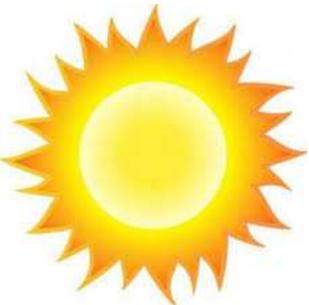


50 YEARS
1971 – 2021
nalp

FORECAST UNCLEAR:

ADAPTING YOUR SUMMER PROGRAM TO THE CURRENT CLIMATE



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Presenter Introductions

Lynn A. Herron, Sr. Manager, Associate Recruitment Operations
Hogan Lovells US LLP

Kari L. Mitchell, Attorney Recruiting Manager
Morgan, Lewis & Bockius LLP

Katharine N. Monin, Director of Legal Recruiting
Perkins Coie LLP

Natalie M. Quinn, Director of Associate Recruitment
Fox Rothschild LLP

Agenda



Clouds Are Forming:
Identifying the Challenge and
Making the Case for Change



The Eye of the Storm:
Engaging and Executing

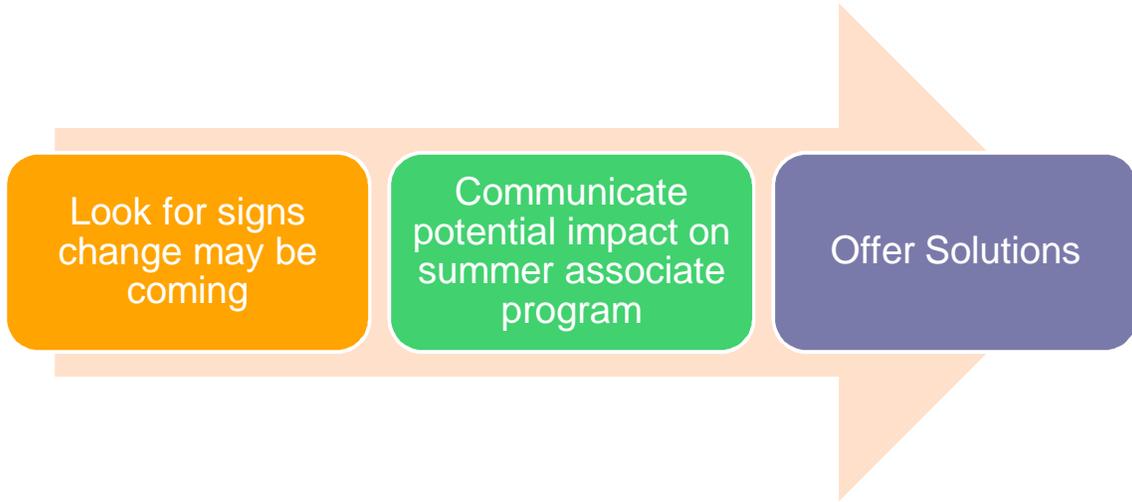


Clear Skies Ahead: Best
Practices

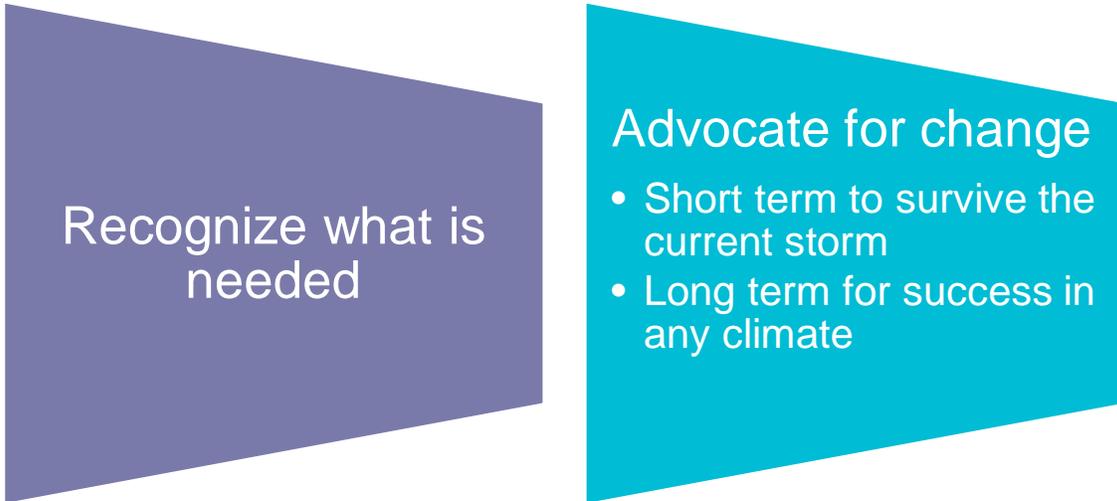
CLOUDS ARE FORMING...



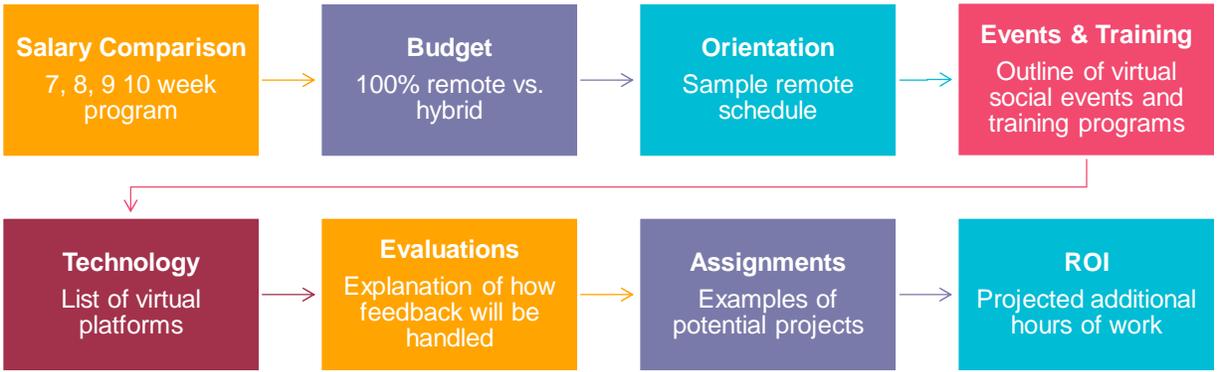
Read the Weather Map



Equip for the Storm



Making the Proposal



Calculating Additional Working Hours

| | | |
|---|--|--|
| <p>Events</p> <ul style="list-style-type: none">  Baseball games +  Boating trip +  Scavenger hunt <hr/> <p>11 Hours of Events</p> | <p>Networking</p> <ul style="list-style-type: none">  Attorney lunches + Coffee breaks <hr/> <p>3 Hours of Networking</p> | <p>Travel</p> <ul style="list-style-type: none">  Flights for firm-wide events +  Additional travel to local events <hr/> <p>9 Hours of Travel</p> |
| | <p>X</p> <p>10 Weeks</p> | <p>X</p> <p>3 Trips</p> |
| <p> X 36 = 2,448 Hours</p> | | |

IN THE EYE OF THE STORM...



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Engage the First Responders

Communicate the issues & expectations

- Pre-Arrival Town Halls with Summer Associates
- Team meeting with everyone involved
- Consistent messaging across offices/functions

Remember all the teams

- Lawyers
- Other Administrative Groups
- Your own team

It takes everyone

- Immigration/HR (I-9, Visas)
- Technology
- Finance/Payroll/Expense Reimbursements
- Mailroom/Supplies



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Execute the Plan

Communication is key – make it often!

Understand limitations & manage your own expectations

No one knows what to expect

Keep in mind the bigger picture outside your firm

Relationships and vendors matter



Examples from 2020 to Carry Forward

Onboarding

- Unified Orientation
- Ongoing Technology Training
- I-9 and HR Process

Integration

- Affinity Networks
- Industry Teams
- One-on-Ones
- Group Learning, Bingo, Scavenger Hunt

Training

- More cross office trainings
- Feature wider array of speakers
- Recording for future reference

Assignments

- Firmwide assignment system
- Equity in assignments
- Group projects

Social

- Less is more
- Don't make assumptions
- Decreased alcohol focus
- Get creative!



CLEAR SKIES AHEAD...



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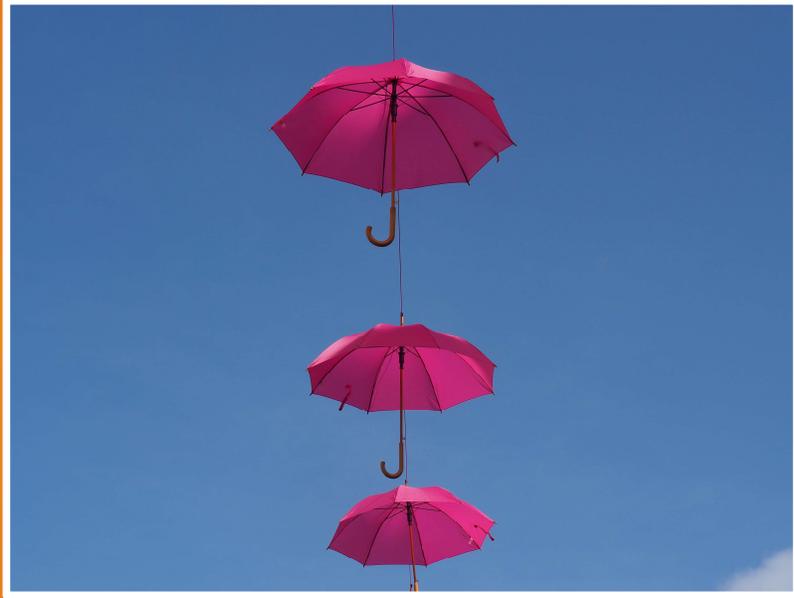
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Keep the Umbrella Handy



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Recommended Vendors - Virtual Summer Programs

Send Something

Blue Sky Marketing Group (will house and ship branded items directly to summers):
<https://buybluesky.com/>

Eat Something

Sugarwish: Candy, Popcorn, Cookies: www.sugarwish.com
Pizza Time Virtual Pizza Party: <https://www.pizzatime.xyz/>

Solve a Puzzle

Breakout Games Virtual Escape Rooms: <https://breakoutgames.com/onlineescaperoom>
The Escape Game: <https://theescapegame.com/virtual-team-building/>
Moniker Murder Mystery: [Virtual Team Building | Best Online Games for Remote Teams \(monikerpartners.com\)](https://monikerpartners.com)

Play a Game

District Trivia: <http://www.district-trivia.com/what/are-virtual-private-events>
Trivia Hub: [Live Events, Delivered Virtually | TriviaHub \(triviahublive.io\)](https://triviahublive.io)
QuizBreaker Icebreaker: <https://www.quizbreaker.com/#how-it-works>
Scavenger Hunt: <https://watsonadventures.com/>

Make Something

Yaymaker: <https://www.yaymaker.com/private-events/>
Krafty labs: <https://www.kraftylab.com/virtual-team-building-activities>
Hungry: <https://tryhungry.com/virtual-events>
Paint & Sip: <https://onlinepaintandsip.com/collections/virtual-live-private-parties>

Taste Something

Dessert Tasting: The Wooden Spoon (DC/N. VA/Baltimore area only):
www.thewoodenspooncakery.com
Cooking Class with Blue Ribbon Cooking: <https://www.blueribboncooking.com/cooking-class-dinner-party/>
Wine tasting with The Sommelier Company: <https://www.sommeliercompany.com/>
Chocolate Tastings:
Delsia Chocolatier: <https://delysia.com/>
Laughing Gull Chocolates: <https://laughinggullchocolates.com/private-events/>
Colleen's Chocolates (Canada): <https://colleenschocolates.com/>
Marco: <https://www.marcoexperiences.com/all-experiences/sifted-experiences>

Variety of Events

Teambonding: <https://www.teambonding.com/virtual-events>
Teambuilding™: www.teambuilding.com
Marco: [Explore Experiences — Marco Experiences](https://www.marcoexperiences.com)

Virtual Summer Program: Pre-Summer Arrival Survey

- Summer Address (for shipping equipment, gifts, and supplies as well as for flagging tax or HR issues)
- Dietary Restrictions/Allergies (if sending any food items)
- Shirt/Clothing Size (if you plan to send clothing/swag items)
- Do you drink alcohol? (if you plan on hosting alcohol-related events like mixology or beer/wine tasting)
- What concerns do you have about the summer?
- Do you anticipate any technology-related challenges with working remotely this summer (e.g., unreliable WiFi or lack of Internet access, lack of a smart phone to use apps for virtual events, etc.)?
- Do you anticipate any non-technology-specific challenges with working remotely this summer (e.g., lack of childcare during working hours, shared space with roommate making confidential calls challenging, etc.)?
- What questions or concerns do you have about working in a remote environment?
- Do you have ideas or suggestions for specific virtual events or ways to facilitate virtual networking and connections?
- Please list any days of the week/times of day that you anticipate will be particularly challenging for you to attend virtual events?
- If local health and safety guidelines permit, would you be interested in attending optional in-person meals (e.g., lunch or coffee) with attorneys?

| B | I | N | G | O |
|--|---|--|--|---|
| Learned a fun fact about my mentor: _____ _____ | Completed a real estate assignment | Drafted a memo | Had a virtual coffee meeting with a summer associate from another office: _____ | Asked for feedback on an assignment |
| Asked a question to the presenter during a weekly training session | Had a virtual coffee meeting with a corporate partner | Had lunch with a real estate associate | Met with a litigation associate | Scheduled a follow-up meeting to get clarification on an assignment |
| Completed a research assignment | Asked for feedback on an assignment |  FREE SPACE | Drafted an agreement | Attended an Information Services or Knowledge Management training session: _____ |
| Completed a litigation assignment | Attended a CLE: _____ _____ | Networked with a partner from different office: _____ | Had a virtual coffee meeting with a tax partner | Completed my first assignment! |
| Learned a fun fact about my Office Managing Partner: _____ _____ | Finished an assignment before the due date | Had a virtual coffee meeting with a summer associate from another office: _____ | Met with an attorney who is an alum of my law school: _____ | Learned a fun fact about the history of Fox: _____ _____ |