

How to Hack AI

Tips to Get Started Using
Artificial Intelligence

Introductions



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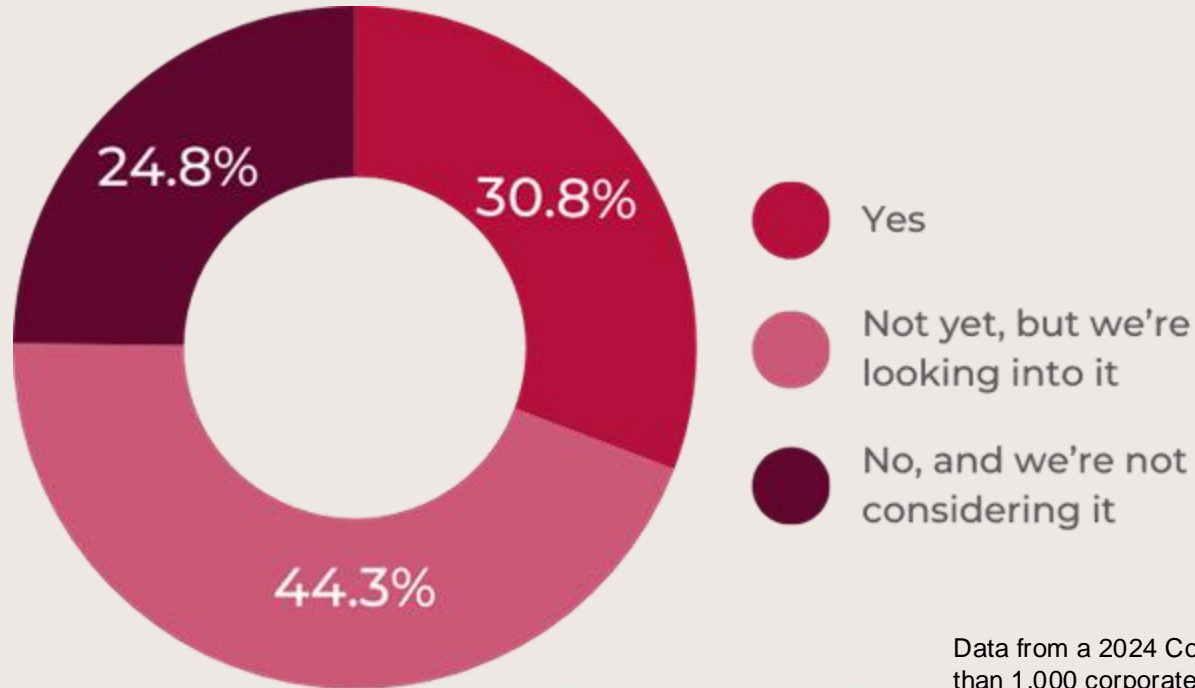
Nishat Ruitter
General Counsel
TED Conferences

Roadmap

1. From Novice to Know-It-All in 5 Minutes
2. How to Get What You Want from AI
3. 3 AI Hacks for Everyday Tasks
4. Staying on the Right Side of the Law

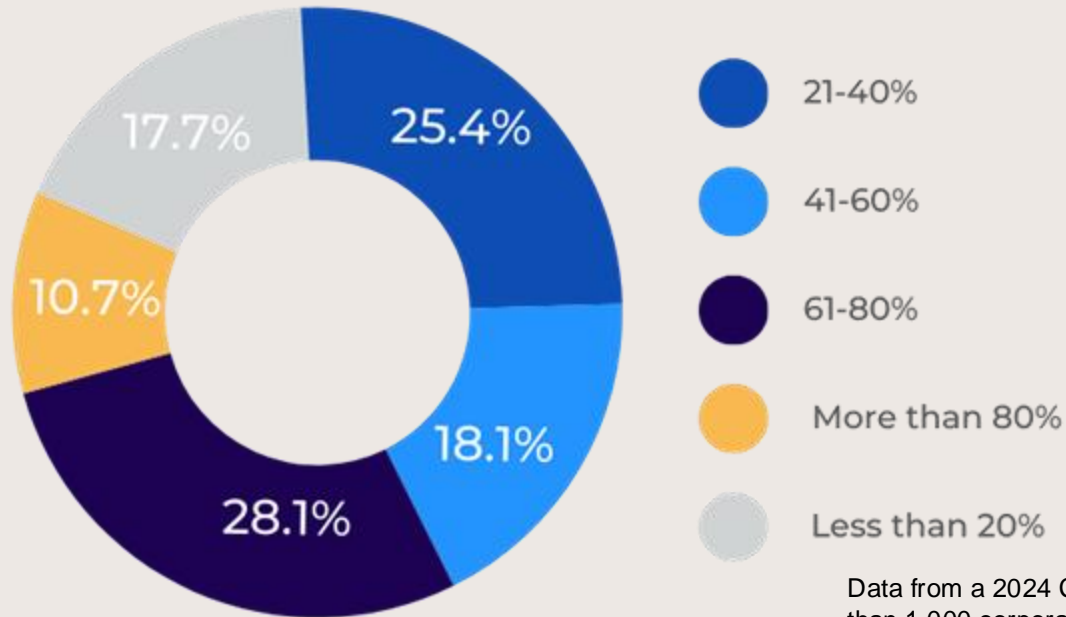


Has your team adopted any AI tools?



Data from a 2024 ContractSafe survey of more than 1,000 corporate legal professionals

How much of your day-to-day work could be automated with AI?

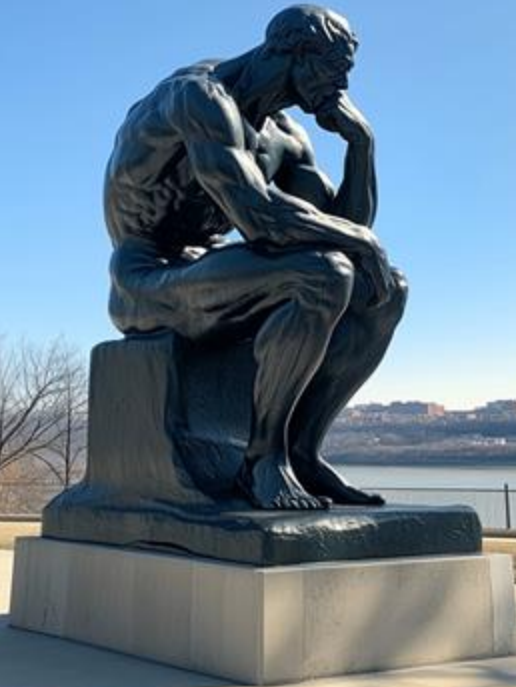


Data from a 2024 ContractSafe survey of more than 1,000 corporate legal professionals

AI 101:

**Everything You Need
to Know About AI in
5 Minutes or Less**

What is thinking?





RULES



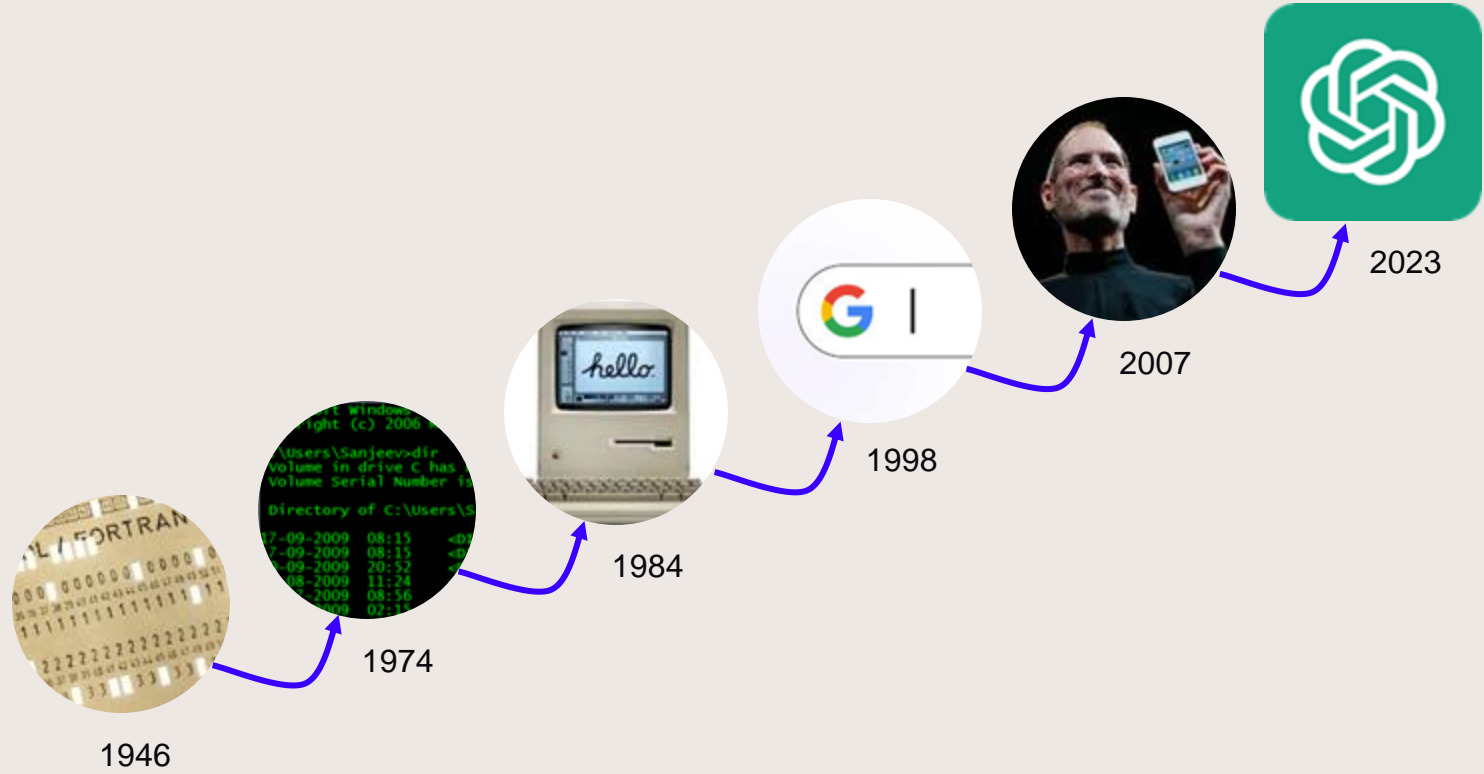
PATTERNS



GenAI

A futuristic hallway filled with humanoid robots. The robots are white and black, with a sleek, modern design. They are walking in a line down the hallway, which has a polished floor and white walls. The lighting is bright and even. In the center of the hallway, there is a white rectangular box containing the word "NOPE" in a bold, dark red font.

NOPE



Garbage in, Garbage Out



How to Get What You Want from AI

- **R**ole – Who is the AI embodying?
- **A**ction – What do you want the AI to do?
- **C**ontext – What does the AI need to know?
- **E**xamples – Can you give the AI an example?
- **R**estrictions – What are the limits or requirements for the AI?

Goodness In, Goodness Out

“You are a high school physics teacher. Explain the theory of relativity to me. But explain it to me as if I’m a freshman with limited knowledge of physics. Break it down into discrete concepts and explain each concept to me individually, stopping after each concept to ensure that I understand before moving on to the next concept. Don’t dumb down the concepts, but use everyday language instead of physics jargon when possible.”

3 Ways to Safely Use AI Now

1. Turn Data Into Insights
2. Summarize Documents with Ease
3. Streamline Document Comparison and Reviews



Turn Data Into Insights

Analyze and Visualize Data Sets with AI in Minutes

1. Here's a large data set.
2. Perform an exploratory analysis.
3. Identify key takeaways that drive decisions
4. Create a chart of takeaway #3.
5. Now, place that chart in a .ppt slide.

Summarize Documents with Ease

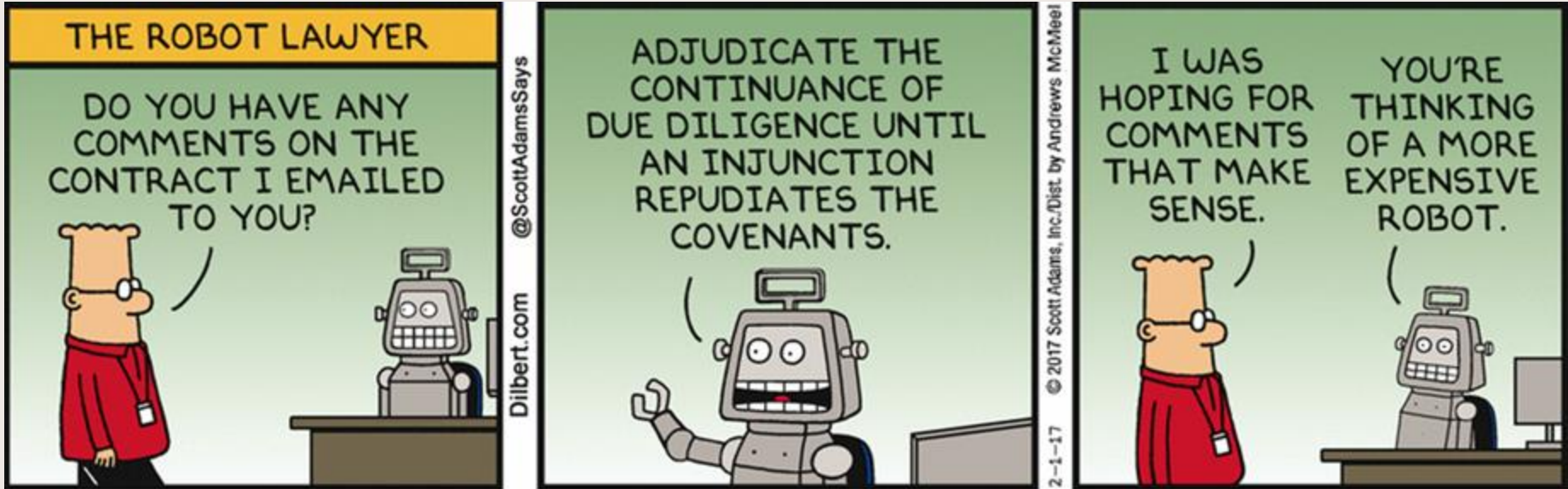
Cutting Through the Clutter & Getting to Tailored Insights

1. Upload the document into ChatGPT or Claude
2. Summarize this document, highlighting the most important details and takeaways.
3. Isolate the strategic insights into 5 bullet points for the CEO.
4. Summarize the financial implications and requests into bullet points for the CFO

Streamline Document Comparison

1. Upload both documents: form NDA and Partner NDA
2. Compare both documents, identify key differences
3. Look for deviations in key clauses
4. Highlight any problematic clauses, particularly where the draft NDA introduces new risks or reduces protections.
5. Explain why differences could pose a risk
6. Summarize critical differences

Staying on the Right Side of the Law



The Legal Environment of AI



Executive Order



EU Artificial
Intelligence Act



+ State-Issued Ethics Guidance

Navigating the AI Future

- The Regulatory Landscape for AI
 - **EU AI Act** - governs development, deployment and use of AI within the EU
 - **White House Blueprint for AI Bill of Rights** - protecting individual rights in AI use
 - **OECD AI Principles** - Promoting fair, transparent and accountable AI; adopted by 42 countries
 - **NIST AI Risk Management Framework** - Organizational risk governance
 - **Data protection laws (e.g., GDPR, CCPA)** - AI-specific compliance strategies
- Cross-Border AI Regulations and Initiatives
 - **GDPR**: Affects AI systems processing EU residents' data
 - **EU AI Act (Proposed)**: Introduces conforming assessments for AI systems
 - **Global Partnership on AI (GPAI)**: guide responsible AI development and use

AI Governance at a High Level

- Ethics committees: Establishing and enforcing guidelines
- AI risk assessment: Adapting frameworks for AI-specific challenges
- Training programs: Enhancing organization-wide AI literacy
- Cross-functional collaboration: Integrating legal, IT and data science
- Ongoing monitoring: Ensuring continued fairness and compliance

Navigating AI Legal Risks

AI Risk	How to Navigate
Data privacy & security concerns	Implement robust data protection
Intellectual property infringement & ownership	Develop clear IP policies for AI-generated content
Liability for AI decisions & actions	Establish liability frameworks Implement strategies for AI-assisted legal research
Algorithmic bias & discrimination	Include diverse data and human oversight Conduct regular bias audits & implement fairness constraints
Lack of transparency in AI decision-making	Maintain detailed audit trails of AI input, decisions & actions
Non-compliance with evolving AI regulations	Develop incident response and remediation plans
Ethical concerns in AI deployment & use	Provide ongoing training on AI ethics & compliance

How to Build an AI Governance Framework

1. Align with regulations and define guiding principles.
2. Identify appropriate AI use cases within organization.
3. Establish governance structure and stakeholder responsibilities.
4. Implementing monitoring and reporting mechanisms.
5. Provide comprehensive AI governance training.

Tips for Continuous Monitoring

- Assess AI performance, accuracy and fairness
- Conduct periodic compliance audits
- Build feedback mechanism for issues or concerns
- Maintain thorough documentation and records
- Develop Incident response and remediation plans
- Implement adaptive governance practices
- Monitor AI in legal decision making

Key Takeaways

1. The evolving nature of AI regulation
 - Prepare for ongoing changes in the regulatory landscape
 - Stay informed about global AI governance initiatives
2. Importance of proactive governance
 - Develop robust AI governance frameworks before issues arise
 - Invest in AI literacy and training across the organization
3. Balance innovation and responsible AI use
 - Embrace AI's potential while maintaining ethical standards
 - Use governance as a competitive edge
4. Continuous adoption to emerging legal and ethical standards
 - Regularly review and update AI policies and procedures
 - Foster a culture of continuous learning and improvement in AI governance

Q&A

Thank You!



Free Prompt Library
& Supplemental Materials