



AAA Arbitration Roadmap: The Standard for Efficient and Cost Effective Arbitration

AGENDA

- 12:45 p.m. Registration**
- 1:00 p.m. Overview of the AAA Arbitration Roadmap** (30 Minutes)
- AAA Arbitration Roadmap
 - Importance of Speed and Economy in Arbitration
 - Role of the Arbitrator and AAA Case Manager – Communication and Decision Making
- 1:30 p.m. Filing and Initiation** (15 Minutes)
- Your AAA Resume – Keep it Current, Get Specific (It's in the Details) and Clear Compensation Section
 - Using eCenter – Usernames and Passwords, and Updating Your AAA Resume
 - Billing Guidelines
 - Financial Do's and Don'ts
- 1:45 p.m. Arbitrator Selection** (30 Minutes)
- Role of the Arbitrator and AAA Case Manager – Appointment and Disclosures
 - Disclosure Guidelines
 - Enhanced Neutrals Selection Process
- 2:15 p.m. The Preliminary Hearing** (15 Minutes)
- Setting the Agenda for Case Preparation and Presentation
 - Preliminary Hearing Checklist
- 2:30 p.m. Break**
- 2:45 p.m. Information Exchange and Preparation** (15 Minutes)
- Best Practices and Learning Points
- 3:00 p.m. The Evidentiary Hearing** (30 Minutes)
- Managing the Process
 - Examination of Witnesses, Objections etc.
- 3:30 p.m. Post Hearing Submissions** (10 Minutes)
- Briefs – Are They Necessary? Will They Increase Costs or Reduce Time of Deliberation and Writing the Award?
- 3:40 p.m. The Award** (10 Minutes)
- Preparing for and Writing the Award
- 3:50 p.m. Wrap-Up, Q&A and Evaluation** (10 Minutes)
- 4:00 p.m. Adjourn**