sources</i> Installing the Desktop Client
10:30 – 10:45	Break
10:45 – 11:15	Library Setup <ul style="list-style-type: none">Email TemplatesInterview Questions <i>Exercise: Uploading Libraries and Creating Questions</i>
11:15 – 11:45	Working with a Hold <i>Exercise: Creating Holds, and Adding Reminders and ESI Sources</i>

11:45 – 12:15 p.m.	Sending Notices and Questionnaires <i>Exercise: Sending Hold Notices and Questionnaires</i>
12:15 – 12:30	Tracking and Reporting <i>Exercise: Reporting and Managing the Hold</i>
12:30 – 12:45	Closing a Hold <i>Exercise: Notifying Participants and Closing Holds</i>
12:45 – 1:00	Q & A

2 Travel Arrangements

2.1 Hotels

The hotels listed below are within a few blocks of our office. Please note that our corporate rates are available at the Club Quarters.

Club Quarters

111 West Adams Street
Chicago, IL 60603
(312) 214-6400

To get our rates, visit www.clubquarters.com.
Enter Password: **KCURA**

W Chicago - City Center

www.whothels.com/citycenter
172 West Adams Street
Chicago, IL 60603
(312) 332-1200

Hotel Allegro

www.allegrochicago.com
171 West Randolph Street
Chicago, IL 60601
(800) 643-1500

La Quinta Inn

www.lq.com
1 South Franklin Street
Chicago, IL 60606
(312) 558-1020

2.2 Transportation

kCura's office is located downtown in Chicago's Loop business district at 175 West Jackson Blvd., Suite 1000, Chicago, IL 60604. Getting downtown from Midway or O'Hare is equally easy, either by cab or public transit.

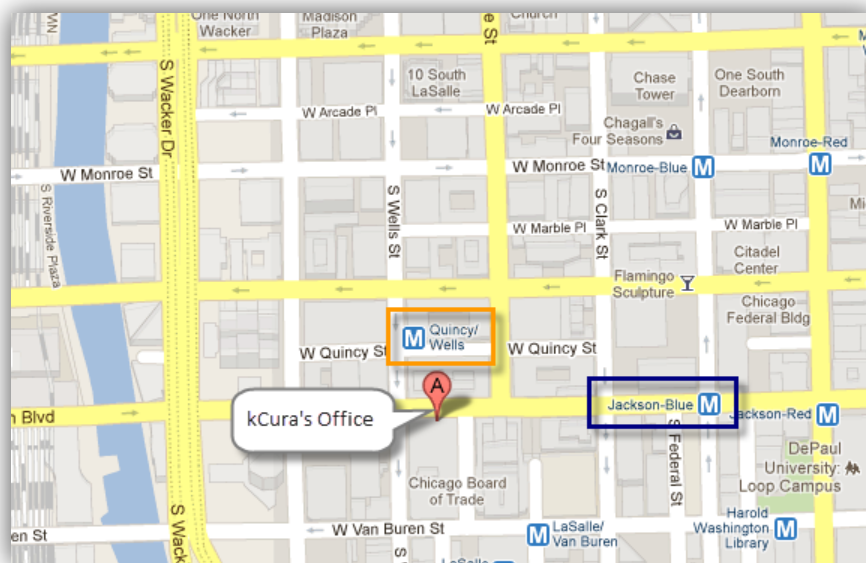
2.2.1 Cabs

- Traveling from O'Hare to downtown will cost around \$50.
- Traveling from Midway to downtown will cost around \$35.

2.2.2 Public Transportation

You can easily travel from either airport to downtown using Chicago's "L" train service. The fare is \$2.25 per passenger.

- From O'Hare
 - Take the Blue Line.
 - If you are going to kCura's office directly, exit at the Jackson stop, highlighted with a blue box in the below map.
- From Midway
 - Take the Orange Line.
 - If you are going to kCura's office directly, exit at the Quincy/Wells stop, highlighted with an orange box in the below map.



3 Disclaimer

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