**Use of Data Rooms**November 8, 2018

1. Introduction
   1. Data Security in Arbitration – data rooms are one tool
   2. What is a data room?
   3. Why use a data room?
      1. Advantages (assuming at least 100,000 pages)
         1. Costs
            1. Reduction in production costs (no photocopying or shipping)
         2. Ease of access to documents
         3. Everyone has access to same document which results in avoiding copying issues (e.g. poor copying, out of order, docs mixed up)
         4. Can limit access to documents as long as coded properly
         5. E.g. panel can see agreed documents
         6. Privileged documents cannot be seen by opposing party
            1. Use of data room vs use of cloud type storage such as OneDrive, Drop Box, etc.
2. Disadvantages
   1. Set up costs
      1. Can be expensive but likely less than photocopying and shipping
   2. Familiarity with program and use of computers
3. Setting up a Data Room
   1. How to set it up
      1. Outside vendors
      2. Firms IT staff
   2. Agreed protocols between parties
      1. What documents are in data room
      2. Basically discovery production
   3. Ability to search all documents at once rather than looking at each individual document
   4. Parties agree upon folder types for documents (although if can search all at once not necessarily crucial step)
   5. Download documents
4. Use of Data Room
   1. Can be done from any location (including a hearing room) – only need good monitor(s) and fast internet connection
   2. Practical Tips – using the data room effectively

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