



**2.0 CEUs
AVAILABLE**

CCRA 101st Annual Convention
**ATTENDEE REGISTRATION
BROCHURE**

CCRA
California Court Reporters Association
Advancing our profession
for over 100 years. >>>

October 7–10, 2011 • Sheraton San Diego Hotel & Marina • San Diego, CA

Welcome aboard to CCRA's 101st Annual Convention, "Charting the Course," being held at the Sheraton San Diego Hotel and Marina.

Earn up to 2.0 CEUs and visit the industry's premier vendors in the exhibit hall. Enjoy the many networking sessions and be part of Charting the Course for the court reporting profession for another 100 years.

CHARTING THE COURSE

The 2011 convention, held over the Columbus Day weekend, offers you the opportunity to network, take part in education, and earn CEUs. The location is a perfect place for you to relax and enjoy all that San Diego has to offer.

The beautiful venue chosen for the 2011 convention offers panoramic views of the San Diego city skyline, bay and marina. **The CCRA room rate for this magnificent property is only \$129 per night, single/double.**

The 2011 CCRA Convention is an exceptional value. Conference registration includes all education plus **five receptions, two breakfasts, two lunches, and one dinner.** Bring your family and make this a mini vacation.

The 2011 convention will feature General, Student, Legislative, Health and Wellness and Tech tracks.



SPECIAL ACTIVITIES

Welcome Reception: Join us for hosted cocktails Friday from 7 - 9 pm at our Welcome Aboard Reception on the Lanai of the Sheraton overlooking the marina. This beautiful outdoor setting is heated and has outstanding views. Network with your friends and peers while enjoying a beverage of your choice and some tasty hors d'oeuvres.

Late Night Receptions: Enjoy a nightcap and networking in the Presidential Suite on Friday or Saturday evening.

Saturday Evening Dinner and Reception: Saturday night join us for a beach party. Wear your shorts and flip flops. Dinner, games, and dancing are just a few of the things we have lined up for you. Join the party!

PACCRA 5K Run/Walk: PACCRA 5K Run/Walk: All attendees and family members are invited to participate in the *Run Along the Bay* 2011 presented by PACCRA on Sunday, October 9th. The *Run Along the Bay* is a great way to stay in shape while experiencing the thrill of crossing the finish line at the Sheraton San Diego Hotel and Marina. Participants in the *Run Along the Bay* can choose to compete in the 5K run, the 3-mile walk, or be a Virtual Runner. Medals will be presented to the first three finishers. If running or walking is not your thing, we have the perfect solution for you, a Virtual Runner. You can start, run, and finish your race while you snooze with a simple \$50 donation to PACCRA

Golf: CCRA presents its Second Annual Day of Golf. All are welcome to play in the golf outing held on Friday, October 7th, at the Riverwalk Golf Club in the heart of Mission Valley. Tee time begins at 11 a.m. Put a foursome together or register as an individual. All skill levels are welcome.

KEYNOTE

Our keynote address will be given by Amanda Boxtel. Eighteen years ago, Amanda Boxtel was paralyzed in a skiing accident; today, a futuristic invention is helping her walk upright again. Amanda is an author, a dynamic speaker, a ski instructor for Aspen Skiing Company, an entrepreneur, and a former elementary school teacher. Amanda's overall message is one of spirit-mind-body transformation and never giving up in pursuit of the best quality of life possible. She has appeared on various documentaries and television shows around the world, including ESPN, MTV, Good Morning America, and ABC's Australian Story. Amanda will share her life experiences to motivate and inspire, weaving in the core values and spirit of CCRA that will help us deal with new challenges and maintain a clear focus. She emphasizes, "Put more of who you are into what you do!"

Mandatory Education for Officials

Changes to the California Rules of Court make it mandatory for all court employees, including court reporters, to complete eight hours of continuing education every two years. These continuing education requirements may be met by getting your supervisor to preapprove your attendance at the seminars.



STUDENTS

Do you want to pass "THE TEST"? Participating students will find value in the Student Track and CSR Mock classes. There is a Student Track class offered for all breakout sessions. CCRA offers Student Sponsorships.

SPONSOR A STUDENT

Help a student attend this year's convention. You can sponsor the registration or donate a flat fee to help pay for accommodations, travel, etc. Sponsorship donations will be distributed after the convention.

DRESS CODE

Business casual is suggested for convention activities. The average temperature for San Diego in October is 75/63 degrees. Please remember that the temperature in hotel meeting rooms can be cool, so we suggest you bring sweaters and/or jackets.

CANCELLATION POLICY

Cancellations must be received in writing (fax or e-mail accepted) by 5:00 p.m., Friday, September 23, 2011 to qualify for a refund. A \$25 processing fee will apply for all refunds. No refunds for cancellations received after 5:00 p.m., Friday, September 23, 2011.

CCRA 101st Annual Convention

SCHEDULE AT A GLANCE

Friday, October 7, 2011

3:00 pm - 8:00 pm	Registration Session
4:30 pm - 6:00 pm	General Track Are You & Your Clients Protected? — Jay Foley
6:30 pm - 7:00 pm	Student Track All Hands on Deck — Information — Gerie Bunch
7:00 pm - 9:00 pm	Welcome Reception All Aboard
9:00 pm - 11:00 pm	President's Reception

Saturday, October 8, 2011

7:30 am - 7:30 pm	Registration
7:30 am - 8:30 am	Breakfast with Exhibitors
8:30 am - 10:00 am	Concurrent Sessions: Student Track Mock English Written/Bookkeeping & Accounting — Gerie Bunch/Phil Liberatore
	Tech Track Software Breakouts: ECLIPSE — “The Loyalist Friend You’ll Ever Have” — Steven Kosmata Procat — Bob Bakva
	Legislative Track CRA — How Can I Help? (Laptop recommended) — Carolyn Dasher & Christine Taylor
	General Track English — Where NOT to Put That Comma! — Margie Wakeman-Wells
10:00 am - 10:30 am	Break with Exhibitors
10:30 am - 12:00 pm	Concurrent Sessions: Student Track Mock Written Review — English — Preparing for the English Portion of the CSR — Margie Wakeman-Wells
	Tech Track Software Breakouts: ECLIPSE — “The Loyalist Friend You’ll Ever Have” — Steven Kosmata Procat — Bob Bakva
	Legislative Track CRA — Legislative Tracking — Carlos Martinez & Brooke Ryan
	General Track The Nuts & Bolts of Ethics First: CCRA and NCRA — Early Langley & Sandy Bunch VanderPol
	Health & Wellness Track Turning Up the HEAT — Power and Confidence through Mental and Physical Self-Defense — Jennifer Johnson
12:00 pm - 1:30 pm	Lunch with Exhibitors & Fashion Show — Casey Rae
1:30 pm - 3:00 pm	General Session — Keynote — Amanda Boxtel PURSUIT — Never Give Up in the Pursuit of the Best Quality of Life Possible!
3:00 pm - 3:30 pm	Break with Exhibitors
3:30 pm - 5:00 pm	Concurrent Sessions: Student Track Organization/Crock Pot Cooking — The Time-Saver — Jack Roberts/Gerie Bunch
	Tech Track Leveraging The Cloud: Backup and Document Management Solutions — Daniel Bistany
	Legislative Track CRA — Research & Reports — Doreen Perkins, Kristi Garcia & Early Langley
	General Track Taxes & Investments — Phil Liberatore California Politics: How We Got Here and Where We’re Going — Peter Langley
6:00 pm - 10:00 pm	Reception & Dinner
10:00 pm - 11:00 pm	President's Reception

Sunday, October 9, 2011

7:00 am - 6:00 pm	Registration
7:00 am - 8:00 am	PACCRA Walk/Run
8:00 am - 9:00 am	Breakfast with Exhibitors
9:00 am - 10:30 am	Concurrent Sessions: Student Track Mock Skills — Debby Steinman, Dixie King, Carolee Freer & Bob Sullivan

Sunday, October 9, 2011 (continued)

	Tech Track Software Breakouts: StenoCAT — Macros and Keyboard Customization — Rick Louie Stenovations — Making Time for Realtime — Carmen Santone
	Legislative Track CRA — Speaking in Public Made Easy — Jack Roberts
	Health & Wellness Track How to Prevent Stress-Related Injuries and Have a Long Prosperous Career — Jack Passarella
10:30 am - 11:00 am	Break with Exhibitors
11:00 am - 12:30 pm	Concurrent Sessions: Student Track Mock Written Review — Medical/Legal/Vocab — Carolee Freer & Dixie King
	Tech Track Software Breakouts: StenoCAT — Macros and Keyboard Customization — Rick Louie Stenovations — Making Time for Realtime — Carmen Santone
	Legislative Track CRA — Group Planning — Carolyn Dasher, Carlos Martinez & BOD
	General Track Marketing & Branding: Building Your Personal Brand and Promoting Your Business — Keirsten Quest
12:30 pm - 2:00 pm	Luncheon & Annual Meeting
2:00 pm - 3:00 pm	Break with Exhibitors
3:00 pm - 4:30 pm	Concurrent Sessions: Tech Track Hands-on Realtime I — Bill Greenley & Sandy Bunch VanderPol First 40 to preregister. Limited space. Stenograph — Sharon Vartanian & Fred Middlebrooks
	Legislative Track 2-Part Class CRA — Hey Freelancers, How to be a Dynamite PR Advocate for Our Career to Ensure Our Profession Will Never Die! — Jan White, Kelly Roemer, & Lynden Glover
	Official Union Representation — Jim Partridge & Robin Sunkees
	General Track Social Networking: Creating Powerful Connections — Keirsten Quest Caring for Our Most Valuable Resource — Saba McKinley
4:45 pm - 6:15 pm	Concurrent Sessions: Tech Track Realtime II — Bill Greenley & Sandy Bunch VanderPol First 40 to preregister. Limited space. Stenograph — Sharon Vartanian & Fred Middlebrooks
	Legislative Track CRA — Group Presentation — Carolyn Dasher, Carlos Martinez & BOD
	General Track Microsoft Word/Excel 101 — Glenn Mervin
	Health & Wellness Track Workspace Yoga — Haunani Chong
6:15 pm - 7:30 pm	Exhibitor Last Call — Hosted Cocktails

Monday, October 10, 2011

7:00 am - 1:00 pm	Registration
7:00 am - 8:30 am	Breakfast on your own
8:30 am - 10:00 am	General Session — Streamlined Realtime — Lesia Mervin
10:15 am - 11:30 am	General Session — Slooow Down Those Flying Fingers — Steven Kosmata
11:45 am - 12:30 pm	Concurrent Sessions: Official Talk it Out — CCRA Board Officials Freelance Talk it Out — CCRA Board Freelancers

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DETAILED SCHEDULE

Friday, October 7, 2011

3:00 pm - 8:00 pm

4:30 pm - 6:00 pm

General Track

Registration

Session

Are You & Your Clients Protected? — *Jay Foley*

This course will define identity theft and alert you to steps you can take, within the workplace and as a consumer, to minimize information leakage as well as highlight best practices to reduce your risk. You will be able to: Define different types of identity theft; recognize ways thieves obtain personal information; identify means to protect personal information at home; identify means to protect personal information in the workplace; and know how to secure mobile devices in the workplace (i.e. laptop).

6:30 pm - 7:00 pm

Student Track

Session

All Hands on Deck - Information — *Gerie Bunch*

Calling on all students and new reporters to play "Reporter Bingo" and have a chance to win some fun prizes. The rules will be explained and then you will be off to rub elbows with working reporters and expand your network.

7:00 pm - 9:00 pm

Welcome Reception All Aboard

9:00 pm - 11:00 pm

President's Reception

Saturday, October 8, 2011

7:30 am - 7:30 pm

7:30 am - 8:30 am

8:30 am - 10:00 am

Student Track

Registration

Breakfast with Exhibitors

Concurrent Sessions:

Mock English Written/Bookkeeping & Accounting — *Gerie Bunch/Phil Liberatore*

Mock Written Exams — This is your opportunity to hone your testing skills in preparation for the WKT exam of the CSR. There will be two sections given; one English and the other Legal and Medical. Review will be at a later time.

Bookkeeping & Accounting — Staying on top of paperwork can prove to be a headache for some business people who would prefer to concentrate on keeping their business running. Find out the importance of maintaining your books from a tax point of view. Learn the pros and cons of taking the time to maintain them. Mistakes cost money — especially when it comes to taxes. Discover how it can benefit your cash flow, budget, and financial goals. See how proper books can save you money on your taxes!

Tech Track

Software Breakouts:

ECLIPSE — "The Loyalist Friend You'll Ever Have" — *Steven Kosmata*

Join Steven Kosmata in exploring Eclipse software, the crown jewel of all CAT software, unveiling the greatest and revolutionary version 5. He will share with you not only the many new, innovative, cutting-edge creations in this year's update, but also help you build a solid foundation to prepare you for nearly any occasion.

Procat — *Bob Bakva*

Please join the ProCAT training session and learn valuable time-saving features to enhance your productivity and improve your realtime writing. Bob Bakva will be teaching the new and awesome features of the newly released Winner Version 11! You will additionally learn shortcuts for realtime, editing, dictionary maintenance and more.

Legislative Track

CRA — How Can I Help? (Laptop recommended) — *Carolyn Dasher & Christine Taylor*

This class will focus on educating the legal community, lawyers, judges, reporters, family, friends, as well as hometown legislative contacts. Anyone can help, even with time constraints. You will learn how you can be proactive in protecting our profession.

General Track

English — Where NOT to Put That Comma! — *Margie Wakeman-Wells*

As important as it is to know where to put every comma, colon, and dash, it is equally as important to know where NOT to put punctuation. Does "The list includes Mary, Joe, and Bill" take a colon after includes? How about a comma after so? And what goes after "My question is..."? We will talk about these and other places where the question is "Do we need punctuation or not?" This is a seminar for the experienced reporter and the newbie — everyone will go home with some tips about how to handle punctuating the transcript.

10:00 am - 10:30 am

10:30 am - 12:00 pm

Student Track

Break with Exhibitors

Concurrent Sessions:

Mock Written Review — English — Preparing for the English Portion of the CSR — *Margie Wakeman-Wells*

Come get some practical tips on test-taking in general. We will review the points covered on the test.

Tech Track

Software Breakouts:

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DETAILED SCHEDULE (CONTINUED)

Saturday, October 8, 2011 (continued)

10:30 am - 12:00 pm

Concurrent Sessions: (continued)

Legislative Track

CRA — Legislative Tracking — *Carlos Martinez & Brooke Ryan*

The process and tools used for tracking and monitoring proposed legislative bills and amendments that affect the court reporting profession. This session will help you to have a better understanding about the tracking process and how you can also help track and monitor proposed legislation.

General Track

The Nuts & Bolts of Ethics First: CCRA and NCRA — *Early Langley & Sandy Bunch VanderPol*

We'll teach you everything you need to know about what CCRA and NCRA have done in the world of gift-giving legislation, how gift giving started and why, examples of gift giving, the statutory language governing gift giving, the citation and lawsuit filed by the California Court Reporters Board, and the ethical and tax implications from the viewpoint of the gift giver and the recipient. If you are planning to take the CRA series, this seminar is recommended for the freelancer.

Health & Wellness Track

Turning Up the HEAT — Power and Confidence through Mental and Physical Self-Defense — *Jennifer Johnson*

How confident are you in your ability to protect yourself? In this training, session you will learn to be more aware of your surroundings, handle an attack and have more confidence to feel safe and secure. The workshop will combine safety awareness, mental self-defense education, and physical self-defense principles and techniques. The physical self-defense training will include striking and kicking techniques, how to get out of certain positions/holds, and basic body manipulation as a defense. You will leave feeling more confident and empowered, with an increased knowledge on crimes against women and how to protect yourself from becoming a victim.

12:00 pm - 1:30 pm

Lunch with Exhibitors & Fashion Show — *Casey Rae*

1:30 pm - 3:00 pm

General Session — Keynote — *Amanda Boxtel*

PURSUIT — Never Give Up in the Pursuit of the Best Quality of Life Possible!

Enter Amanda's world viewed from the perspective of her wheelchair. Courage and hope glisten through a seemingly impenetrable wall of adversity to portray her never-give-up attitude in the pursuit of the best quality of life she can achieve. So often we become paralyzed within our minds. This is a time when hope needs to be alive in each and every one of us. Amanda's presentation invokes us to eradicate self-imposed limitations and to instead believe in our potential to recreate the future we want. By taking action with just one small step at a time, the pursuit to attain a better quality of life can only build toward greater opportunities. Amanda's story reminds us that we are creating our own cinematic reality of our future each precious moment from now, and we learn to accept and transcend our challenges as opportunities to transform and grow. You will leave inspired by Amanda's capacity for personal growth beyond tragedy and loss.

3:00 pm - 3:30 pm

Break with Exhibitors

3:30 pm - 5:00 pm

Concurrent Sessions:

Student Track

Organization/Crock Pot Cooking — The Time-Saver — *Jack Roberts/Gerie Bunch*

Organization — This session will give you the tools to organize – or reorganize – and stay organized smoothly and effectively. You will learn how to create a system for organizing that's transferrable even if duties or circumstances change. You will also learn effective time management, prioritizing projects, managing stress, planning your day and tie it all together with a step-by-step action plan. Bring your questions and challenges so you can get the solutions you need.

Crock Pot Cooking — The Time-Saver — Busy getting ready for your jobs, juggling getting kids to school and events, coming home late from a job and don't know what to cook that's healthy and quick; Crock Pot to the rescue. Learn some time-saving cooking tips to make your life easier, healthier and yummmier!

Tech Track

Leveraging The Cloud: Backup and Document Management Solutions — *Daniel Bistany*

Your business depends on data — it is the heart of what you do. Learn how to effectively backup, manage and share your business data and documents.

Legislative Track

CRA — Research & Reports — *Doreen Perkins, Kristi Garcia & Early Langley*

Participants will receive instruction on the importance of preparation and research. They will be taught how and where to obtain the information necessary to enable them to accurately and intelligently discuss reporter issues on a local level.

General Track

Taxes & Investments — *Phil Liberatore*

Knowledge is power. Looking for some power over your taxes? Brush up on the specifics of the tax laws that affect you. Discover the possibilities of saving money on taxes just by being a court reporter! Learn to reduce your tax liabilities with your transcript income. Uncover the ins and outs of incorporating. Find out how much money you can save just by investing in your own retirement and future and much, much more!

California Politics: How We Got Here and Where We're Going — *Peter Langley*

The program will trace the historic roots of our current political environment and analyze the various political inventions, for example, California's constitution, the initiative, super-majority requirements, Proposition 13, legislative term limits, and the role they have played in shaping the state of our state. The program will then focus on what this portends for the future and how this is likely to affect peoples' lives and their work.

6:00 pm - 10:00 pm

Reception & Dinner

10:00 pm - 11:00 pm

President's Reception

Sunday, October 9, 2011

7:00 am - 6:00 pm

Registration

7:00 am - 8:00 am

PACCRA Walk/Run

8:00 am - 9:00 am

Breakfast with Exhibitors

9:00 am - 10:30 am

Concurrent Sessions:

Student Track

Mock Skills — *Debby Steinman, Dixie King, Carolee Freer & Bob Sullivan*

One court dictation and one deposition dictation; both 4-voice @ 200 wpm for 12 minutes, including a two-minute lead-in. A glossary of words will be provided. A condensed transcript of each dictation will be available for distribution.

Tech Track

Software Breakouts:

StenoCAT — Macros and Keyboard Customization — *Rick Louie*

This session will demonstrate how macros and keyboard customization can significantly reduce time spent editing with brand-new macro examples, ways to improve existing macros, and the top 40 things you should know about editing. This seminar will be taught with an easy-to-learn approach that will make editing easier and faster than ever before.

Stenovations — Making Time for Realtime — *Carmen Santone*

Discover the full functionality of the powerful Bookmark command. Invisibly flag a section of a transcript to be reviewed at your convenience with one simple push of a button. Learn the difference between single-stroke and non-single-stroke entries and how they function. Discover this powerful editing tool which is conflict free from any entries you have in your main or job dictionaries. While realtime commands can be written in Command Mode, discover this exciting new way to create your commands. By entering your realtime commands in a dictionary, you can learn the value of stringing multiple commands together to create and utilize realtime macros.

DETAILED SCHEDULE (CONTINUED)

Sunday, October 9, 2011 (continued)

9:00 am - 10:30 am	Concurrent Sessions: (continued)
Legislative Track	CRA — Speaking in Public Made Easy — <i>Jack Roberts</i> Contrary to popular belief, speaking in public can be easy and even fun. In this session, professional speaker and speakers' trainer Jack Roberts will teach you the secrets to overcoming any fear behind public speaking. Then Jack will show you how to prepare an effective presentation (on any topic) and deliver that presentation smoothly regardless of the audience. Jack says that anyone can learn to become a confident speaker and with the tools, tips and strategies he gives, even you — yes, you — can speak boldly in public.
Health & Wellness Track	How to Prevent Stress-Related Injuries and Have a Long Prosperous Career — <i>Jack Passarella</i> Court reporting demands a significant amount of hand, arm, and shoulder manipulation. This seminar is designed to reduce your exposures to Repetitive Motion Injuries (RMIs) and give you the tools to prevent pain and physical injury. We will review the types of injuries and their causes, work station setup, exercises, and risk factors. With the proper knowledge and techniques, you can ensure that you have a long, pain-free and successful career.
10:30 am - 11:00 am	Break with Exhibitors
11:00 am - 12:30 pm	Concurrent Sessions:
Student Track	Mock Written Review — Medical/Legal/Vocab — <i>Carolee Freer & Dixie King</i> Come get some practical tips on test-taking in general. We will review the points covered on the test.
Tech Track	Software Breakouts: StenoCAT — Macros and Keyboard Customization — <i>Rick Louie</i> This session will demonstrate how macros and keyboard customization can significantly reduce time spent editing with brand new macro examples, ways to improve existing macros, and the top 40 things you should know about editing. This seminar will be taught with an easy-to-learn approach that will make editing easier and faster than ever before. Stenovations — Making Time for Realtime — <i>Carmen Santone</i> Discover the full functionality of the powerful Bookmark command. Invisibly flag a section of a transcript to be reviewed at your convenience with one simple push of a button. Learn the difference between single-stroke and non-single-stroke entries and how they function. Discover this powerful editing tool which is conflict free from any entries you have in your main or job dictionaries. While realtime commands can be written in Command Mode, discover this exciting new way to create your commands. By entering your realtime commands in a dictionary, you can learn the value of stringing multiple commands together to create and utilize realtime macros.
Legislative Track	CRA — Group Planning — <i>Carolyn Dasher, Carlos Martinez & BOD</i> Attendees will be put into groups and will formulate talking points for their educational visit and then will practice amongst themselves to give all participants the opportunity to learn from each other. (Must be a CATT alumni or committing to the Court Reporter Advocate class.)
General Track	Marketing & Branding: Building Your Personal Brand and Promoting Your Business — <i>Keirsten Quest</i> Creating a personal brand can help to focus your energy and efforts, hone your expertise, clarify your talents to others, and improve your effectiveness. In this 90-minute seminar, we will identify key values and connect those values to your personal brand, create your personal brand, capture your passions, clarify your talents, and develop a plan to promote your business. Join us for this interactive and powerful seminar.
12:30 pm - 2:00 pm	Luncheon & Annual Meeting
2:00 pm - 3:00 pm	Break with Exhibitors
3:00 pm - 4:30 pm	Concurrent Sessions:
Tech Track	Hands-on Realtime I — <i>Bill Greenley & Sandy Bunch VanderPol</i> (First 40 to preregister. Limited space.) An information exchange and workshop focusing on the basics of interactive realtime. Having problems hooking up consistently? COM ports — how to identify which is which on your computer and your client's computer. Bring your steno machine and computer. We will form small groups working together to learn the basics of hooking up and troubleshooting when it simply doesn't work. Participants in this workshop will gain knowledge from others who have encountered issues with hooking up and how they solved them. We will focus on serial connections using USB-to-Serial adapters and StenoCast Bluetooth. Folks who attend this seminar may be interested in the follow up: Realtime II. Stenograph — <i>Sharon Vartanian & Fred Middlebrooks</i> TrueStroke Technology — What is it? What does it mean to me? And Steno X-ray2. Keyboard Adjustments — Sensitivity; Splitting/Stacking; and Individual Key Adjustments Wireless — Bluetooth, WiFi, and What is best for you? Q&A Session
Legislative Track 2- Part Class	CRA — Hey Freelancers, How to be a Dynamite PR Advocate for Our Career to Ensure Our Profession Will Never Die! — <i>Jan White, Kelly Roemer, & Lynden Glover</i> Jan White, Kelly Roemer, and Lynden Glover, firm owners covering all of California, will provide provocative insight into tools and measures to positively address this subject. What do you say to folks inquiring about, "Wouldn't recording testimony be better than a court reporter?" We've all heard that; let's provide some impressive, truthful answers why not. This panel will give you some ideas of what they do to address such inquiries and then open it up to the floor for your additional input. Official Union Representation — <i>Jim Partridge & Robin Sunkees</i> Attendees will receive an introduction to important aspects of contract negotiations from start to finish, including prenegotiation due diligence, budget analysis, development of core goals, objectives, and strategies; responsibilities of negotiating team members, conduct at the table, good/bad faith bargaining, mediation, ratification, enforcement of terms and much more. A "Town Hall" style discussion to follow will allow attendees an opportunity to exchange valuable information on current trends and issues facing reporters in work sites across the state.
General Track	Social Networking: Creating Powerful Connections — <i>Keirsten Quest</i> Social networking is known to provide opportunities to connect with others of similar interests and goals. It helps people feel connected, provides information and resources, and promotes your own business. This seminar will provide tools and techniques for leveraging the benefits of social networking and minimizing the risks. During the seminar, we will identify the goals and benefits of social networking, explore successful networking techniques, share tips for staying safe online, and create a personal action plan for social networking. Caring for Our Most Valuable Resource — <i>Saba McKinley</i> The purpose of this workshop is to expose professional reporters to the challenges and rewards of becoming mentors for our students. Becoming a professional court reporter is a daunting endeavor. This workshop will help the professional court reporter gain the tools needed to assist CR students by becoming a mentor. You will learn the fundamentals of coaching and guiding, how mentoring enhances your growth, effective mentor/mentee relationship skills, effectively answering questions. Join the ranks of our mentors who find that helping our students is another rewarding and exciting aspect of this wonderful profession.

CCRA 101st Annual Convention

DETAILED SCHEDULE (CONTINUED)

Sunday, October 9, 2011 (continued)

4:45 pm - 6:15 pm

Tech Track

Concurrent Sessions:

Realtime II — *Bill Greenley & Sandy Bunch VanderPol* (First 40 to preregister. Limited space.)

Learn how to troubleshoot basic hookups from your CAT software to your client's interactive software application — from wired to StenoCast wireless to streaming wireless on the Internet. This program covers all the things you'll need to know to hook up successfully every time and add value to your client's realtime experience. We will work with serial connections as well as wireless-using applications such as Bridge and CaseViewNet.

Stenograph — *Sharon Vartanian & Fred Middlebrooks*

TrueStroke Technology — What is it? What does it mean to me? And Steno X-ray2.

Keyboard Adjustments — Sensitivity; Splitting/Stacking; and Individual Key Adjustments

Wireless — Bluetooth, WiFi, and What is best for you?

Q&A Session

Legislative Track

CRA — Group Presentation — *Carolyn Dasher, Carlos Martinez & BOD*

The groups will present their talking points to different stakeholders and practice their public speaking in front of the class. (Must be a CATT alumni or committing to the Court Reporter Advocate class.)

General Track

Microsoft Word/Excel 101 — *Glenn Mervin*

Topics to be covered include the basics of Microsoft Word and Excel, how to install and figure the programs, overview of features, print to PDF from any program on your computer, and view older versions of Microsoft products in your current version.

Health & Wellness Track

Workspace Yoga — *Haunani Chong*

For all levels, no previous experience needed. Come explore how to relieve stress, boost your energy, and feel better all around, through easy-to-do yoga poses (asana) and breathing techniques at your desk or in your office space. Please, no skirts.

6:15 pm - 7:30 pm

Exhibitor Last Call — Hosted Cocktails

Monday, October 10, 2011

7:00 am - 1:00 pm

Registration

7:00 am - 8:30 am

Breakfast on your own

8:30 am - 10:00 am

General Session — Streamlined Realtime — *Lesia Mervin*

Realtime writing tips to make your writing cleaner and more streamlined. Tips for less editing by writing it cleaner in the first place! To save time on transcript production, you need to spend a little time before you begin editing. Some topics to be covered: Refining your realtime screen, writing macros, and dictionary maintenance. Test-taking jitters will also be a topic for discussion.

10:15 am - 11:30 am

General Session — Slooow Down Those Flying Fingers — *Steven Kosmata*

Are you conscious when you write? Do you become an automaton on the job? Are you even aware of what is being said around you? Did you realize you came to work in different colored shoes? In the last year, I have awakened from my complacency of 20-plus years and have slooowed my writing and increased my accuracy....come jolt yourself into a new reality.

11:00 am - 11:15 am

Transition

11:45 am - 12:30 pm

Concurrent Sessions:

Official Talk it Out — *CCRA Board Officials*

Meet together with the Board to discuss topics relevant to our profession. Share ideas and engage in a question-and-answer session with your CCRA leaders.

Freelance Talk it Out — *CCRA Board Freelancers*

Meet together with the Board to discuss topics relevant to our profession. Share ideas and engage in a question-and-answer session with your CCRA leaders.

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AVAILABLE**



65 Enterprise
Aliso Viejo, CA 92656

Phone (949) 715-4682
Fax (949) 715-6931
www.cal-ccra.org

CCRA 101st Annual Convention

ATTENDEE REGISTRATION BROCHURE

October 7-10, 2011 • Sheraton San Diego Hotel & Marina • San Diego, CA



HOTEL INFORMATION

Sheraton San Diego Hotel & Marina

1380 Harbor Island Drive
San Diego, CA 92101
Phone (619) 291-2900
(800) 325-3535
www.sheraton.com



TRANSPORTATION

Air Transportation (closest airport SAN)

The Sheraton San Diego Hotel and Marina is easy to reach from the SAN DIEGO INTERNATIONAL AIRPORT (SAN). Travel Distance: Approximately 1.0 miles. SAN DIEGO INTERNATIONAL AIRPORT (SAN) is serviced by Alaska Airlines, American Airlines, American Eagle, Continental Airlines, Delta Airlines, Delta Connection, Frontier Airlines, Hawaiian Air, Jet Blue, Southwest Airlines, United Airlines, United Express, US Airways, US Airways Express, Virgin America and WestJet. Options for getting to and from the hotel from the airport include: Complimentary hotel airport shuttle runs every 20 minutes from the San Diego International Airport between the hours of 4:45 am and 12 am. Outside of these hours, guests may request a pickup by phoning the hotel directly at (619) 291-2900 or call a taxi cab.

Ground Transportation — General Directions to the Hotel

From East: Take Interstate 8 West to I-5 South. Take the Sassafrass/San Diego Airport Exit. Turn right onto Laurel. Turn right onto Harbor Drive. Continue for 1.5 miles to Harbor Island.

From North: Take Interstate 5 South to the Sassafrass/San Diego Airport Exit. Turn right onto Laurel. Turn right onto Harbor Drive. Continue for 1.5 miles to Harbor Island.

From San Diego International Airport: Follow the exit which becomes Harbor Island Drive. Drive straight through the intersection to Harbor Island Drive. The hotel is on the right-hand side.

From South: Take Interstate 5 North to the Hawthorne/San Diego Airport Exit. Turn right onto Harbor Drive. Continue for 1.5 miles to Harbor Island.

ADDITIONAL CONVENTION INFORMATION

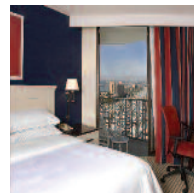
The 2011 CCRA Convention is a great value! **Convention registration includes five receptions, two breakfasts, two lunches and one dinner.**

The CCRA room rate at the Sheraton San Diego Hotel and Marina is \$129 per night, single or double. On a budget? Share a room with a friend.

The beautiful Sheraton San Diego Hotel and Marina is less than half a mile from San Diego International/Lindbergh Field Airport and is minutes from the historic Gaslamp District, Seaport Village, the San Diego Zoo and more. Enjoy three tropical pools, a new spa, tennis courts, a water sports provider, bike rentals, jogging trails, children's meal programs and more. The Sheraton recently completed a \$35 million renovation featuring all new guest rooms and suites. All rooms enjoy a private balcony, solid mahogany furniture, along with crisp white cotton bedding. Renovated bathrooms with modern fixtures and famed Bliss bath products offer a calming retreat.

Bring your family and make this a minivacation. Treat yourself to all of the charm that San Diego has to offer.

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The CCRA room rate for this magnificent property is only \$129 per night, single/double.

Reservations must be made by Monday, September 5, 2011.

Please make your hotel reservations online at <http://www.starwoodmeeting.com/Book/CCRA2011>. Or call the hotel toll free at (866) 716-8123 and inform the operator that you are with "CCRA."

CONFERENCE REGISTRATION

Register online at www.cal-ccra.org or mail or fax the registration form with payment information to:

**2011 CCRA Convention • 65 Enterprise • Aliso Viejo, CA 92656
Fax: (949) 715-6931**

**EARLY-BIRD SPECIAL —
Save money by registering before
Monday, September 12, 2011.**