

# Fort Bend County Procurement Card

## Documentation Submission Form

Amount \$ 940

Department Law Library Cardholder Andrew B Bennett

Accounting Distribution  
(for multiple accounts) 195585100 63200  
Accounting Unit Account # Activity Acct Cat.

Transaction Description Payment for Registration for AALL Conference for Christine France  
(please give details)

Coordinator/Dept. Head  
Signature  Date 6/28/2023

Affix Original Receipt here (please no tape)

**Andrew Bennett**

**From:** American Association of Law Libraries <thankyou@AALLconference.org>  
**Sent:** Wednesday, June 28, 2023 3:54 PM  
**To:** Andrew Bennett  
**Cc:** Christine France  
**Subject:** 2023 AALL Annual Meeting & Conference Registration Transaction Summary

**CAUTION:** This email originated from outside of the organization. Do not click links, open attachments, or respond unless you recognize the sender and know the content is safe. Please send screenshots of suspicious emails to library.technology.

Dear Andrew Bennett,

Thank you for registering for the 2023 AALL Annual Meeting & Conference in Boston.

Please retain a copy of this email as confirmation of your online registration payment.

We are available to help you over the phone at 1.877.737.0555 (between the hours of 8:30 a.m-5:00 p.m. EST) or via email at [customerservice@AALLconference.org](mailto:customerservice@AALLconference.org). Please make sure to include your Web Order Numbers AALL-8444, AALL-8445 as well.

Here is a summary of the order you placed on June 28, 2023, 16:54:05 EDT:

Purchase Description	Quantity	Total
AALL Member Conference Registration (Regular/Student/Retired)	1	\$895.00
Guest – Opening Reception	1	\$45.00

**Summary of Charges**

Order Subtotal:	\$940.00
Promotions:	-\$0.00
Taxes:	\$0.00
	USD
Order Total:	\$940.00
	PAID IN FULL

*NOTE: Conference registration(s) noted above may include student/retired registrations based on what was chosen during the registration process.*

**HEALTH AND SAFETY REQUIREMENTS**

We look forward to convening in Boston. The health and safety of everyone who attends AALL 2023 is our top priority, and the conference will be held in a safe and clean environment. We are carefully tracking all the latest health and safety guidance for large group gatherings from the Centers for Disease Control and Prevention, the Massachusetts Department of Health, and the Hynes Convention Center.

By registering for the AALL 2023 Annual Meeting & Conference, you agree to the terms of services found at <https://aallconference.org/terms-conditions/> including the following:



YOUR LEGAL KNOWLEDGE NETWORK™

MY PROFILE / MEMBER SEARCH / STORE / LOGIN

JOIN/RENEW

AALL/CALENDAR/

# CALENDAR



MEMBERSHIP +

MY COMMUNITIES

CAUCUSES +

CHAPTERS +

RECOGNITION +

SPECIAL INTEREST +

SECTIONS

CALENDAR

DONATE +

MEMBER SEARCH

## 2023 AALL ANNUAL MEETING & CONFERENCE

Saturday, July 15 - Tuesday, July 18, 2023  
Boston, MA

MY MEETINGS



**MAP OUR FUTURE**  
**AALL 2023**  
 BOSTON • JULY 15-18

Register Now!

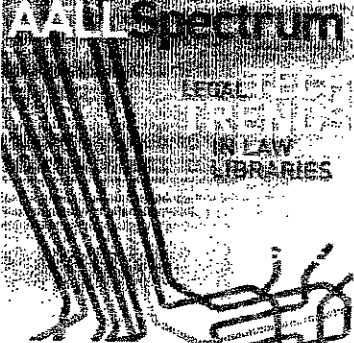
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LEGAL NEEDS  
 IN LAW  
 LIBRARIES

# REGISTER FOR AALL 2023



**ACCESS** novel e-learn education tailored to legal information professionals

**EXPLORE** the latest technologies and innovations coming to the legal information marketplace in the Exhibit Hall

## BOSTON, MA JULY 15-18

## AALL 2023 / MAP OUR FUTURE

Mark your calendar—the 2023 AALL Annual Meeting & Conference is happening in person July 15-18 in Boston. We are thrilled to be back on the East Coast!

AALL 2023 will bring together collaborators from across the legal information profession for three days of innovation, tailored learning, and networking. AALL 2023 is where the legal information community goes for the latest, cutting-edge professional development, peer-to-peer connections, and a place to gather and exchange ideas and best practices. You'll find educational programming, important announcements and updates, and discussions that directly impact law libraries, their roles, and their ongoing transformation.

Register Now!

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American Association of Law Libraries

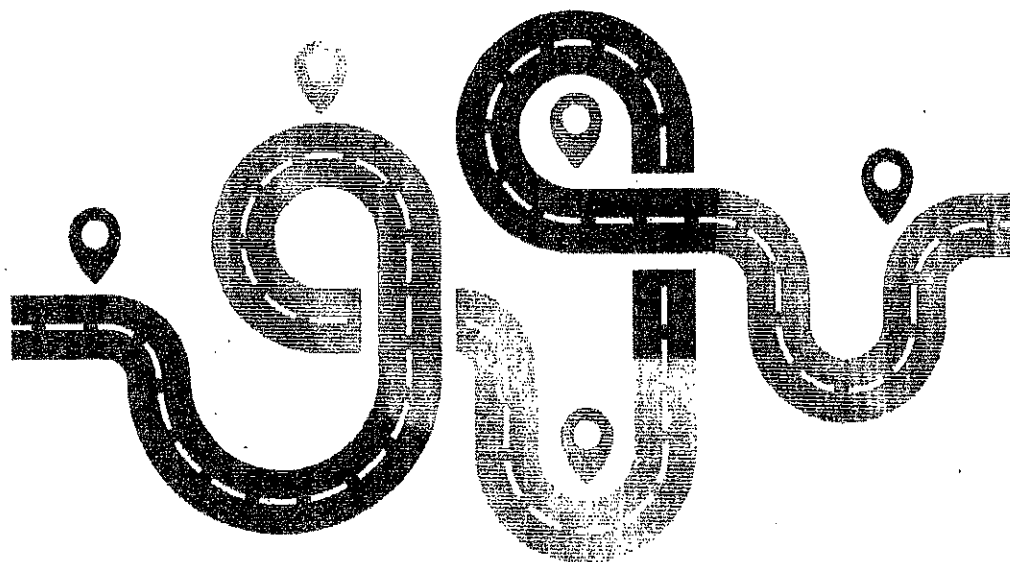
230 West Monroe Street, Suite 2650 / Chicago, IL 60606

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# JUSTIFICATION TOOLKIT



**MAP OUR FUTURE**

**AALL 2023**

**BOSTON • JULY 15-18**

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*You won't know unless you ask!*

AALL 2023 will bring together collaborators from across the legal information industry for four days of innovative tailored learning and networking. During this Conference, you will have access to inspiring speakers, interactive programs, and unparalleled opportunities for professional development.

Why attend?

1. Learn about timely, current, and future trends in legal research.
2. Explore the latest technologies and innovations in the legal industry.
3. Meet and network with the legal information professionals from around the country.
4. Discover new solutions and find solutions to the problems you face every day.

Learn

With more than 40 sessions planned over four days, you will return to your library energized and empowered with innovative techniques and strategies to benefit your library and its users. The schedule of programming is designed to maximize your time away from the office. We have the most timely and pertinent programs to get your employer's attention, based on the library setting in which you work. Programs that are beneficial regardless of library type include:

- Are You Ready? Succession Planning Done Right
- Where Do We Draw the Line In Making "Highly Sensitive" Information Available or Not?
- Hunting and Gathering on the Legal Information Savannah
- Leveraging User Data to Increase & Improve Engagement
- Discovering Diversity through Linked Data
- Map Your Future as a Confident Public Speaker
- Hear Me Out! Concise Communication for All Law Librarians
- Get Out the Map: Finding Our Way Toward a Stronger Professional Pipeline

Explore

Meet face-to-face with vendors to learn about new products and services that will enhance your law library and your legal research skills. This is your opportunity to interact with vendors and discover the latest marketplace innovations. Vendors will present their solutions to artificial intelligence, document delivery, legal publishing, eDiscovery, competitive intelligence, and so much more.

Network

Connect with professionals from a wide range of backgrounds—gain insight from the very people who understand the issues you face each day. This is the only event of its kind that is specifically designed by law librarians, for law librarians.

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### Plan early

In addition to requesting a travel grant, planning early will enable you to obtain lower airfares and ensure availability at the conference hotels, which offer significant AALL discounts on standard room rates. An early request shows that you are a careful planner. A travel grant application and travel grant form are available to cover registration costs for the Annual Meeting or for purchase of a travel grant, but most application deadlines are in the spring. Many of AALL's chapters offer their own grants as well.

### Formalize your request in writing

Support your request with concrete reasons for why you need to attend. (See sample memo on page 6.) Specifically identify what benefits your institution will obtain by your attendance at the conference. Which programs meet objectives and provide learning opportunities that are of critical importance to your institution? (Consider the programs and speakers based on your type of library). Prepare a list of exhibitors that you want to meet with to discuss their products and why.

### Prepare a budget for the cost of attending

Conference expenses are affected by a number of factors. Before you begin to justify conference expenses, you need to calculate what those expenses are. Some common expenses include airfare, housing, transportation, and food/beverage. One money-saving tip: consider sharing a room with a colleague or friend and look at flights during multiple times of the day, if you live within driving distance, consider driving over flying, etc.

### Involve your staff

Share conference information and ask them for input on which educational programs might benefit them. Offer to share what you have learned in a formal presentation with your co-workers and staff.

### Share conference materials with your employer

Ask for input on which programs and vendor information they feel would benefit the law library. (See sample memo on page 6.)

### While you are out of the office

Determine whether you will be accessible during your time away from the office. Explain how coverage will be maintained while you are away.

## NO TIME FOR REST WHEN YOU RETURN

- Maintain an action list of ideas you want to implement or develop further when you return.
- Summarize this list and provide an executive report for your employer. By doing so, you demonstrate the value in attending and plant the seeds for attendance at future annual conferences.
- Share ideas and vendor information with colleagues and staff.

### The Power of One New Idea

Emphasize the most important thing that you learned as a result of attending and share it with colleagues and staff. Show how the power of just one new idea (e.g., a change in procedure or policy, learning a new best practice, discovering a new product or service) made the investment of attending the Annual Meeting & Conference worth it!

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# REGISTRATION

To take advantage of member pricing, join AALL today. Retired individuals and students may register for the full conference at discounted rates. Eligibility is based on AALL membership type. Proof of eligibility will be requested for the nonmember, retired, or student rates.

Early bird: Register and pay by May 12, 2023 | Standard: Register and pay after May 12, 2023 (by July 14)

## FULL CONFERENCE REGISTRATION

<b>AALL INDIVIDUAL MEMBER</b>	<b>NONMEMBER INDIVIDUAL</b>	<b>AALL MEMBER RETIRED/STUDENT</b>	<b>NONMEMBER RETIRED/STUDENT</b>
Early Bird: \$795 Standard: \$895	Early Bird: \$1,095 Standard: \$1,195	Early Bird: \$175 Standard: \$225	Early Bird: \$275 Standard: \$325

## PER-DAY CONFERENCE REGISTRATION

<b>AALL MEMBER</b>	<b>NONMEMBER</b>
Early Bird: \$395 Standard: \$495	Early Bird: \$595 Standard: \$695

# HOUSING

Book your stay in Boston early at the Marriott Copley Place (AALL's Headquarters Hotel), the Boston Sheraton, or the Westin Copley Place Boston at discounted rates. These reduced rates end June 22 or while availability lasts.

\*The reservation links found on the AALL Housing page are the only official housing links for the 2023 AALL Annual Meeting & Conference. If you are contacted by other third-party companies offering deals or assistance to book your hotel stay in Boston, please be aware they do not represent nor are they endorsed by AALL.

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# IDENTIFY HOW ATTENDANCE WILL MEET MY ORGANIZATION'S NEEDS

Use the following table to help you determine how your attendance will meet the needs of your organization.  
(See example below.)

CURRENT NEED	HOW ATTENDING AALL 2023 WILL MEET THOSE NEEDS
Spend time focusing on my professional development goals.	Attend programming focused on enhancing my skills and goals.
Learn practical solutions for implementing impactful and measurable diversity, equity, and inclusion strategies.	Participate in programs from thought leaders who have been successful in implementing effective diversity, equity, and inclusion strategies, including the "Diversity and Inclusion Committee Symposium: Are We Neglecting Inclusion?"
Enhance my leadership and management skills.	Attend relevant sessions that will help build leadership and management skills, including the session on "Are You Ready? Succession Planning Done Right."
Gain insights into the latest technologies and advancements within the profession.	Attend cutting-edge programs, such as the Cool Tools Café, that discuss the latest trends in legal technology and innovation within the profession.

Now it's your turn! Use the table to enter current needs unique to your organization.

CURRENT NEED	HOW ATTENDING AALL 2023 WILL MEET THOSE NEEDS



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# MAKE THE ASK & RECEIVE APPROVAL TO REGISTER

## SAMPLE MEMO TO YOUR EMPLOYER

Here is a template you can use to convince your employer to support your attendance at AALL 2023.

New message  

To Powers That Be Cc Bcc

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Subject Attendance at the AALL Annual Meeting & Conference

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### Describe AALL and the Annual Meeting & Conference

- Date, time, and place of the event. [e.g., July 15-18, 2023 in Boston, Massachusetts]
- AALL is the only professional organization for law librarians.
- Describe networking opportunities. [Over 1,200+ law library professionals expected to attend.]
- Legal information vendors often debut new products and services at this event.

### Describe How You Would Spend Your Time

- List four or more specific programs directly related to your work that you plan to attend, along with a brief discussion of why they will help you. (See all program descriptions, as well as those geared toward your type of library).
- Describe vendor issues that may be best addressed with an in-person meeting.
- List any leadership, SIS, or other AALL-related activities you plan to attend along with a discussion of why they are important.

### Budget

- List estimated budget, including registration, hotel, transportation, and meals. Remember that Friday travel may be required because workshops are held on Saturday.

### Conclusion

- Respectfully state when you need a decision, reminding employers that late registration will cost more.

A      

Send

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**NOTICE OF MEETING  
FORT BEND COUNTY COMMISSIONERS COURT  
SECOND FLOOR, FORT BEND COUNTY COURTHOUSE  
401 JACKSON STREET, RICHMOND, TEXAS  
TUESDAY, JUNE 27, 2023  
1:00 P.M.**

**AGENDA**

1. Call to Order.
  2. Invocation and Pledges of Allegiance by Commissioner Dexter L. McCoy.
  3. Approve minutes of regular meeting held on June 13, 2023.
  4. Public Comments regarding the Agenda and Announcements.
  5. PUBLIC HEARINGS: 1:00 p.m.:
    - A. Community Development: Conduct Public Hearing to receive comments from the public regarding the Housing and Community Development needs of low-and-moderate-income persons in Fort Bend County for the FY2023 Consolidated Annual Plan.
-

- B. Engineering: Conduct Public Hearing and all appropriate action on the following matters.

Acceptance of the following traffic control plans:

1.	Norfolk Trail Lane with Cinco Ranch Southwest Section 27, Precinct 1;
2.	Fulbrook Section Six B, Precinct 1;
3.	Chimney Rock Road and Hawthorne Brook within Windfield Lakes Sections 8, 9, and 16, Precinct 2;
4.	Napa Valley, Precinct 3;
5.	Still Creek Ranch Section 3, Precinct 4;
6.	Windstone on the Prairie Section 3, Precinct 4; and
7.	Katy Gaston Road within Bella Terra Parkway, Precinct 4.

**CONSENT AGENDA ITEMS: 6-19**

6.

**OUT-OF-STATE TRAVEL: Approve out-of-state travel requests for County personnel:**

- A. Animal Services: Approve out-of-state travel for B. Vass to Bentonville, Arkansas, November 4, 2023 through November 8, 2023, to attend the Best Friends Animal Society Executive Leadership Certification Seminar. (Fund: Travel)
- B. Behavioral Health Services: Approve out-of-state for S. Profilet and T. Deaver to Tangipahoa Parish, Louisiana, July 17, 2023 through July 19, 2023, to attend Adaptive Law Enforcement Training-An Immersive Experience for First Responders (IEFR) Overview, Objectives, Outline. ~~(Fund: American Rescue Plan Act and OJJDP (FOCUS))~~
- C. County Clerk: Approve out-of-state travel request for B. Alamia to Phoenix, Arizona, September 12, 2023 through September 14, 2023, to attend the Court Technology Conference. (Fund: Records Management Funds)
- D. Emergency Medical Services: Approve out-of-state travel for M. Reddix to New Orleans, Louisiana, September 17, 2023 through September 23, 2023, to attend the 2023 EMS World Expo. (Fund: Travel)
- E. Environmental Health: Approve out-of-state travel for M. Schaffer to New Orleans, Louisiana, July 31, 2023 through August 3, 2023, to attend the National Environmental Health Association 2023 Annual Educational Conference & Exhibition. (Fund: Travel)
- F. Health and Human Services: Ratify out-of-state travel for D. Moore to Playas, New Mexico, June 12, 2023 through June 16, 2023, to attend Drone Training. (Fund: DHS/FEMA)
- G. Homeland Security and Emergency Management: Ratify out-of-state for K. Ott to San Francisco, California, June 26, 2023 through July 1, 2023, to attend the 2023 National CERT Conference. (Fund: Homeland Security Regional Planning Grant.)
- H. Library: Approve out-of-state travel for C. France to Boston, Massachusetts, July 14, 2023 through July 18, 2023, to attend the American Association of Law Libraries Annual