

Best Practices for Trial War Room Set Up

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Key Questions for Consideration

- Do I need a vendor to do everything?
- Do I need a networking specialist to set it all up and support?
- Should I have dedicated war room equipment reserved at my firm? (Rent vs. purchased equipment)

A War Room, is a War Room, is a War Room

It doesn't matter if a trial is a block away, in a
county courthouse, across the nation in a
federal court or in an international setting

Planning is the Key

Assembling Your Logistics Team	Shipping Logistics
Location	Vendor Logistics
Space Requirements	Trial Team Accommodations
Technology Requirements	Site Amenities

Goal

- The goal of your War Room is to be:
 - Organized
 - Functional
 - Secure

Think of it as your strategy headquarters

Your home away from home

The nerve center for your team

Assembling Your Logistics Team

- Begin assembling your logistics team early
 - Who?
 - What?
 - Where?

Location Of Trial

- Where is everyone going to stay and work?
 - Location of hotel
 - Location of designated work area (hotel or co-counsel's space?)
 - Distance from court house and resources (i.e. vendors)

Trial Team Accommodations and Site Amenities

- Understand site amenities
 - Restaurant, Coffee, Snacks, Transportation
- Get an area map and hotel floor plan
- Transportation to/from court house
- Travel to trial/hearing location

Space Requirements

- How many people are you going to have in your war room?
 - Co-counsel?
 - Expert Witnesses?
 - Graphics personnel?
- How are you going to set up your war room?
 - Many small details to consider (from power outlets to binders)

Technology Requirements

- What Equipment do I need?
 - Printers
 - Desktops
 - Copiers and MFD's
 - Projectors
 - Office Supplies
 - Whiteboard and/or Easels

Shipping Logistics

- How do I get my equipment to the war room in one piece?
 - FedEx
 - Rental truck

Vendor Logistics

- Services to consider:
 - Copying, printing, graphics, technical support
- Make contact with local vendors early
- Set up contracts if appropriate
- They may be your Plan B if something goes wrong with your equipment

Other Things To Consider.....

- Hotel and/or Local Counsel resources
- Ease of support
- Data Security
- International Considerations

Hotel and Local Counsel Resources



- Internet Bandwidth
 - Dedicated or shared line?
 - Static IP
 - Back up plan
- Power
 - Will your printer and desktop equipment cause a blackout?
- Local IT personnel that can assist?

Ease of Support

- How easy is it to set up your network?
 - Have a diagram
 - Practice at home
- What happens if issues arise?
 - Internet
 - Printer
 - Equipment
 - Database
- On-site support vs. Remote support

Data Security

- Simple steps to protect Client Data:
 - Keep war rooms locked
 - Require passwords to get onto the network and equipment
 - Avoid encouraging people to work locally (Save files on the network).
 - Consider hard wire vs. wireless
 - If wireless, make sure it is encrypted
 - How are paper documents secured and destroyed?

International Considerations

- Planning and logistics are still key
 - The basics can trip you up (i.e. Power, shipping, resource availability)
 - Time Zones
- Need to be aware of Data Privacy and Export Control laws in other countries
 - Can I get equipment with electronic data in and out of the country?

Long Term Planning

- Staffing
- Location
- Simplicity of Network
- Frequency of Setup

Should I Have Dedicated Equipment? (Rent vs. Buy)



- Buy:
 - Storage
 - Shipping
 - Upgrades
- Rent:
 - Cost Recovery
 - Reputable Company
 - Compatibility

Remember your Goal

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For more information

- Please feel free to contact us for any additional information or questions

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