

Directors' Technology Handbook – Tips for Lawyers to Engage Effectively in Conversations about Technology

Background

The Directors' Handbook will end with a handy (easy to find) reference list of tips for lawyers who find themselves engaging in conversations about technology. Please consider your own experience and share a helpful insight.

Please limit your tip to a single paragraph. Michael Fleming will act as curator and editor for the chapter. He will organize the material and may consolidate tips and edit for brevity and clarity.

For this particular chapter, we plan to acknowledge contributors as a group rather than attributing specific tips to individual contributors.

Please send your contributions to Michael at mfleming@cray.com and copy Candace at candace.jones@ny.frb.org.

Example of format for “Tips”

- Understand your audience and gauge your conversation based on your assessment of the listener(s). For instance, is it one person to one person, one person to many persons, or many persons in a simultaneous discussion? Are the audience members primarily focused on business or technology, finance versus sales, development versus procurement (or whatever contrasts may be appropriate for the client's business). Is the audience from inside the client or is the audience from outside the client (or a mixture)? What is the experience or education level of the audience on the technology topic at hand? Depending on the lawyer's assessment of these variables (or others the lawyer may wish to consider), the message and language used to convey the message may be very different than in different audience settings.

Rules for the Tips:

- 1) Keep Tips to no more than one reasonable paragraph in length.
- 2) Each Tip should address no more than a single basic concept.
- 3) Remember that the audience for the Tip is the lawyer, not the business person.
- 4) Generally, Tips should not be specific to a particular issue of substance (e.g., privacy or security or business), but should be usable regardless of the subject matter that may be being discussed by the lawyer.