



To: 4th Annual Symposium Registrants and Attendees

From: Symposium Committee

Re: Event Logistics

Date: January 20, 2022

Thank you very much for attending The 4th Annual State Bar of Michigan Business Law Symposium – “The Business of the Law Firm”. Set forth below is some logistical information that will answer many of the questions you might have regarding logistics. In the event that you have any further questions regarding the program, please do not hesitate to contact us (contact info below), and, of course, you can always consult the Symposium website (www.bizsymposium.com). We hope you enjoy the program!

Program Date, Time and Location

Detroit Club, 712 Cass Ave, Detroit, MI 48226

Date: Thursday, January 20, 2022

Registration Start Time: 2:00 p.m.

Program Start Time: 3:00 p.m.

Program Finish Time: 9:30 p.m.

Valet parking is available and covered by the program, so no charge to you. Please tip valet and other servers at the event well. The Detroit Club has gone above and beyond for the event.

Communication / Questions

If you have any questions or need any assistance before or on the day of the event, your primary points of contact will be:

Mark Rossman
Cell: 313.590.0915



Email: mark@rossmanpc.com

Anthony Bowen
Cell: 248.912.5165
Email: anthony@rossmanpc.com

Accommodations

If you require any accommodations, please let the contacts listed above know. The strolling dinner menu will have vegetarian and gluten free options.

Event Layout and the “Quasi Quiet Zone”

Presenters will be on an elevated stage in front of an area with approximately 40-50 seats, in the Bohemia Room of the Detroit Club. This area will be designated as a “quiet zone.” This means that chit chat is discouraged. However, audience participation is **strongly encouraged** and you are free to interrupt and join the discussion either with the microphone that will be available or with a loud voice, if you have one. So, really, it is a “quasi quiet zone.”

There are no other quiet zones, quasi or otherwise, throughout the club.

In fact, throughout the 3rd floor of the Club, the program will be broadcast on and through multiple televisions and speakers for those who do not want to be quiet and perhaps prefer to frequent one of the two bars, cigar bar, billiards room, art therapy table, 360 video booth, or many of the other amenities available for mingling and networking.

Virtual Attendance

For those who are registered to attend virtually, use the following Zoom link, Meeting ID and Passcode:

<https://fortzlegal.zoom.us/j/83449085019?pwd=OTNobWtWY1FvdFFNKy8xQ0xEOFIDZz09>

Meeting ID: 834 4908 5019

Passcode: 200861

Dial: 301 715 8592

A chat dialogue box will be made available, which you are free to use to comment, question or otherwise engage in the dialogue.

If you have any technical issues with the Zoom function, call Fortz Legal, at 844-730-4066.

Program Materials



All program materials will be made available on the Symposium website (www.bizsymposium.com) after the program. In addition, video will also be posted a few weeks after the event, after the post-production work is complete.

Program Information

The event website contains agenda, speaker roster and contact information: www.bizsymposium.com, and the agenda on the website is correct. In addition, the Symposium Program is being provided with this Memorandum.

5th Annual Symposium

If you would like to be involved in next year's Symposium as a speaker, sponsor, attendee, or volunteer, please email Mark Rossman (mark@rossmanpc.com). From its inception the program has grown from 3 speakers and 2 attendees 4 years ago, to 41 speakers and 120 registrants (not including the speakers) this year. The continued growth of the program necessitates more hands, and so we welcome inquiries.