

NALS OF MICHIGAN

LEGAL BYTES

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Dressing From the Waist Up: Enhancing Executive Presence on Video Conference Calls

By: Mary Lou Andre (reprinted with permission)

Thanks to technology, we can conduct business with anyone, at anytime, almost anywhere in the world.

While face-to-face meetings are still relevant and important, our phones, computers and tablets make connecting with colleagues, clients and prospects highly effective. With videoconferencing on the rise—most of our executive

clients report using it at least once a week—it's wise for business professionals to add video prep to your list of business skills worth mastering.

Here are 4 easy ways to master executive presence on video calls.

Backgrounds Matter

Whether you are dialing in from home or a formal office, make sure you have a neutral, non-cluttered background so that people can easily focus on you and what you have to say. I recall with great fondness the summer my husband and I both worked remotely from Cape Cod. Every Monday, he had a standing videoconference call with a client. He'd wake up, take the painting off the wall in our cottage dining room and then set up the table in there as his command center. When it was time for his call, he'd put on a light blue button-down dress shirt over his shorts, sit down in front of the blank wall, dial into his videoconference meeting and get to work. With the walls a soft beige color, the blue shirt worked well. If your background is light, wear something dark. If it is dark, wear whites and brights. You want to avoid blending into the background and losing your on-camera clout.

The Eyes Have it

Be sure to place the camera at eye level so that you are centered on the screen during the call and easy to see. When I am using my laptop, I place books underneath it until my eyes are at the same level as the camera lens. I then settle myself at my desk and avoid fidgeting. You want to be looking into the camera when you are speaking and at the face of others when it's their turn. Resist the urge to look at yourself in the smaller frame in the corner of the screen.

Although many people use headsets and earbuds during their calls, I personally find that video chats without headphones lend themselves to a more natural and connected vibe.



Match the Occasion

Some think that videoconferencing doesn't require the same level of polish and prep that an in-person meeting does. This is a mistake, especially as the quality of this medium continues to improve. It really does feel like you are in the same room with others. You might think that things like stains and wrinkles are less noticeable, but they can be quite visible. Why risk it? Of course, if you are working remotely and your call is with colleagues, nobody expects you to be formally dressed, even on a video call. What you want to avoid is looking like you just rolled out of bed or off the treadmill and are not focused on the business at hand. Show respect for yourself and others by wearing well cut business shirts, tops, sweaters and jackets even if you are wearing sweatpants and flip flops out of camera range. Grooming also matters. If your videoconference is more formal, follow suit. Common sense rules.

Eliminate Distractions

Finally, the outfit you choose should make you feel confident and comfortable while not being distracting. Use color and patterns effectively. Too much of a strong pattern can diminish your presence on camera. Smaller patterns used as an accent with solid colored clothing is typically best. The camera loves blues, greens, and also pinks, reds, purples and browns. Bulky fabrics can add pounds. Also, to avoid being over-exposed, dress on the conservative side. Plunging necklines, crop tops, tank tops and spaghetti straps give the impression that you are out of touch with business protocol. To keep you cooler, choose natural fabrics. Women, avoid over-sized earrings that move around a lot when you speak. Likewise, jewelry such as stackable bracelets that make noise with hand movements should also be avoided. You want people to instantly connect to what you are saying, not to what you are wearing.

The Last Word

Dressing for videoconference success does not have to be complicated. Make it a practice to give yourself a few minutes before each call to check your appearance one more time before signing on. Keeping a brush or comb, lipstick and other basic make-up essentials along with a small mirror at your desk can help. If your team will be on the call, discuss wardrobe as part of your prep. Using videoconferencing effectively is a way to make strong first and lasting impressions. Practice (and prep!) makes it easier—promise!

Mary Lou Andre is a nationally recognized stylist, corporate image consultant, speaker and author. She is founder and president of Organization By Design, Inc., a Needham, Massachusetts-based wardrobe management, fashion and image consulting firm that helps individuals and organizations understand the power of being

appropriately dressed in a variety of situations. Through her extensive corporate, retail and private client services, Mary Lou has helped thousands of individuals identify and pull together a wardrobe that complements their professional and casual lifestyles. She is the editor of *Dressing Well™ Online*, and the author of *Ready to Wear: An Expert's Guide to Choosing and Using Your Wardrobe (Penguin USA 2004)* which has also been published in Japanese. For more information, please visit www.dressingwell.com.

NALS of MICHIGAN NEW MEMBERS

Please welcome our new members:

Beonka Weems-Hines (NALS of Greater Kalamazoo)
Chianté Lymon (NALS of Greater Kalamazoo)
Samantha Stacy (NALS of Greater Kalamazoo)
Danielle Vanoosterum (NALS of Greater Kalamazoo)
Katelin Johnson (NALS of Greater Kalamazoo)
Chanique Johnson (NALS of Detroit)
Eve Zwolinski (NALS of West Michigan)



NALS of Michigan Membership Campaign

REMINDER: Accomplishment points are due to Heidi Hopper, PP, PLS (hhopper@fosterswift.com) by the 5th of each month. The membership campaign is full of opportunities to further your member benefits and get to know your NALS pals. If you need additional information on the membership campaign, please reach out to Heidi Hopper.

NALS of Michigan Fall Membership Meeting

The fall membership meeting will be held on Saturday, October 19, 2019 at the State Bar of Michigan in Lansing beginning at 8:30 a.m. A tour of the Capitol will be included. Deadline to RSVP is October 12, 2019. See registration form attached.

A NALS Haunted Social Event will follow the membership meeting at 7:00 p.m. at Jackson's Underworld, 1318 Wildwood Avenue, Jackson, MI. See flyer attached for RSVP and ticket information.



Help Wanted

Smith & Johnson, Attorneys, P.C., a general practice Traverse City law firm, seeks a full time Legal Secretary/Assistant. 3-5 years experience required. Applicant must be computer proficient with expertise in Microsoft Word. Position requires use of dictation equipment, attention to detail and excellent communication skills.

Send resume to: jschillinger@smith-johnson.com

Mail to: PO Box 705, Traverse City, MI 49685

National Happenings

2020 National Conference – DETROIT, MICHIGAN



Detroit Task Force Co-Chairs:

Laleise Curtiss

Gayle Lawson

2019 National Conference – Little Rock, Arkansas



Back row: Jen Robinson, Laleise Curtiss, Cathy Zackery, Carole Schneider, Paula Steffey, and Dolores Oliver; **Middle row:** Shina Boyd, Marion Stone, Kathy Rood, and Julie Cowles; **Front row:** Renee Draper, Myria Ross, and Kathie Amirante; **Not pictured:** Tami Carl, Kate Haverdink, Sherri Bowden, Ashley Richards, and Lacy Kremers,



Happy 90th Birthday NALS!



Upcoming Events

There are always a number of events happening at the national level. To see all of the events and to register, go to the Events Listing at: https://www.nals.org/events/event_list.asp

2019 Online Membership Meetings

The next Online Membership Meeting will be held on November 11, 2019 from 7:30-8:30 p.m. (CST). This is FREE to all members and you earn CLE as well! To register for this meeting, go to: <https://www.nals.org/events/EventDetails.aspx?id=1186344&group=>

NALS of Michigan 2020 Annual Meeting

The NALS of Michigan's 59th Annual Meeting will be at the Bavarian Inn in Frankenmuth from April 16-18, 2020. If you are interested in volunteering your time and talents to help with the planning of this meeting, please contact co-chairs, Teresa Garber, PP, CLP (tgarber@silvervanessen.com) and Lynn Philp (lphilp@wnj.com).

The next planning meeting is scheduled for October 16th at 6:00 p.m. via GoToMeeting.

Chapter Happenings

NALS of Detroit

President: Gayle Lawson

Email: gaelawson@gmail.com

Stay tuned for exciting events. In the meantime, check out the NALS of Detroit Facebook page.

NALS of Jackson

President: Marion Stone, PP, PLS

Email: MStone@mijackson.org

Stay tuned for exciting events. In the meantime, check out the NALS of Jackson County Facebook page.

NALS of West Michigan

President: Teresa M. Garber, PP, CLP

Email: tgarber@silvervanessen.com

NALS @ Noon

Thursday, October 10, 2019 at noon; University Club of Grand Rapids

Speaker: Benjamin Eichler, financial advisor with Principal Securities

Topic: Hello, Retirement!

For more information contact Lynn Philp (lphilp@wnj.com)

GTALP

President: Jodi Velez, CLP

Email: jivelezii@yahoo.com

Stay tuned for exciting events. In the meantime, check out the GTALP Facebook page.

NALS of Lansing

President: Deb Surls, PLS

Email: deb@surls.net

Community Service Project

Sunday, December 1, 2019, 2:00-4:00 p.m.

Advent House Soup Kitchen

Contact Judy Salminen, PLS for more information. (jsalminen@fosterswift.com)

NALS of Greater Kalamazoo

President: Paula Steffey, PP, CLP-SC, CWCP

Email: westernmom40@gmail.com

Membership Meeting & New Member Social

Tuesday, October 29, 2019 at 5:30 p.m.; LoDo Co.

Speaker: Jason Colvin, Esq.

Topic: LEAN Manufacturing in the Law Firm Setting

For more information contact Tierney Tubergen (tubergent@millerjohnson.com)

Court Observance Week

You are invited to join NALS of Greater Kalamazoo on Wednesday, October 9, 2019 at noon for a tour of the new Kalamazoo Defender office. Attorney Zoe Hutchins (daughter of Kathleen Hutchins, PLS) will be giving the tour and a short presentation. Box lunches will also be available to purchase. For more information, please contact Tami Carl, CLP (carlt@millerjohnson.com)

Finance Committee

Benefit fundraising program

www.benefit-mobile.com






All you need to do is download the App (for I-phone or Android), select "NALS of Michigan" as the beneficiary, purchase a gift card and a portion of the proceeds goes to NALS of Michigan. You don't need to purchase gift cards just to give as gifts – you can purchase a gift card for yourself prior to going shopping or out to dinner. You'll be spending that same amount of money anyway so why not help our organization at the same time. A few examples are participating retailers are Applebees, Bath & Body Works, Bed Bath & Beyond, Best Buy, Burger King, K-Mart, Lowes, Old Navy, Panera, Petco, Starbucks, Target, Staples, Walmart, Home Depot, Whole Foods, Zappos and many more.

If you are not sure how to use this mobile App, go to the NALS of Michigan Facebook page and watch the video.

SALE

Logo Items

Does your chapter need gifts and/or prizes for upcoming events? Consider purchasing some NALS of Michigan logo items to give away. Prices have been reduced so these items won't last long.

List Pads 25¢ each 	Greeting Cards \$2.00 per pack or \$5.00 for 3 packs (Perfect for sending to your NALS PALS) 
Fidget Spinners \$2.00 each 	Blue Tooth Speakers \$10.00 each 
Mugs \$10.00 each 	To order a logo item, please contact Lynn Philp at lphilp@wnj.com .

NALS of Michigan 2019-2020 Officers

Susan Acklin, PP, PLS, President
Phone: 616-752-2241
sacklin@wnj.com

Cathy Zackery, CLP, Vice President of
Membership & Marketing
Phone: 269-382-0444
czackery@levine-levine.com

Maureen K. Jones, PP, PLS, ALP, Vice President of
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Phone: 231-775-1391
maureen@wmplegal.com

Sherri J. Bowden, PP, PLS, Executive Advisor
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sbowden@clarkhill.com

Jennifer Robinson, Treasurer
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Tami Carl, CLP, Executive Secretary
Phone: 269-226-2966
carlt@millerjohnson.com

Rebecca Quimby, Parliamentarian
Phone: 616-752-2342
rquimby@wnj.com



NALS OF MICHIGAN
Fall Legal Education and Membership Meeting
Saturday, October 19, 2019

<p>Agenda: 8:30 a.m. Registration 9:00 a.m. CLE: The Gerrymandering Issue in Federal and State Courts 10:30 a.m. CLE: National Registry of Exonerations 12:00 p.m. CLE: Tour of the Michigan State Capitol 1:00 p.m. Lunch and Membership Meeting</p>	<p>Location: State Bar of Michigan Conference Room 306 Townsend Street Lansing, Michigan 48933</p>
<div data-bbox="407 766 609 1066" data-label="Image"> </div> <p style="text-align: center;">Professor Michael Lawrence Michigan State University College of Law</p> <p>The Gerrymandering Issue in Federal and State Courts: Professor Lawrence teaches classes in Constitutional Law and International Law and frequently lectures on these topics in various countries around the world. Professor Lawrence's research interests are in the field of constitutional law and racial justice. He has participated in high-profile amicus curiae briefs before the U.S. Supreme Court and other federal courts. <i>What is "gerrymandering" and how does it affect you?</i></p>	<div data-bbox="1081 766 1284 1066" data-label="Image"> </div> <p style="text-align: center;">Professor Barbara O'Brien Michigan State University College of Law</p> <p>National Registry of Exonerations: Professor O'Brien teaches classes in criminal law and procedure and is currently the Editor of the National Registry of Exonerations which collects, analyzes and disseminates information about all known exonerations of innocent criminal defendants in the United States from 1989 to the present. The Registry provides a virtual home for exoneration stories and also an accessible, searchable statistical database about the cases. <i>Learn more about the Registry.</i></p>
<p style="text-align: center;">Tour of the Michigan State Capitol</p> <p>A guided tour of the Michigan State Capitol features the public areas of the Capitol including the Rotunda and the Gallery of the Governors. Whether you are interested in state history, Michigan's government, or art, you will certainly enjoy this guided one-hour tour.</p> <div data-bbox="688 1845 977 2043" data-label="Image"> </div>	



NALS OF MICHIGAN
Fall Legal Education and Membership Meeting
Saturday, October 19, 2019

REGISTRATION FORM

Fees, including lunch (please choose one): NALS of Michigan Member ____ (\$30) Future Member ____ (\$45) Student ____ (\$15) Flash Drive ____ (\$45) Google Link ____ (\$40) GoToMeeting ____ (\$35) Membership Meeting Only ____ (no charge) Food Restrictions: _____ _____	Refund Policy: Full refund if notification received prior to October 12, 2019. SORRY; NO EXCEPTIONS. For further information, contact: Michelle Spiker Chair, Legal Education Committee (2019-2020) NALS of Michigan C: 517.242.3236 E: michellespiker@att.net
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RSVP (with lunch) Deadline is:
October 12, 2019.
SORRY; NO EXCEPTIONS.

Mail completed registration form and check payable to **NALS of Michigan** to:¹
Michelle Spiker
4667 Preston Road
Howell, MI 48855

Name: _____

Employer: _____

Address: _____

Telephone: Office: _____ Cell: _____

Email: _____

If a NALS member, list chapter: _____

If a student, please list school: _____

¹ If timing is an issue, you may e-mail the completed Registration Form and provide payment at the meeting.

NALS Haunted Social Event



When: October 19, 2019, 7:00 p.m.

Where: Jackson's Underworld
1318 Wildwood Ave, Jackson, MI 49202

Tickets: \$25 each (purchased on your own)

<https://jxunderworld.com/>

RSVP: Cathy A. Zackery, CLP

269.599.6281

Cathy.Zackery@gmail.com