



2022 AILA PARALEGALS VIRTUAL CONFERENCE (TWO-DAYS, DUAL LIVE TRACKS WITH RECORDINGS)

- *Our faculty will begin by focusing on the paralegal's role, including common ethical quandaries that paralegals face.*
- *Experts on the Hot Topics panels will address cutting-edge developments, including COVID-related challenges and policy changes from the Biden Administration.*
- *A special lunch session will include rapid-fire tips for saving time and increasing productivity.*
- *Wednesday afternoon features dual tracks: law practice management and crossover topics applicable to all practice areas such as family immigration and naturalization.*
- *Thursday begins with panels on dual representation (for both family- and employment-based cases) and Special Immigrant Juveniles*
- *Thursday afternoon splits into two tracks (Removal/Humanitarian and Business).*
- *A question-and-answer period follows each session, allowing attendees to interact with faculty and gain further insight.*

Note: Registrants will receive access to the recordings for all sessions following the conference—giving all registrants the ability to watch panels they missed and review the content after the conference.

Wednesday, August 10

| Wednesday, August 10 | | |
|----------------------|---|--|
| Time | Track I | Track II |
| 9:00 am–9:45 am | Mindfulness Meditation | |
| 10:00 am–10:10 am | Welcome Address | |
| 10:10 am–11:10 am | The Role of the Paralegal | |
| 11:40 am–12:40 pm | Business Hot Topics | Removal Hot Topics |
| 1:05 pm–1:35 pm | 30 Timesaving Productivity Tips in 30 Minutes | |
| | Law Practice Management | Crossover Topics |
| 2:00 pm–3:00 pm | Practice Management Changes After COVID-19 | Family-Based Immigration 101 |
| 3:30 pm–4:30 pm | How to Write and Communicate More Effectively | The National Visa Center |
| 5:00 pm–6:00 pm | Getting the Records | The Role of Paralegals in Preparing Naturalization Clients for Interview |

(DL) = Discussion Leader

* = Invited Speakers, Not Confirmed

- All events, sessions, conference materials, and free recordings are subject to change -

Thursday, August 11

| Time | Removal/Humanitarian Track | Business Track |
|-------------------|---|---|
| 9:00 am–9:45 am | Mindfulness Meditation | |
| 10:00 am–11:00 am | Special Immigrant Juvenile Status | Navigating the Minefield of Dual Representation: Whose Questions Can Paralegals Answer Ethically? (Business and Family) |
| 11:25 am–12:25 pm | Preparing Filings and Witnesses Before the Immigration Court | Employment-Based Immigration 101 |
| 12:55 pm–1:55 pm | Interviewing Asylum Seekers and Preparing the Asylum Application | H-1B and L-1 Visas |
| 2:20 pm–3:20 pm | Special Humanitarian Remedies: Asylum and Legislative Options | Students and Other NIVs |
| 3:40 pm–4:40 pm | VAWA, T Visas, and U Visas | PERM Training |
| 5:00 pm–6:00 pm | Assisting with Prosecutorial Discretion Requests | National Interest Waivers and EB-1: Putting Together a Successful Package |

AUGUST 10-11, 2022

ALL TIMES LISTED ARE EASTERN DAYLIGHT TIME

WEDNESDAY, AUGUST 10, 2022

- 9:00 am–9:45 am **MINDFULNESS MEDITATION**
Get your day off to a balanced start with a brief Mindfulness meditation—a practice that can allow us to live more purposefully and less reactively in the midst of challenging circumstances or difficult situations.
Guide: Danielle Polen, AILA Editorial Director and Yoga and Mindfulness Instructor, Washington, DC
- 9:45 am–10:00 am **VIRTUAL COFFEE BREAK**
- 10:00 am–10:10 am **WELCOME ADDRESS**
Cynthia Rosenberg, Conference Program Chair, Baltimore, MD
- 10:10 am–11:10 am **THE ROLE OF THE PARALEGAL**
Paralegals play a vital role in the operation of a law firm. Panelists will discuss how the role of the paralegal is growing, as well as what paralegals can do and be aware of to better serve the firm, attorneys, and clients.
- General Ethical Responsibilities
 - General Ethical Responsibilities
 - What Do Employers Want from Their Paralegals? What Does It Take to Be Successful?
 - What New Roles Are Appearing for Paralegals in 2022?
 - What Skills Are Increasingly Important for Paralegals?

(DL) = Discussion Leader

* = Invited Speakers, Not Confirmed

- All events, sessions, conference materials, and free recordings are subject to change -

- Case Manager
- Intake
- Mail
- Research
- Client Follow-Up
- How Much Research Should Paralegals Do for the Attorney Before Asking Questions?
- Remote Paralegals/Answering Services: Best Practices and Tips

Faculty:

Cynthia Grande (DL), Torrance, CA

Michele N. Carney, AILA Ethics Committee Chair, Seattle, WA

Jared C. Leung, Scottsdale, AZ

Angela Narvaez Betzold, Paralegal Manager, Holland, MI

11:10 am–11:40 am **VIRTUAL COFFEE BREAK**

TRACK I

11:40 am–12:40 pm **BUSINESS HOT TOPICS**

Business immigration has been in constant flux under the Biden administration and in the later stages of the COVID-19 pandemic. What is the current state of business immigration, and what are the hot topics you need to know?

- Consular Re-Openings and Delays: What Can You Do, If Anything?
- Request for Evidence (RFE) Trends
- Working from Home: What Is the Impact on Nonimmigrant (NIVs) and Immigrant Visas (IVs)?
- Statuses with Automatic Work Authorization and the 540-Day Rule
- What Can Be Premium Processed? What Is Going to Change, and When?
- U.S. Citizenship and Immigration Services (USCIS) Delays: What Can You Do (If Anything)?

Faculty:

Fuji Whittenburg (DL), AILA DOS Liaison Committee Chair, Calabasas, CA

Alexis S. Axelrad, AILA Treasurer, New York, NY

Leon Rodriguez, Washington, DC

Ashley West, Paralegal, San Francisco, CA

TRACK II

11:40 am–12:40 pm **REMOVAL HOT TOPICS**

Now that courts are opening up, hearings are being scheduled with little time to prepare. Which hot topics and new procedures do you need to know to effectively assist the attorney?

- The Doyle Memorandum: Using It to Your Advantage
- Executive Office for Immigration Review (EOIR): Docket Shuffling, Case Flow Processing, Standing Orders

(DL) = Discussion Leader

** = Invited Speakers, Not Confirmed*

- All events, sessions, conference materials, and free recordings are subject to change -

- Priority Dockets
- EOIR Courts & Appeals System (ECAS) Issues: Using the EOIR Account to Maximize Advantages
- Best Practices for WebEx and Open Voice Hearings
- The Latest Updates: Attorney General, Court Decisions, *Patel v. Garland*, *CARECEN v. Cuccinelli*, and More
- Temporary Protected Status

Faculty:

Rosina Carmelina Stambaugh (DL), York, PA

Aaron Hall, AILA ICE Liaison Committee Chair, Aurora, CO

Arturo Angel Burga, Rancho Cucamonga, CA

Alan J. Pollack, Newark, NJ

12:40 pm–1:05 pm **VIRTUAL LUNCH BREAK**

COMBINED TRACK

1:05 pm–1:35 pm **30 TIMESAVING PRODUCTIVITY TIPS IN 30 MINUTES**

Investing time to make life easier and work more efficient can be satisfying and can pay tremendous dividends. These 30 tips will help paralegals do this while also allowing them to thrive and stay positive. Come and join in the wisdom the speakers will share during this gameshow-style panel!

- Computer Productivity Tips
- Establishing Standard Processes: Best Practices
- How Shaping Your Mindset Can Lead to Increased Productivity

Faculty:

James Leo Betzold (DL), Conference Program Committee, Holland, MI

Ruby L. Powers, AILA Author, Build and Manage Your Successful Immigration Law Practice, Houston, TX

Nathaniel Stein, Paralegal, Owings Mills, MD

Charity Anastasio, AILA Practice and Ethics Counsel, Practice & Professionalism Center, Washington, DC

1:35 pm–2:00 pm **VIRTUAL COFFEE BREAK**

TRACK I: LAW PRACTICE MANAGEMENT

2:00 pm–3:00 pm **PRACTICE MANAGEMENT CHANGES AFTER COVID-19**

Panelists on this session will identify the tools and resources that can help paralegals increase productivity and better manage workflow. The discussion will range from day-to-day work duties to long-term goals to ensure that clients' cases are being handled timely and appropriately. The panelists also will cover everything essential outside of case preparation, from delivering client service to overall case management to the behind-the-scenes work.

(DL) = Discussion Leader

** = Invited Speakers, Not Confirmed*

- All events, sessions, conference materials, and free recordings are subject to change -

Come discover key tips that will position paralegals to effectively advocate for their clients in this ever-changing landscape.

- Client Service and Client Management, Including De-Escalation and Flagging to the Attorney(s)
- Tips and Tricks: Email and Database Management, From Daily Tasks to Reporting
- Recording Case Notes and Actions on Important Items
- Setting Reminders for Current Cases and Deadlines
- How to Record Time, Bill, and Stay Within a Flat Fee
- Practice Management in a Virtual, Paperless, and Work from Home Office

Faculty:

Davis C. Bae (DL), Seattle, WA

Clifford F. Chin, San Francisco, CA

Claire S. Pratt, AILA DOS Liaison Committee, San Francisco, CA

3:00 pm–3:30 pm

VIRTUAL COFFEE BREAK

3:30 pm–4:30 pm

HOW TO WRITE AND COMMUNICATE MORE EFFECTIVELY

Effective communication is vital to managing client expectations. It also helps reduce the chances of potential malpractice lawsuits for your firm and can prevent hidden traps even in the most seemingly straightforward cases.

- Does Your Client Understand What You Wrote? The Power of Proofreading, Creating and Using Templates
- Difficult RFEs and NOIDs: Last Chances to Salvage the Case
- Emails Are Written Work Product
- Inadvertently Giving Legal Advice in Writing
- Knowing Your Role and Audience: Advocating, Informing, Persuading, and Instructing
- The Client or Witness Affidavit

Faculty:

Maris J. Liss (DL), AILA Family Section Steering Committee, Publications Committee, Silver Spring, MD

R. Mark Frey, AILA Publications Committee Vice Chair, St. Paul, MN

Elaine H. Witty, AILA Family Section Steering Committee, Publications Committee, Memphis, TN

Evangeline Abriel, Santa Clara, CA

4:30 pm–5:00 pm

VIRTUAL COFFEE BREAK

5:00 pm–6:00 pm

GETTING THE RECORDS

The panelists will discuss processes and tips paralegals can use to secure the appropriate documents from the appropriate source, even when they have limited information.

- Developing the Who, What, Where, When, and Why of the Story
- Finding the Appropriate Court and Law Enforcement Agency

(DL) = Discussion Leader

** = Invited Speakers, Not Confirmed*

- All events, sessions, conference materials, and free recordings are subject to change -

- Public Access to Court Electronic Records (PACER): The Paralegal's Friend for Finding Federal Court Records
- FBI Record Checks in 2022, State and Local Criminal Searches
- The Freedom of Information Act (FOIA)
- U.S. Department of State (DOS): Consular Interview Results, LegalNet
- Researching Legal Issues: AILA Message Center, USCIS Policy Manual, Agency Websites, the Foreign Affairs Manual (FAM), Google

Faculty:

Matthew L. Hoppock (DL), Overland Park, KS

Sarah Loor, Online Legal Publishing Manager, American Immigration Lawyers Association, Washington, DC

Raul A. Pinto, Senior Staff Attorney, American Immigration Council, Washington, DC

Martin R. Robles-Avila, Richardson, TX

TRACK II: CROSSOVER TOPICS

2:00 pm–3:00 pm

FAMILY-BASED IMMIGRATION 101

Immigrating through familial relationships is still a common and popular form of immigration. The panelists will discuss the various forms of family-based immigration and their requirements. Who can petition for whom? What documents are needed to prove bona fide relationships? And what is the better option: fiancé(e) petition or marriage abroad?

- Immediate Relatives and Preference Categories
- Petitioner Status and Familial Relationship Evidence
- Marital Relationship Evidence, Bona Fides of a Marriage, Burden of Proof
- Commonly Used Forms: I-130, I-130A, and I-129F
- Concurrent Filing of I-130 and I-485, I-765, I-131, and I-864
- Affidavit of Support Obligations, Meeting the Requirements
- How to Proceed If Consular Processing
- I-751 Removal of Conditions

Faculty:

Ginny Hsiao (DL), Conference Program Committee, Arcadia, CA

F. Evan Benz, Hillsborough, NC

Angela J. Ferguson, Kansas City, MO

Heather L. Poole, Pasadena, CA

3:00 pm–3:30 pm

VIRTUAL COFFEE BREAK

3:30 pm–4:30 pm

THE NATIONAL VISA CENTER

One of the lesser known, yet very involved, immigration offices that attorneys and paralegals frequently interact with is the National Visa Center (NVC). Navigating consular process cases through the NVC does not have to be frustrating or time-consuming. Expert panelists will demonstrate how to prepare cases that go through the NVC to minimize stress and anticipate their next actions.

- Initial Communication and G-28 Submission

(DL) = Discussion Leader

** = Invited Speakers, Not Confirmed*

- All events, sessions, conference materials, and free recordings are subject to change -

- Completing the DS-260 and Paying the IV and Adjustment of Status (AOS) Fees
- Documents Needed for Consular Processing: What Types, Where to Obtain, Copies vs. Originals, When to Acquire and Submit, and I-864 Issues
- Follow-Up Communication with NVC
- After Processing Complete Letter Issuance: Making Changes to the Case or Requesting Action
- Paper, Electronic, and Hybrid Processing Cases: Tips on Navigating the Consular Electronic Application Center (CEAC) Portal and Interpreting NVC Notices

Faculty:

Lynn Marie Lee (DL), Clifton, VA

Heather Drabek Prendergast, AILA Board of Governors, Cleveland, OH

Jacob Gomberg, Paralegal, Denver, CO

David A. Concha, Charlotte, NC

4:30 pm–5:00 pm

VIRTUAL COFFEE BREAK

5:00 pm–6:00 pm

THE ROLE OF PARALEGALS IN PREPARING NATURALIZATION CLIENTS FOR INTERVIEW

Naturalization is the capstone of a multi-year (or decade) process. Moreover, it is the gateway to bringing over long separated relatives and being able to fully participate in the U.S. democratic process. Preparing the client for the interview is often left to the paralegal. Our panel of experts will identify common pitfalls and provide tips and best practices to help paralegals guide and support clients leading up to this crucial moment.

- Verify Document Availability, Including Continued Proof of Marriage in Three-Year Filing
- Have There Been Changes in Travel or Criminal Charges Since Filing? Has the Client Continued Tax Filings?
- Recognizing Corrections and Other Necessary Changes
- Helping the Client Study for Civics Testing
- Relaying Vital Information to the Attorney
- N-648 Issues

Faculty:

Cynthia B. Rosenberg (DL), Conference Committee Chair, Baltimore, MD

Jeffrey A. Devore, Palm Beach Gardens, FL

Neil I. Fleischer, Cincinnati, OH

THURSDAY, AUGUST 11, 2022

(DL) = Discussion Leader

** = Invited Speakers, Not Confirmed*

- All events, sessions, conference materials, and free recordings are subject to change -

9:00 am–9:45 am

YOGA AND MEDITATION

Get your day off to a balanced start with a brief Mindfulness meditation—a practice that can allow us to live more purposefully and less reactively in the midst of challenging circumstances or difficult situations.

Guide: Danielle Polen, AILA Editorial Director and Yoga and Mindfulness Instructor, Washington, DC

TRACK I: REMOVAL AND HUMANITARIAN RELIEF

10:00 am–11:00 am

SPECIAL IMMIGRANT JUVENILE STATUS

Panelists will cover the basics (and a little more) on Special Immigrant Juvenile Status (SIJS). They will provide paralegals with the skills they need to prepare the case and submit it for review to their supervising attorney.

- Process Overview, Including Eligibility
- Custody Portion
 - Age Map
 - Special Language in Order
 - Service Issues
- Immigration Portion
 - EOIR
 - USCIS
 - Employment Authorization Document (EAD) for Deferred Action

Faculty:

Ana Ferreira (DL), Philadelphia, PA

Ashley Maureen Barkoudah, Boston, MA

Kathleen Malia Glynn, Lakewood, CO

11:00 am–11:25 am

VIRTUAL COFFEE BREAK

11:25 am–12:25 pm

PREPARING FILINGS AND WITNESSES BEFORE THE IMMIGRATION COURT

Every attorney should strive to win on paper before setting foot in the courtroom. To do that, they must rely on paralegals to gather evidence, assemble packages, prepare witnesses, and properly submit filings before the courts. The panelists will advise paralegals on best practices and review the important steps in preparing filings for immigration court.

- When Is the Evidence Due? Understanding Deadlines and Setting Reminders
- Identifying the Type of Filing and Which Rules Apply
- Prioritizing and Organizing Exhibits: Best Practices
- Understanding the Relevant Rules from the Immigration Court Practice Manual (ICPM)
- Understanding Local Court Rules
- Technology and Resources to Make Filings Before Immigration Court Easier

Faculty:

(DL) = Discussion Leader

** = Invited Speakers, Not Confirmed*

- All events, sessions, conference materials, and free recordings are subject to change -

Liana Elizabeth Montecinos (DL), Conference Program Committee, Silver Spring, MD
Denise Hunter, Modesto, CA
Diana Mateo, Paralegal, Charlottesville, VA

12:25 pm–12:55 pm **VIRTUAL LUNCH BREAK**

12:55 pm–1:55 pm **INTERVIEWING ASYLUM SEEKERS AND PREPARING THE ASYLUM APPLICATION**

Applying for asylum is emotionally taxing and labor intensive. It is complicated for the asylum seeker, and often for the practitioners and paralegals involved, too. Not being trauma-informed, culturally humble, or competent is a disservice to the asylum seeker. The panelists will discuss interviewing skills when working with asylum seekers. They will go through each question on the asylum application to explain the legal relevance, and they will identify the documentation that should be requested to support the asylum application.

- What Is Trauma-Informed Representation and Cultural Humility?
- Practical Tips for Interviewing Survivors of Trauma
- Best Practices for the Bare Bones Application, Reviewing Credible Fear (CFI) and Reasonable Fear Interviews (RFI), and Witness Preparation
- Who Qualifies for Asylum? What Are the EAD Rules?
- Documentation to Request from Clients

Faculty:

Bradley Jenkins (DL), New York, NY

Kathryn R. Weber, AILA Asylum & Refugee Committee, Co-Chair, Chicago, IL

Katie Herbert Meyer, AILA Asylum & Refugee Committee, St. Louis, MO

Homero Lopez, Jr., New Orleans, LA

1:55 pm–2:20 pm **VIRTUAL COFFEE BREAK**

2:20 pm–3:20 pm **SPECIAL HUMANITARIAN REMEDIES: ASYLUM AND LEGISLATIVE OPTIONS**

Humanitarian relief takes many forms. Afghan, Ukrainian, and Central American refugees have been arriving (and will continue to migrate) and need a host of services and support once here. Our panel of experts will explore the current options to provide comprehensive representation.

- Parole-in-Place (PIP), Special Immigrant Visa (SIV) and Asylum: Options for Entry
- Identifying Services and Getting Clients Crucial Support
- Addressing Specialized Cultural and Language Issues
- Applying What Immigration Attorneys Have Learned
- The Paralegal's Role in the Case: Best Practices

Faculty:

Adilene Nunez Huang (DL), Falls Church, VA

Dana Roxana Bucin, Hartford, CT

Lisa R. Green, Boulder, CO

(DL) = Discussion Leader

** = Invited Speakers, Not Confirmed*

- All events, sessions, conference materials, and free recordings are subject to change -

Stephen Manning, Portland, OR

3:20 pm–3:40 pm

VIRTUAL COFFEE BREAK

3:40 pm–4:40 pm

VAWA, T VISAS, AND U VISAS

The panelists will give a quick overview of these humanitarian forms of relief, discuss the main differences between them, and provide information on where to find additional helpful resources about these types of cases.

- The Violence Against Women Act (VAWA): Eligibility and Process
- T Visa: Eligibility and Process
- U Visa: Eligibility and Process
- Main Differences Between Them
- Helpful Resources

Faculty:

Lauren Eagan (DL), Reston, VA

Yasminne Campelo Felix, Paralegal, Coral Springs, FL

Michelle Saenz-Rodriguez, AILA Removal Defense Section Steering Committee, Dallas, TX

Cynthia Lucas, AILA VAWA, Us, and Ts Committee Vice Chair, Los Angeles, CA

4:40 pm–5:00 pm

VIRTUAL COFFEE BREAK

5:00 pm–6:00 pm

ASSISTING WITH PROSECUTORIAL DISCRETION REQUESTS

The panelists will give an overview of prosecutorial discretion (PD) requests and provide an update on the current status of the Doyle and Mayorcas memoranda. In addition, they will share effective strategies for paralegals to consider when helping their supervisors with a PD request for a client.

- The Doyle Memorandum
- When Does It Make Sense to Request PD? Factors and Considerations
- How do PD Requests Work Procedurally?
- What Should Be Included with PD Requests?
- Latest Updates on PD Requests

Faculty:

Isabel Saavedra (DL), Conference Program Committee, McLean, VA

Sui Chung, AILA Board of Governors/EOIR Liaison Committee/ICE Liaison Committee, Miami, FL

Nicholas Jesus Mireles, Immediate Past Chair, Southern California Chapter, Los Angeles, CA

Kathleen Kersh, AILA Federal Court Litigation Section Steering Committee Vice-Chair, Dayton, OH

6:00 pm

CONFERENCE CONCLUDES

TRACK II: BUSINESS

(DL) = Discussion Leader

** = Invited Speakers, Not Confirmed*

- All events, sessions, conference materials, and free recordings are subject to change -

- 10:00 am–11:00 am **NAVIGATING THE MINEFIELD OF DUAL REPRESENTATION: WHOSE QUESTIONS CAN PARALEGALS ANSWER ETHICALLY? (BUSINESS AND FAMILY)**
Conflicts of interest and ethical issues arise in both family– and employment-based immigration practices, particularly in representing married couples. The panelists will identify and discuss the common pitfalls that occur at various stages of representation. In addition, they will explore the potential landmines between the relationships of the employers and employees for business immigration cases. How can paralegals assist in identifying these ethical and hazardous issues for the attorney?
- Dual Representation in Employment-Based Cases
 - Dual Representation in Marriage-Based Cases
 - Representation of Joint Sponsors
 - Marital Conflicts Arising in the Middle of Representation with the Interview Imminent
 - Filing an I-751 When the Marriage Is on the Rocks
- Faculty:*
William A. Stock (DL), AILA Past President, Innovation & Technology Committee Chair, Investment Committee Chair, Philadelphia, PA
Kevin M. Bank, AILA Ethics Committee, Seattle, WA
Beth S. Persky, AILA Ethics Committee, Atlanta, GA
- 11:00 am–11:25 am **VIRTUAL COFFEE BREAK**
- 11:25 am–12:25 pm **EMPLOYMENT-BASED IMMIGRATION 101**
The panelists will provide a basic overview of employment-based immigration visas. They will discuss nonimmigrant and immigrant visas, the difference in preference categories, and the basic eligibility for visas.
- Essential Terms and Concepts
 - Alphabet Soup of Nonimmigrant Visas
 - Basic Overview of Each Category and Eligibility
 - Visa Bulletin
 - Understanding the Employment-Based Preference Categories
- Faculty:*
Tiffany Martinez (DL), AILA Northern California Chapter Chair, Conference Program Committee, San Francisco, CA
Barbara Carrasco, Paralegal, San Francisco, CA
David J. Wilks, AILA Board of Governors, Buffalo, NY
Deirdre Dawn Nero, Coral Gables, FL
- 12:25 pm–12:55 pm **VIRTUAL LUNCH BREAK**
- 12:55 pm–1:55 pm **H-1B AND L-1 VISAS**
H-1Bs and L-1s are the most common nonimmigrant work visas and are often used as steppingstones to future green card applications. Our panel of experts will zoom in on the

(DL) = Discussion Leader

* = Invited Speakers, Not Confirmed

- All events, sessions, conference materials, and free recordings are subject to change -

basics of H-1B status, navigating the standards, employer requirements, beneficiary qualifications, and U.S. Department of Labor (DOL) occupational sources.

- H-1B: Specialty Occupation
 - Standard Occupational Classification (SOC) Codes, Job Requirements, and Beneficiary Qualifications
 - American Competitiveness in the 21st Century Act (AC21) and Travel Issues
 - Overview of the H-1B Cap
- L-1
 - Differences Between L-1A and L-1B
 - DOS or USCIS Filing?
 - What Makes a Strong Case? What Types of Documents Should Be Provided
 - Timing Considerations

Faculty:

Jacob Campbell (DL), Conference Program Committee, Atlanta, GA

Neena Dutta, New York, NY

Lisa Krueger Khan, Orlando, FL

1:55 pm–2:20 pm

VIRTUAL COFFEE BREAK

2:20 pm–3:20 pm

STUDENTS AND OTHER NIVS

The panelists will provide a basic overview of various nonimmigrant visa categories. They also will address some of the common issues that arise in NIV case preparation and processing.

- Nonimmigrant vs. Immigrant Intent
- E-1 and E-2: Treaty, Traders, and Investors
- The Other Hs: H-1B1, H-3, H-2A and H-2B, B in Lieu of H
- E-3: Temporary Workers
- F, J, and M: Students and Exchange Visitors
 - Curricular Practical Training (CPT)/Optional Practical Training (OPT)
- TN: Canadian and Mexican Professionals
- R: Religious Workers

Faculty:

Jeff Joseph (DL), AILA Second Vice President, Aurora, CO

Dahlia M. French, Lubbock, TX

Scott D. Pollock, Chicago, IL

3:20 pm–3:40 pm

VIRTUAL COFFEE BREAK

3:40 pm–4:40 pm

PERM TRAINING

Our panel of experts will provide paralegals with an overview of the PERM program, the importance of deadlines, and the paralegal's role in the process.

- Overview of PERM
 - Where to Start

(DL) = Discussion Leader

** = Invited Speakers, Not Confirmed*

- All events, sessions, conference materials, and free recordings are subject to change -

- The Paralegal's Role
- Timing and Deadlines
- Crafting the Job Description
 - Job Duties and Requirements
 - Red Flags and Things to Watch Out For
 - O*NET Jobs
- The Waiting Game: Submitting the Prevailing Wage Determination (PWD)
 - Recruitment and Recruitment Report
 - Importance of Language
 - Timing and Deadlines
 - Candidate Tracking
- Anatomy of the ETA 9089
 - 180-Day Deadline: It's All About the Calendar
- PERM Account Registration

Faculty:

Mandi Brooke Bucceroni (DL), Conference Program Committee, Philadelphia, PA

Alexander Dgebnadzge, AILA DOL Liaison Committee, Woodland Hills, CA

Stephen D. Parker, Richardson, TX

Solimar Santos, Miami, FL

4:40 pm–5:00 pm

VIRTUAL COFFEE BREAK

5:00 pm–6:00 pm

NATIONAL INTEREST WAIVERS AND EB-1: PUTTING TOGETHER A SUCCESSFUL PACKAGE

Self-sponsored employment-based categories have increased in popularity over the past several years, with USCIS and attorneys expanding the types of cases that may fit into the classic National Interest Waiver (NIW) and EB-1 categories. The panel of experts will explain common (and novel) types of cases paralegals may come across in their work, help familiarize them with the types of evidence they may receive from clients, and guide them in compiling the final package.

- Navigating the Documents Clients Send as Evidence
- Distinguishing Between Important Evidence and Evidence That Can Be Excluded
- Organizing Evidence in a Clear and Concise Manner
- Tips for Crafting the Necessary Forms
- Drafting the Petition/Attorney Cover Letter
- Compiling the Final Package for Submission to USCIS

Faculty:

Sandra Bruno (DL), Conference Program Committee Vice Chair, Ithaca, NY

Stella Cohen, Marina del Rey, CA

Gabriel Castro, Los Angeles, CA

6:00 pm

CONFERENCE CONCLUDES

(DL) = Discussion Leader

** = Invited Speakers, Not Confirmed*

- All events, sessions, conference materials, and free recordings are subject to change -

CONFERENCE PROGRAM COMMITTEE

Cynthia Rosenberg, Conference Program Chair, Baltimore, MD
Sandra Bruno, Conference Program Committee Vice Chair, Ithaca, NY
Tiffany Martinez, AILA Northern California Chapter Chair, San Francisco, CA
James Leo Betzold, Holland, MI
Mandi Brooke Bucceroni, Philadelphia, PA
Jacob Campbell, Atlanta, GA
Ginny Hsiao, Arcadia, CA
Liana Elizabeth Montecinos, Silver Spring, MD
Isabel Saavedra, McLean, VA

Jeff Joseph, AILA Second Vice President, Denver, CO
JJ Area, AILA Education Program Manager, Washington, DC
Sarah Kra, AILA eLearning Programs Associate, Washington, DC

(DL) = Discussion Leader

** = Invited Speakers, Not Confirmed*

- All events, sessions, conference materials, and free recordings are subject to change -