



# SUN ANNUAL CONVENTION SCHEDULE

FRIDAY, APRIL 12, 2024

DOUBLETREE BY HILTON

15747 JOHN F. KENNEDY BOULEVARD

HOUSTON, TEXAS

8:00-8:30 AM CENTRAL - REGISTRATION

8:30-10:00 AM CENTRAL (CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs)

**1. (TRACK A) USER PREFERENCES 1**

Learn how to personalize StenoCAT to make your life easier. Where do you find that particular setting you have been looking for? Discover new tools you didn't even know that were there.

Tim Gawlik

OR

**2. (TRACK B) Include Files**

Are you creating new cover pages and certificate pages from scratch for each job? Do you have multiple types of assignments and are constantly taking one template and altering it to fit your needs? Let's work together to create include files that will save you time getting those transcripts in final form so you can move on to the next one! We'll also discuss how to utilize include files while in the job file to boost your efficiency and save time during editing.

Rachel Barkume

10:00-10:15 AM CENTRAL (BREAK)

10:15-11:45 AM CENTRAL (CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs)

**3. (TRACK A) USER PREFERENCES 2**

Continuation of learning how to personalize features and discovering StenoCAT's tools.

Tim Gawlik

OR

**4. (TRACK B) WHO WANTS TO BE A MILLIONAIRE? (Ethics)**

Have you ever been caught up in a situation in your court reporting career where you have been asked to do something that in your gut just doesn't feel right? What about when you read on social media about how someone handled something that you thought to yourself, are they following the rules? Come join us in a game show format on dealing with those ethical situations! Bring your competitive skills to challenge your colleagues!

Kim Cherry

11:45-1:00 PM CENTRAL TIME (LUNCH ON YOUR OWN)

1:00-2:30 PM CENTRAL (CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs)

**5. (TRACK A) INTERMEDIATE EDITING**

In this session, we will discuss some of the best editing tools to maximize your efficiency once you're off the job and editing your transcripts. We'll go over SmartKeys settings, user preferences, and how to customize your keyboard to work for you.

Rachel Barkume

OR

**6. (TRACK B) AUTOMATIC INDEXING PHASE 1**

If you've been wanting to conquer the world of indexing, this is the class for you! Learn step-by-step how to set up automatic indexing and make it work for you!

Pam Marciniak

2:30-2:45 PM CENTRAL (BREAK)

2:45-4:15 PM CENTRAL (CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs)

**7. (TRACK A) ADVANCED EDITING**

Make the most of macros! This session will focus on the utilization of macros to bring your editing skills to the next level. We will discuss how to apply existing macros to your keyboard, as well as how to record and edit these shortcuts to be customized just for you.

Rachel Barkume

OR

**8. (TRACK B) AUTOMATIC INDEXING PHASE 2**

Continue building the foundation to attain your ultimate goal: utilizing StenoCAT's tools to customize and run your index.

Pam Marciniak

4:15-4:30 PM CENTRAL (BREAK)

4:30-5:30 PM CENTRAL (CHOOSE ONE OF THE FOLLOWING FOR .1 CEUs)

**9. (TRACK A) UTILIZING DROPBOX**

What exactly is Dropbox and how does it work? Explore ways to use Dropbox for your own purposes and learn the pros and cons of using Dropbox.

Tim Gawlik

OR

**10. (TRACK B) HOW TO START YOUR OWN A TO Z PROGRAM**

Hosting an A to Z is as easy as 1, 2, 3! Carolyn will walk you through the process of hosting an A to Z program in your area by following the easy steps laid about by NCRA. You will feel a great sense of accomplishment knowing you possibly led others on a path to an interesting and lucrative career!

Carolyn Coronado

5:30-6:00 PM CENTRAL (GROUP TECH SESSION – NO CEUs)



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DOUBLETREE BY HILTON  
15747 JOHN F. KENNEDY BOULEVARD  
HOUSTON, TEXAS**

**8:00-8:30 AM CENTRAL – REGISTRATION**

**8:30-10:00 AM CENTRAL (CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs)**

<p><b>11. (TRACK A) REALTIME PART I</b> Together, let's build the foundation of your realtime career. We will discuss ways to manipulate your dictionary entries to help you work smarter, not harder. We'll go over tricks to increase your accuracy rate and take advantage of shortcuts if you're preparing for a realtime exam, which also improves your efficiency on the job. This realtime course will be focused on your Realtime Commands dictionary and your Master dictionary.</p>	<p align="center"><b>Rachel Barkume</b></p>	<p align="center"><b>OR</b></p>	<p><b>12. (TRACK B) StenoCAT Hot Topics</b> Discover new features in Windows 11 plus new hardware suggestions. Learn about hot topics that support deals with. Bring your own questions to be answered by the StenoCAT specialist.</p>	<p align="center"><b>Tim Gawlik</b></p>
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**10:00-10:15 AM CENTRAL (BREAK)**

**10:15-11:45 AM CENTRAL (CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs)**

<p><b>13. (TRACK A) REALTIME PART II</b> Now that our foundation has been built, we will continue to use StenoCAT's available tools to fine-tune our realtime processes. We'll continue to discuss the Realtime Commands dictionary and review some of the advanced features available. We will also discuss the Trialbook software from all angles, including the reporter's perspective and the attorneys' and judges' perspective.</p>	<p align="center"><b>Rachel Barkume</b></p>	<p align="center"><b>OR</b></p>	<p><b>14. (TRACK B) GOT ETH/EUBGS? (Ethics)</b> Learn about the do's and don'ts for ethical behavior. Using some of the NCRA COPE Guidelines and Advisory Opinions, we will learn how to apply ethics principles in a fun and interactive way. If you've watched Let's Make a Deal, then you'll want to attend this fun session! Be randomly selected to answer the correct ethics questions and you could win...unless you get zonked!</p>	<p align="center"><b>Jo Anne Leger Robin Cooksey</b></p>
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**12:00-2:00 PM CENTRAL (BUSINESS MEETING LUNCHEON/DOOR PRIZE DRAWING)**

**2:00-3:30 PM CENTRAL (THIS SESSION IS SINGLE TRACKED FOR .15 CEUs)**

<p><b>15. (TRACK A) SO YOU THINK YOU'RE STRESSED? A "Real Time" Look at Stress in the Court Reporter Domain</b> Court reporters fill incredibly stressful roles in the courtroom and depositions. Court reporters are there to see, hear, and accurately record details of some of the most horrific events that happen in our society. And then there are the physical demands and deadlines. How should you handle that stress? In this session we will define and explore Secondary Traumatic Stress (STS) in the court reporter domain, develop coping mechanisms and strategies for improved self-care using mindfulness techniques and practices, and determine the value of enriched work-life balance to guard against burnout.</p>	<p align="center"><b>Peggy Freeman</b></p>
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**3:30-3:45 PM CENTRAL (BREAK)**

**3:45-5:15 PM CENTRAL (THIS SESSION IS SINGLE TRACKED FOR .15 CEUs)**

<p><b>16. (TRACK A) WRITING SHORT AND FAVORITE MACROS</b> Learn from the best, as Mark shares his best methods for writing short, for greater speed and accuracy. Mark will also share his favorite realtime macros that help him edit his realtime on the fly. Mark's seminars are highly popular and get universally high marks. You don't want to miss this one!</p>	<p align="center"><b>Mark Kislingbury</b></p>
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**THANK YOU FOR ATTENDING OUR CONFERENCE! SEE YOU AT THE NEXT ONE!**