

Method[®]

Open Administrative Training

 kCura[®]

1 Method Administrative Training

kCura is currently accepting reservations for our half-day Method Administrative Training class to be held in our Chicago office. Spots are limited to ten trainees per session and will be reserved on a first-come, first-served basis. To register for training, please email training@kcura.com.

This hands-on training walks attendees through the entire Legal Hold Lifecycle. Training computers are provided.

1.1 Training Agenda

This agenda represents general guidelines and is subject to change.

Time	Topic
9:00 – 9:30 am	Method Overview
9:30 – 10:00	Legal Hold Preparation and Strategy
10:00 – 10:15	Workspaces and Views
	<i>Exercise: Create Workspace and Views</i>
10:15 - 10:30	Library setup <ul style="list-style-type: none">Actors, Alert Groups, ESI Sources
	<i>Exercise: Add Actors, Alert Groups, and ESI Sources</i>
10:30 – 10:45	Break
10:45 – 11:15	Library Setup (continued) <ul style="list-style-type: none">Email Templates, Interview Questions
11:15 – 11:45	<i>Exercise: Upload Libraries and Create Questions</i>
11:45 – 12:15	Sending Notices and Questionnaires
	<i>Exercise: Report and Manage the Hold</i>
12:15 – 12:45 p.m.	Closing a Hold
	<i>Exercise: Notify Participants and Close Hold</i>
12:45 – 1:00	Q & A

2 Travel Arrangements

2.1 Hotels

The hotels listed below are within a few blocks of our office. Please note that our corporate rates are available at the Club Quarters.

[Club Quarters](#)

111 West Adams Street
Chicago, IL 60603
(312) 214-6400

To get our rates, enter the password **KCURA** on the Club Quarters [website](#).

[W Chicago - City Center](#)

172 West Adams Street
Chicago, IL 60603
(312) 332-1200

[Hotel Allegro](#)

171 West Randolph Street
Chicago, IL 60601
(800) 643-1500

[La Quinta Inn](#)

1 South Franklin Street
Chicago, IL 60606
(312) 558-1020

2.2 Transportation

kCura's office is located downtown in Chicago's Loop business district at 231 South LaSalle Street, 8th Floor, Chicago, IL 60604. Getting downtown from Midway or O'Hare is equally easy, either by cab or public transit.

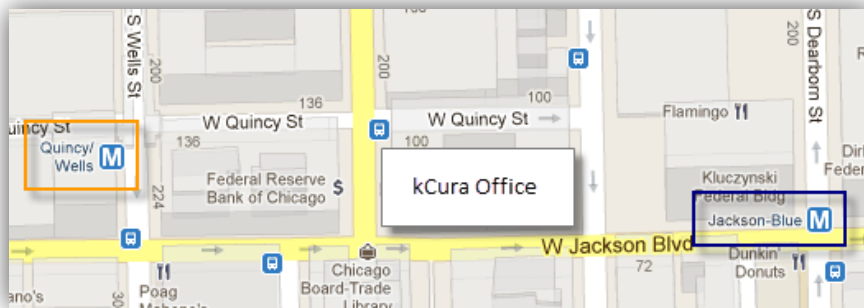
2.2.1 Cabs

- Traveling from O'Hare to downtown will cost around \$50.
- Traveling from Midway to downtown will cost around \$35.

2.2.2 Public Transportation

You can travel from either airport to downtown using Chicago’s “L” train service. The fare is \$2.25 per passenger.

- From O’Hare
 - Take the Blue Line.
 - If you are going to kCura’s office directly, exit at the Jackson stop, highlighted with a blue box in the below map.
- From Midway
 - Take the Orange Line.
 - If you are going to kCura’s office directly, exit at the Quincy/Wells stop, highlighted with an orange box in the below map.



3 Disclaimer

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