

**DOCUMENT EXCELLENCE DAY – AGENDA**  
**4<sup>th</sup> OCTOBER 2017**  
**BT Centre, 81 Newgate St, London EC1A 7AJ**  
**Twitter: #DED17**

MORNING SESSIONS	
<b>9:00 – 9:30</b>	<b>Arrival / Registration</b>
9:30 – 9:45	<p><b>Clare Waller</b> <i>Welcome and Introduction</i></p>
9:45 – 10:20	<p><b>Marianne Armitage (IT Training Manager, Watson Farley &amp; Williams LLP)</b> <i>Standard Styles Showcase</i></p> <p>Law firms and other organisations often have formatting problems when they collaborate on legal agreements using Microsoft Word. Legal agreements often contain complex numbering schemes and other advanced Word formatting. A self-proclaimed Standard Styles geek, Marianne will showcase the UK Document Excellence Group’s solution to make the editing of exchanged documents easier, by creating standard style names and a better style structure.</p>
10:20 – 10:35	<p><b>Sarah Chipping (UK Programme Office Manager, ILTA / Clyde &amp; Co)</b> <i>Introduction to ILTA</i></p> <p>Sarah will explain what ILTA is and what benefits you can get from it.</p>
10:35 – 11:10	<p><b>Levente Nagy (Product Manager, Microsoft UK)</b> <i>Documents and Beyond – The present and future of Microsoft Word and Office</i></p> <p>While Word is central to the work of many it has also become part of a much wider collaboration and creation toolset that is aligned to the modern needs of any information worker. We will look at what is at the edge of Word – how it can be complemented by collaboration technologies and share a bit about other technologies that may signal the way of the future for documents.</p>
<b>11:10 – 11:40</b>	<b>Coffee Break</b>
11:40 – 12:15	<p><b>Annette Brown (IT Manager, Milbank) and Jayne Smith (Managing Director, Bluebird Support Services Limited)</b> <i>Our agile workplace: more than bending over backwards for our lawyers</i></p> <p>People’s concept of agile working can be as different as chalk and cheese! So, What is Agile working and what does it really mean in the workplace? Annette and Jayne will discuss their experiences in adopting Agile working and both the challenges and successes it can bring.</p>
12:15 – 12:50	<p><b>Ryan Soosayraj (Director of Product Management, Workshare)</b> <i>The Unknown Unknown</i></p> <p>Focusing on the theme of Security Awareness, Ryan will talk about the pervasiveness of information gathering in our personal and work worlds today. He will touch on both our time outside work and some tangible examples within the office and how this either puts us at risk or has the potential to.</p>
<b>12:50 – 1:50</b>	<b>Lunch</b>

AFTERNOON SESSIONS	
1:50 – 2:35	<p><b>Adrian Stafford (Head of Legal Knowledge Engineering, LexisNexis), Rob Lankester (Document Automation Manager, Berwin Leighton Paisner LLP)</b> <i>Is automation changing our roles and our businesses?</i></p> <p>An interactive panel session chaired by Ann Hemming. Adrian and Rob, 2 automation specialists, will introduce Emma Howdle-Fuller, BLP's head of banking and Helen Owden from LexisNexis who has recently started work as a knowledge engineer. They will discuss how automation is changing the way we work and the impact it will have on the law firm of the future.</p>
2:35 – 3:10	<p><b>Mark Garnish (Chief Technology Officer, Tikit Limited)</b> <i>What does being Office 365 compatible mean to your firm?</i></p> <p>Microsoft is pushing Office 365 hard but do you really know what it is and how it differs from traditional MS Office? Mark will look at what Office 365 really is (and what it isn't) and will explain the different licensing and functionality available. If you are thinking of purchasing Office 365 and want to use it across all multiple devices (desktop, mobile and online) you really need to know the benefits and compromises that you may be faced with.</p>
<b>3:10 – 3:40</b>	<b>Coffee Break</b>
3:40 – 4:15	<p><b>Iwona Dudek (Consultant, Legal Template Design / CMS)</b> <i>Legal House Style in a global environment. What to prepare for!</i></p> <p>With many years' experience working with global law firms, Iwona will discuss the impact of working with documents from different countries within a law firm, from recognising when documents need to be different within foreign jurisdictions to dealing with multi-national templates and multi-language documents.</p>
4:15 – 4:50	<p><b>Paul Walker (Head of EMEA Pre-Sales, iManage)</b> <i>Best practices in Document Control</i></p> <p>Advances in consumer-style technology enable plenty of opportunities to easily share documents with colleagues and external parties, many of these are outside the traditional control of the firm, opening firms to unprecedented risk in terms of security and reputation. How do we provide the benefit of such technologies while ensuring the security and governance the firm needs?</p>
<b>4:50 – 5:00</b>	<b>Questions and Answers &amp; Closing Address</b>

## PLEASE JOIN US FOR DRINKS AND CANAPES AT

Bread Street Kitchen  
One New Change,  
10 Bread St, London EC4M 9AJ  
(Map Attached)

Sponsored by Microsystems, Workshare, and Tikit

# DOCUMENT EXCELLENCE DAY – DRINKS & CANAPES VENUE

4<sup>th</sup> OCTOBER 2017

ukdeg.  
uk document excellence group

Bread Street Kitchen  
(Lower Ground Private Bar)  
One New Change,  
10 Bread St, London EC4M  
9AJ

Sponsored by  
*Microsystems*  
*Workshare*  
*Tikit*

