



AI in Practice for Distinguished Neutrals
A 2.5-Hour Advanced Interactive Workshop
Facilitator: Susan E. Guthrie, Esq.

Welcome & Overview

5 minutes

- Goals for the session
 - How AI enhances, not replaces, professional judgment
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Mastering Prompt & Context Engineering

30 minutes

- Retriever vs. Owl Model
- RCTO Framework
- Personalization prompts
- Avoiding generic AI outputs

Interactive:

- Prompt transformation
 - RCTO practice
-

Managing the Big Concerns: Confidentiality, Hallucinations, Misinformation & Bias

45 minutes

- Confidentiality & platform selection
- Hallucinations: detection and correction
- Fact-check protocols
- Bias-safe prompting and iterative audits

Interactive:

- Confidentiality scenario
 - Hallucination correction
 - Bias reframing
-

Five High-Impact Ways to Use AI In the Room

50 minutes

- Option generation
- Reality-testing support
- Risk analysis frameworks
- Decision trees & visual structures
- In-session summaries and visual aids

Interactive:

- Option-package generation
 - Risk-analysis demo
 - Build-a-decision-tree
 - Visual-aid creation
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Advanced Lightning Exercise: Neutral Multiparty Caucus Summary

10 minutes

- Using mediator context safely
- Preventing cross-party leakage
- Producing neutral, structured summaries

Interactive:

- Guided summary creation and refinement
-

Integrating AI Into Your Practice: Personalized Workflow Build

10 minutes

- Intake
- Preparation
- In-session support
- Post-session tasks

Interactive:

- Workflow mapping worksheet
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Wrap-Up & Open Q&A

10 minutes

- Key takeaways
- Closing insights
- Participant questions

Total Workshop Time: 2.5 Hours