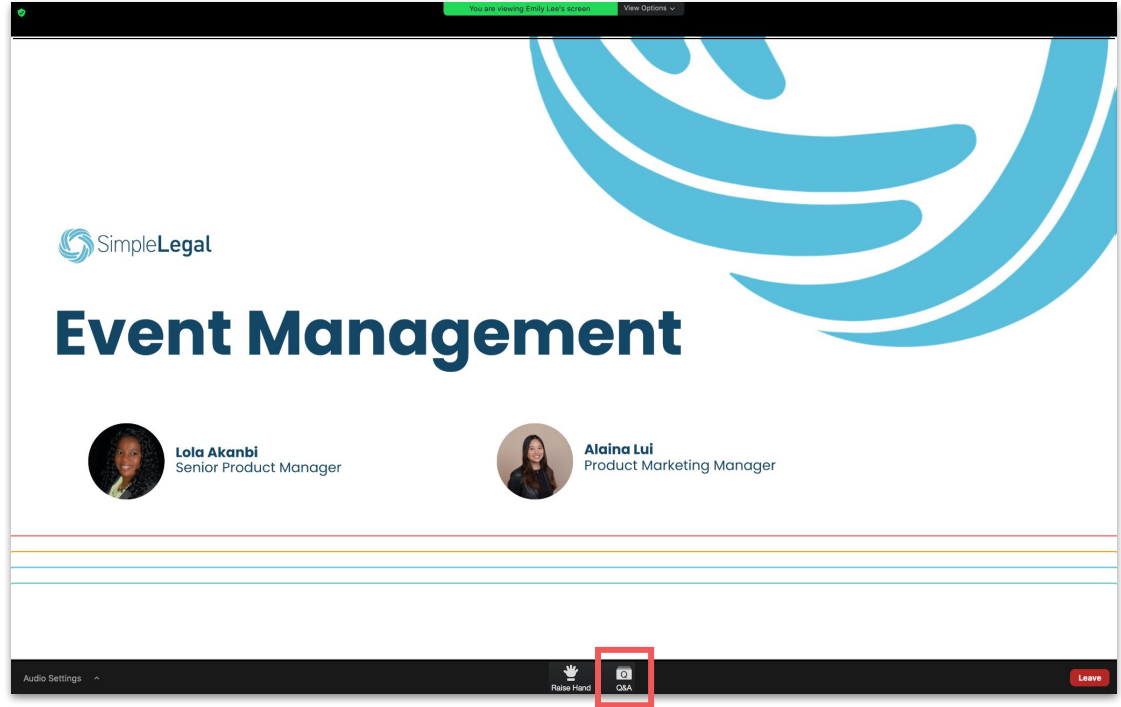**SimpleLegal**

Event Management

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Housekeeping items

- All attendees are muted

- Please ask questions using the Q&A feature

- If we do not get to your question during the session, we will follow up with you afterwards

Agenda

- What is event management?
- Why and benefits
- Common use cases
- Product demo

- Pricing and packaging
- Next steps
- Q&A

What is event management?

- Matter management: track and manage key events and dates

- Each matter is associated with distinct procedures and events

- NOT task management

- Keep track of court-imposed deadlines, avoiding negative consequences

- Seamless integration with popular calendars like Outlook, Google, and Apple

- CalendarRules integration provides court rule sets for calculating events and deadlines
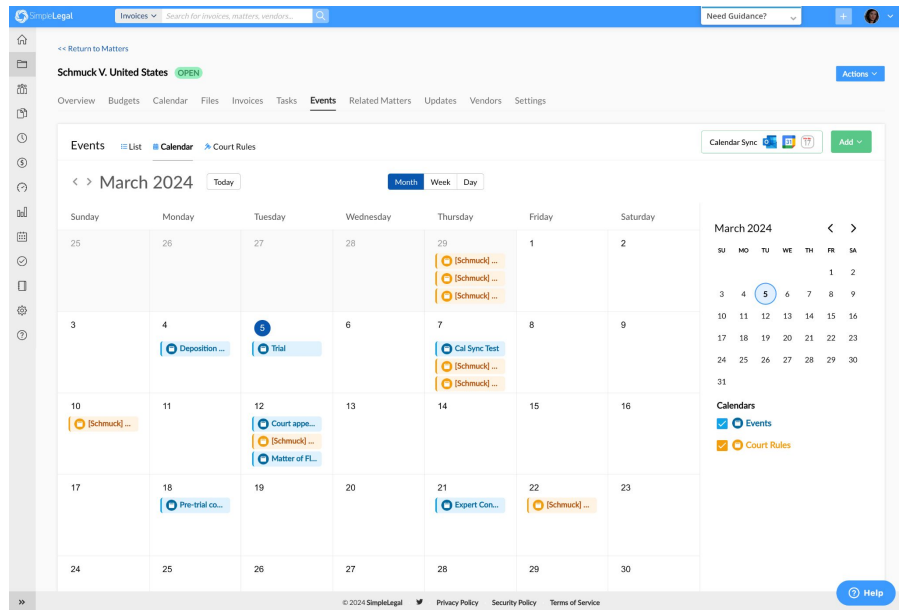
Why and benefits

Deadline adherence: Timely event tracking and notifications

Efficient coordination: Centralized system

Risk mitigation: Event planning and monitoring.

Improved efficiency: Automate event creation

Real-time insight: Automated court rules-based calendaring with CalendarRules

Common use cases

How event management can be used:

- **Court appearances**: Schedule and monitor court dates, hearings, and legal proceedings

- **Client meetings**: Coordinate consultations, strategy sessions, and follow-up meetings

- **Depositions**: Arrange deposition dates, manage court reporter logistics

- **Mediation sessions**: Schedule mediation sessions and monitor progress

- **Arbitration hearings**: Organize arbitration dates, ensure preparations, and manage proceedings

Demo

Pricing and packaging

AVAILABILITY

Matter management plans

SimpleLegal

Next steps

- **Customers with a matter management plan:** Check it out now!
  - Event settings (admins): Administration > Events to begin integration with CalendarRules and manage event types.
  - Access Events: Add, edit, and view events within each of your specific matters to get a detailed list and calendar view of all events.
- **Customers without a matter management plan:** Get started!
  - Reach out directly to your CSM or email success@simplelegal.com for more information

Questions?

Thank you!