



## Effective Advocacy in AAA Arbitrations: The Need-to-Know Essentials

### Agenda

- 9:00 a.m. Welcome and Introductions**
- 9:15 a.m. Preliminary Considerations**
- A discussion of the essential decisions that need to be made, or at least considered, prior to filing or responding to a demand for arbitration.
- 10:00 a.m. Initiating an Arbitration with the AAA and Responding Thereto**
- A discussion of (i) the essential mechanics of initiating and responding to a demand for arbitration filed with the AAA and, (ii) an understanding of the costs associated with an AAA arbitration.
- 10:45 a.m. Break**
- 11:00 a.m. Administrative Conference and Mediation**
- A discussion of (i) the value of an early administrative conference with the AAA and, (ii) the value of engaging in mediation, pursuant to the AAA's *Commercial Mediation Procedures*, run concurrently with the arbitration.
- 11:15 a.m. Arbitrator Selection and Appointment**
- A discussion of (i) the essentials governing the processes of arbitrator selection, appointment, and disqualification under the rules of the AAA and, (ii) the essential ethical standards required of arbitrators serving under the AAA's auspices.
- 12:00 p.m. Lunch**
- 12:30 p.m. The Preliminary Hearing**
- A discussion of the essential elements of an AAA preliminary hearing and why holding an early preliminary hearing helps advocates and the arbitrator organize the proceeding in a manner that will maximize efficiency and economy and provide each party a fair opportunity to present its case.

**1:30 p.m.**

**Discovery in Arbitration**

- A discussion of (i) the essential concepts related to discovery in AAA arbitrations and, (ii) provide guidance for the amount and type of discovery being sought.

**2:30 p.m.**

**Break**

**2:45 p.m.**

**The Evidentiary Hearing**

- A discussion of the essential rules, procedures and mechanics for effectively presenting a case in an arbitration proceeding conducted under AAA rules.

**3:30 p.m.**

**The Arbitration Award**

- A discussion of the essential AAA rules and statutory provisions governing the issuing, modifying, and vacating of arbitration awards.

**4:15 p.m.**

**Q&A / Wrap-Up**

**4:30 p.m.**

**Adjourn**