This two-day conference, featuring beginner and intermediate level sessions, is designed to teach paralegals and law office support staff more about the complexities of immigration law. The conference gives attendees information and training they can use to provide more effective assistance to their supervising attorneys. The program offers an overview of basic immigration law and procedure. Faculty will review and discuss the paralegal’s role regarding key legal and factual issues, forms, and spotting potential concerns. In addition, the faculty will focus on H-1B visas, L visas, PERM, marriage-based immigrant petitions, adjustment of status and consular processing, I-601/I-601A waivers, removal, border issues, applications for citizenship or naturalization, and ethics.

The course includes panel discussions of cutting-edge topics like the recent changes to the Visa Waiver Program, AC21 proposed regulations, the STEM OPT rule, a DACA/DAPA update, the new Visa Bulletin, visa revocations for DUI arrests, and the effects of the EB-4 backlog on Central American SIJS applicants. A question-and-answer period follows each session, allowing attendees to interact with faculty and gain further insight into this complex and challenging area of law. Practicums will follow the majority of panels to give a detailed review of completing forms and offer practice pointers.

Please note: All registrations are subject to approval. Attendance at this conference is solely restricted to AILA law student members, the paralegals of AILA members, and AILA members.

August 5–6, 2016 | New Orleans Marriott | 555 Canal Street, New Orleans, LA

Friday, August 5, 2016

Day Coordinator: Moses Briseno, Dallas, TX

7:45 am – 5:30 pm REGISTRATION

7:45 am – 8:30 am Registration/Continental Breakfast/Networking

8:00 am – 8:30 am AILALink Training

See AILALink in action! Developed and maintained by AILA, AILALink is the online research library of fully searchable resources necessary for the successful practice of immigration law—statutes, regulations, case law, agency correspondence, AILA publications, government manuals, and much more. See what AILALink can do for a practice during this special training!

(DL) = Discussion Leaders
(*) = Invited, not confirmed
8:30 am – 8:40 am **WELCOME AND OPENING REMARKS**
Danielle M. Rizzo (DL), Conference Program Chair/AILA CBP Liaison Committee Chair, Buffalo, NY

8:40 am – 9:25 am **SIZZLING HOT TOPICS IN IMMIGRATION LAW**
- Visa Waiver Program Changes
- Proposed AC21 Regulations
- STEM OPT Final Rule
- DACA/DAPA Litigation Update
- The New Visa Bulletin Format
- Visa Revocations for DUI Arrests
- EB-4 Visa Backlog and Its Effect on Central American SIJS Applicants

(10 minute Q&A)

*Faculty:
Lisa Helen York (DL), AILA Board of Governors, Denver, CO
Alex Alvarado, Paralegal, Denver, CO
Gerald P. Seipp, Clearwater, FL*

9:25 am – 10:35 am **THE ROLE OF A PARALEGAL IN IMMIGRATION PRACTICE**
- The Paralegal’s Legal Role in the Immigration System
- Unauthorized Practice of Law
- Special Problems with Client Confidentiality
- Spotting Issues: Protecting the Attorney and the Clients
- Documenting Client Communications and Keeping the Attorney Informed
- Workload, Case Management, and Managing Deadlines
- Tools of the Trade: Legal Resources and Research
- AILA Resources

(10 minute Q&A)

*Faculty:
Spencer Glaser (DL), Memphis, TN
Ruby Lichte Powers, AILA Practice Management Committee Chair, Houston, TX
Maheen Taqui, Paralegal, AILA Practice and Professionalism Center Coordinator, Washington, DC*

10:35 am – 11:00 am NETWORKING BREAK

11:00 am – 11:50 am **LEGAL CONCEPTS INVOLVED IN PREPARING AN H-1B PETITION**
- Definition of “Specialty Occupation”
- Employer and Beneficiary Qualifications
- Employer/Employee Relationship
- When to File an Amended Petition
- Creating and Maintaining a Public Access File
- Timing Issues

(10 minute Q&A)

*Faculty:
Sarah K. Peterson (DL), AILA Board of Governors/DOL Liaison Committee Vice Chair, Minneapolis, MN*
11:50 am – 12:50 pm  **LUNCH BREAK**  
*Lunch is provided.*

12:50 pm – 1:40 pm  **LEGAL CONCEPTS INVOLVED IN PREPARING AN L-1 PETITION**
- Qualifying Corporate Relationships
- Blanket vs. Individual L-1 Petitions
- Managerial vs. Executive (L-1A)
- Specialized Knowledge (L-1B)
- Tracking Visa, I-94, and I-129S Expirations
(10 minute Q&A)
*Faculty:*
  - Aimee Clark (DL), Atlanta, GA
  - Kathie Snyder, Paralegal, Atlanta, GA
  - Kathryn N. Karam, Houston, TX

1:40 pm – 2:30 pm  **H-1B AND L-1 PRACTICUM**
- DOL Form 9035
- USCIS Form I-129
- USCIS Form I-129 Supplements
- USCIS Form I-129S
(10 minute Q&A)
*Faculty:*
  - Sarah K. Peterson (DL), AILA Board of Governors/DOL Liaison Committee Vice Chair, Minneapolis, MN
  - Julie Herzog, Paralegal, Metairie, LA
  - Aimee Clark, Atlanta, GA
  - Kathie Snyder, Paralegal, Atlanta, GA

2:30 pm – 3:20 pm  **KEY LEGAL CONCEPTS IN THE PERM PROCESS**
- Building a Case
  - Position Titles, Descriptions, Minimum Requirements, Specific Skills, and Business Necessity
  - Documenting an Employee’s Educational Background and Work Experience
  - Keeping in Mind the I-140 Petition
- Prevailing Wage and Pre-filing Recruitment
  - Prevailing Wage Determination Request
  - Recruitment Steps: Types and Lengths of Recruitment
  - Posting Notices and In-House Media
  - Documenting Recruitment Results
- Hot Topics
(10 minute Q&A)
*Faculty:*
  - Kevin W. Miner (DL), AILA Board of Governors/DOL Liaison Committee Chair, Atlanta, GA
Terry Weir, Houston, TX
Emily Visone, Paralegal, Denver, CO

3:20 pm – 3:50 pm  NETWORKING BREAK

3:50 pm – 4:40 pm  LABOR CERTIFICATION PRACTICUM
- ETA Form 9141
- Advertisements
- Notice of Filings
- ETA Form 9089
- Audit File
(10 minute Q&A)
Faculty:
Kevin W. Miner (DL), AILA Board of Governors/ DOL Liaison Committee Chair,
Atlanta, GA
Terry Weir, Houston, TX
Emily Visone, Paralegal, Denver, CO

4:40 pm – 5:30 pm  LEGAL CONCEPTS INVOLVED IN MARRIAGE-BASED IMMIGRANT PETITIONS
AND APPLICATIONS IN THE UNITED STATES
- Proving Bona Fide Marriage/Relationship
- Proving Lawful Admission: BCC Cards and Wave-Throughs
- Affidavit of Support Issues and Challenges
- K-1 and K-3s
- Travel on Advance Parole and the Three- and Ten-Year Bars
- Conditional Residence vs. Permanent Residence
- USCIS Form I-751: Joint Petition and Waivers
(10 minute Q&A)
Faculty:
Sean R. Hanover (DL), Fairfax, VA
Charlet Herr, Paralegal, Fairfax, VA
Kathryn N. Karam, Houston, TX

Evening Event:  TASTE OF NEW ORLEANS
Part educational event, part networking, the Taste of New Orleans is an opportunity to network
with other paralegals and AILA mentors for a delicious meal and invaluable information at a great
local restaurant. Space is limited. For more information or to sign up, please email LaJuan Campbell
(lcampbell@aila.org).

Saturday, August 6, 2016

Day Coordinator:  Moses Briseno, Dallas, TX

8:00 am – 5:00 pm  REGISTRATION

8:00 am – 8:30 am  Registration/Continental Breakfast/Networking
8:30 am – 8:40 am **MORNING REMARKS**
Danielle M. Rizzo (DL), Conference Program Chair / AILA CBP Liaison Committee Chair, Buffalo, NY

8:40 am – 9:30 am **MARRIAGE-BASED PETITIONS AND APPLICATIONS PRACTICUM**
- Petition Forms: I-130, I-129F, and I-751
- Affidavit of Support: USCIS Form I-864
- Role of the National Benefits Center and EAD Adjudication Delays
- Preparing for the Interview and Rescheduling Interviews
  (10 minute Q&A)
  *Faculty:
    Sean R. Hanover (DL), Fairfax, VA
    Charlet Herr, Paralegal, Fairfax, VA
    Kathryn N. Karam, Houston, TX*

9:30 am – 10:20 am **THE NUTS AND BOLTS OF ADJUSTMENT OF STATUS VS. CONSULAR PROCESSING**
- What Are the Differences? Timelines and Considerations
- Admissibility/Ineligibility/Waiver Issues
- The New Visa Bulletin Format
- Differences in Family-Based vs. Employment-Based Petitions
- Recent Developments at the National Visa Center
  (10 minute Q&A)
  *Faculty:
    Matthew L. Benson (DL), AILA EOIR Liaison Committee Vice Chair, Cincinnati, OH
    Jared C. Leung, Phoenix, AZ
    Brian Bernhard, Paralegal, Denver, CO*

10:20 am – 10:50 am **NETWORKING BREAK**

10:50 am – 11:40 am **I-601 AND I-601A WAIVERS**
- Difference Between the I-601 and I-601A
- Qualifying Relatives
- Hardship Factors and Tips
- Client Interview Techniques
  (10 minute Q&A)
  *Faculty:
    Kathleen C. Gasparian (DL), New Orleans, LA
    Lori Dowell, Paralegal, New Orleans, LA
    Jacqueline Watson, Conference Program Committee, Austin, TX*

11:40 am – 12:30 pm **ADJUSTMENT OF STATUS VS. CONSULAR PROCESSING PRACTICUM**
- Documentation Requirements: Birth Certificates, Medical Examinations, Police Certificates, and How to Use the *Foreign Affairs Manual*
- National Visa Center Processing, Email Notifications, Online Filings, and Communicating with NVC
- Consular Forms: DS 260 and DS 3032

*(DL) = Discussion Leaders
(*) = Invited, not confirmed
12:30 pm – 1:30 pm  **LUNCH (INCLUDED WITH REGISTRATION)**

1:30 pm – 2:20 pm  **REMOVAL CASE PREPARATION**
- Normal Progression of Removal Proceedings
- *Immigration Court Practice Manual*
- Common Forms of Relief from Removal
- Case Management, Calendaring, and Deadlines
- Preparing the Case for Trial
- Avoiding Common Errors

(10 minute Q&A)

Faculty:
Sean R. Hanover (DL), Fairfax, VA
Charlet Herr, Paralegal, Fairfax, VA
Tammy Lin, San Diego, CA

2:20 pm – 3:10 pm  **BORDER ISSUES**
- Tips and Strategies for Cases Presented at the Southern Border
- Tips and Strategies for Cases presented at the Northern Border

(10 minute Q&A)

Faculty:
Danielle M. Rizzo (DL), Conference Program Chair/AILA CBP Liaison Committee Chair, Buffalo, NY
Ramon Curiel, San Antonio, TX
Susana L. Swope, Paralegal, San Antonio, TX

3:10 pm – 3:40 pm  **NETWORKING BREAK**

3:40 pm – 4:30 pm  **CITIZENSHIP AND NATURALIZATION PROCEDURES**
- Overview of Citizenship and Naturalization
- Requirements for Naturalization
- Residency Period for Certain Spouses of U.S. Citizens Under INA §319(b)
- Recognizing Bars to Naturalization/Potential Grounds of Removal and Informing the Attorney

(10 minute Q&A)

Faculty:
Ayodele Gansallo (DL), Philadelphia, PA
Philip Eichorn, Cleveland, OH
Alex Alvarado, Paralegal, Denver, CO

4:30 pm – 5:00 pm  **NATURALIZATION PRACTICUM**
- Form N-400

*(DL) = Discussion Leaders
(*) = Invited, not confirmed
(5 minute Q&A)
Faculty:
Ayodele Gansallo (DL), Philadelphia, PA
Philip Eichorn, Cleveland, OH
Alex Alvarado, Paralegal, Denver, CO

5:00 pm

CONFERENCE CONCLUDES

Conference Program Committee

Danielle M. Rizzo, Conference Program Chair/AILA CBP Liaison Committee Chair, Buffalo, NY
Allen Orr, AILA Secretary, Washington, DC
Jacqueline Watson, Conference Program Committee, Austin, TX

John M. Area IV, AILA Education Associate, Washington, DC
Tamesha Keel, AILA Education Programs Manager, Washington, DC

(DL) = Discussion Leaders
(*) = Invited, not confirmed