

You are cordially invited to attend:

BUSINESS LAW UPDATE

PRESENTED BY

Robert T. Franklin, Esq., Franklin & Prokopik

Christopher S. Young, Esq., Business &
Technology Law Group

Albert B. Randall, Jr., Esq., Franklin & Prokopik

Andrew W. Garrett, CPA, Weil, Akman, Baylin &
Coleman, P.A.

Turf Valley Resort and Conference Center

Thursday, May 13, 2004

Program

Registration/Continental Breakfast	8:00 - 8:30 a.m.
Opening Remarks	8:30 - 8:45 a.m.
Session 1	8:45 - 9:35 a.m.
Session 2	9:35 - 10:20 a.m.
Break	10:20 - 10:40 a.m.
Session 3	10:40 - 11:30 a.m.
Session 4	11:30 - 12:20 p.m.
Open Panel Discussion	12:20 - 12:45 p.m.

✦ TIME FOR YOUR CORPORATE CHECKUP - ROBERT T. FRANKLIN

In today's challenging business environment, many companies don't find the time to evaluate and update many of their policies, procedures, and documents. Such issues are often not addressed until problems arise, making solutions more difficult and costly. This discussion will review a checklist of policies and documents every corporate entity should regularly evaluate, in order to function more effectively and avoid unnecessary problems and litigation. We will also discuss some "best practices" you may consider in order to avoid, or at least minimize, such problems.

✦ UNDERSTANDING THE NEW DEPRECIATION RULES AND HOW TO TAKE ADVANTAGE OF THEM - ANDREW W. GARRETT

The Jobs and Growth Tax Relief Act of 2003 substantially increased the bonus depreciation allowance and the additional write-offs attributable to Section 179. The new rules provide several important benefits for small and medium-size businesses such as: 1) lowering the cost of capital for tangible property, 2) reducing depreciation recordkeeping requirements for expensed property, and 3) allowing for business expansion and growth. Furthermore, these changes have an effect on a wide range of depreciable property and create tremendous planning opportunities. This discussion will take an in-depth look at the tax code changes and provide practical ideas and strategies that should be explored.

✦ ABC'S OF EMPLOYMENT HANDBOOKS - ALBERT B. RANDALL, JR.

Often low on the list of priorities, many companies are surprised at what their handbooks say, or don't say, when confronted with employment disputes. A well-drafted handbook will often minimize employee complaints by carefully outlining employee and employer rights and responsibilities and is often the employer's best friend in litigation, providing support for employment actions. This discussion will concentrate on the basic of drafting employment handbooks and will provide key areas of interest that employers should focus on when updating their handbooks.

✦ FINDING VALUE IN INTELLECTUAL PROPERTY - CHRISTOPHER S. YOUNG

In the information age, even traditional or established businesses may be unaware of the significant value that lies in the intangible assets of their business. What may once have been termed only as "good will," today is viewed by sophisticated business managers as clearly-defined assets of intellectual property. Follow along on an informal due diligence review of your business's intangible assets, the methods available to protect them and foster their growth.

Registration:

By **Phone:** (410) 290-0707;

By **Facsimile:** (410) 290-0477;

By **E-Mail:** aheine@btlg.us, or

Complete this form and **Return no later than Tuesday, May 11, 2004** to:

Business & Technology Law Group

Attn: Arlene Heine

8825 Stanford Blvd.

Suite 206

Columbia, MD 21045

Name: _____

Title: _____

Company: _____

Telephone: _____

Address: _____

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