



Email Policy Workshop

Messaging Architects, the experts in email risk management and compliance, provide customized Email Policy Workshops aimed at helping organizations manage and mitigate risk throughout the lifecycle of email. Our two day workshop includes technical and non-technical topics and is held on site at the BRAND X where confidential discussions of company-specific issues can be carried out, making them far more cost-effective than similar courses at remote locations. The number of attendees is limited only to the size of the classroom. Our focused workshops will help you understand industry adopted best practices including case studies, legal concerns, as well as the human resources perspective to assist your team in building string retention and deletion policies. We will provide research of what similar type organizations are doing to mitigate risk and manage email for compliance and eDiscovery. We will also discuss the "New" HIPAA regulations put forth by the American Recovery and Reinvestment Act helping you to develop an iron-clad email policy customized and tailored for BRAND X.

Upon completion of our Email Policy Workshop, your organization will have an email retention and deletion policy tailored to your business needs ensuring the highest level of email security and compliance with record retention laws. Let our team of IT and highly experienced legal experts help BRAND X design policies that will manage the full lifecycle of business critical email – from the moment an email is sent or received to its end-of-life destruction.

Messaging Architects is pleased to feature Attorney Benjamin Wright, member of the Texas Bar Association as a workshop guest speaker. A national specialist in email compliance and risk management and a SANS Institute instructor, Ben brings with him years of legal experience and hands on knowledge of how to make your organization safe and compliant.

BRANDX (your company logo)

Sample Workshop Overview

Day One: Risk Management Legislation & Best Practices

Day 1

9:00-9:15	Workshop Introduction
9:15-10:15	Records Retention & Destruction
10:15-11:15	Best Practices for Email Retention
11:15-12:00	Human Resources Perspectives
12:00-1:00	Lunch Break
1:00-1:45	Leading Cases in E-Records Law
1:45-2:30	Covered Technologies
2:30-2:45	Break
2:45-4:30	Policy Drafting

Day Two: Policy Presentation

Day 2

9:30-12:00	Day one Recap & Summary
12:00-1:00	Lunch
1:15-3:00	Policy Presentation & Summary
3:00-4:30	Q & A Open Forum

Regulatory compliance, litigation support, and storage management all begin with an efficient email archiving process.

This workshop will enable your teams to better understand the requirements behind a good life cycle management policy and help you to a rapid consensus on what should be implemented.

Workshop Goals:

- Learn about best practices in email retention and destruction
- Learn what others in your industry are doing to manage risk and comply with various laws
- Review, revise and confirm email retention policy
- Create new policies as necessary

Workshop Benefits

- Policies will be current and in-line with industry standards
- Assists in efforts to better estimate the cost of an email archiving solution for electronic discovery compliance
- Advance knowledge in risk management and email compliance

Financial Overview

The total investment required for an intensive two day, on-site policy workshop is \$9,500. This includes all travel expenses and accommodations for our team and guest legal council.

Workshop Availability

Availability is confirmed on a first come, first serve basis. Our proposed date for the workshop is Month, Days, Year.

In order to confirm availability and make the necessary travel arrangements we would require a confirmation no later than Month, Day, Year.

Email Policy Workshop

Attendees:	Executives, Directors and Stake Holders
------------	---

Where:	BRAND X
--------	---------

When:	Month, Day, Year
-------	------------------

Cost:	\$9,500
-------	---------

RSVP:	Month, Day, Year
-------	------------------



**Messaging
Architects™**