

PLEASE NOTE ALL TIMINGS ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

9:00 – 9:30	Arrival / Registration
9:30 – 9:45	Donna Payne, Payne Consulting Introduction
9:45 – 10:15	Darshna Dave, Clifford Chance - Document Corruption & Legacy Documents Clifford Chance are currently running a Continuous Improvement project, looking at the affects document corruption has on the business. In particular they are focusing on the causes of corruption, the impact it has to the business and possible resolutions we can have in place to avoid the corruption. Whilst this project is still running Darshna will be sharing an insight on their findings so far, especially on how the new file format can influence corruption if documents have not been cleaned before converting.
10:15 – 10:45	Panel Discussion The panel will look at working with legacy documents and ideas for trouble shooting and collaborating on documents.
10:45 – 11:15	Coffee Break
11:15 – 11:30	Kim Walton, Dentons Preparation for Metadata Vendor Forum
11:30 – 12:00	Donna Payne , Payne Consulting and Clare Waller, Tikit Limited - Office 2013 Office 2013 -- what's new? How different is it? Why is it here? Clare and Donna will take some new features and explore the differences between Office 2010 and 2013.
12:00 – 12:30	Mary Almond, Ashurst - Everything you need to know about Styles! As well as explaining what Ashurst's have done with styles in 2010, Mary will also explore the importance of styles, best practice, styles features and much more
12:30 – 1:30	Lunch
1:30 – 2:00	Nathan Lusher and Clare Waller, Tikit Limited - TMS v6 At the last Word Excellence Day, Clare and Nathan demonstrated some prototype thinking about how templates could be created in the future. The feedback was positive and much of it was incorporated into the new version of TMS - which was launched in September. Today, Clare and Nathan will take you through the finished product - from both the end user and template creator perspective.
2:00 – 2:25	Sue Pasfield, Capensys Intelligent Learning - Legal Technology Core Competency The LTC4™ group (a steering committee of leading law firms) and Capensys Intelligent Learning has been collaborating for over two years to establish a LTC4™ (Legal Technology Core Competency Certification Coalition) for lawyers and staff. The group has examined how users in law firms work, and identified the typical workflows and related competencies. The aim is to provide a legal specific core competency certification programme which avoids any negative implications of "assessment". The session will cover how a workflow based core competency programme helps firms achieve business goals, enhance staff efficiency and enable change.
2:25 – 2:50	Panel Session - How are firms approaching training? Do they have a continuing education strategy? Are they adopting a competency programme? What success have firms had with MOS?
2:50 – 3:20	Coffee Break
3:20 – 4:35	Metadata Vendor Forum Some vendors claim their metadata removal products remove all metadata. Can they really eliminate the stuff hidden in a Word document that you may not realise is there? The vendor challenge tests this with a Word document containing the usual metadata suspects plus some surprise hidden elements. You've ticked the box against "Do you have a metadata removal product?" But is that enough? Are you up to speed with the different types of metadata in existence today and the potential risks when distributing documents externally? Who decides your metadata policy and configuration settings? Are your lawyers stripping or not? Learn more about the metadata products and whether it's time to take another look at how these products are working in your firm.
4:35 – 4:45	Closing Address