DOCUMENT EXCELLENCE DAY AGENDA

MORNING SESSIONS

9:00 –9:30	**ARRIVAL / REGISTRATION**
9:30 –9:45	**MARIANNE ARMITAGE— IT TRAINING MANAGER, WATSON FARLEY & WILLIAMS** *Welcome and Introduction*
9:45 –10:25	**SIMON ELLIS-HUGHES — MICROSOFT 365 PRODUCT MARKETING MANAGER** *An Interview with Microsoft* Earlier this year UKDEG members were asked to submit questions for Microsoft and we are really pleased to say that we will get the opportunity to put some of these to a Microsoft Representative on the day. Obviously, with time being limited, we may not have time on the day to cover all the questions that were submitted. However, Microsoft has assured us that it will supply us with the answers so we can publish these on the website afterwards.
10:25 –11:05	**ADRIENNE MANSFIELD — PROGRAMME MANAGEMENT CONSULTANT, JEPMOND ASSOCIATES LTD** *Paper Reduction – Where Do I Start?* Working online is now the norm, and with the increase and ease of use of available electronic media, apps, AI and disruptive technologies flooding the market, many organisations are now looking at paper reduction initiatives to try to tame their reliance on paper. This is a real culture shift for any organisation, and as we all know law firms are seriously dependent on paper matter files and the need for original legal documents. Sharing her experiences of a successful paper reduction exercise in the legal environment, Adrienne will prepare you for tackling some of the issues you will face and to avoid some of the pitfalls you will come across.
11:05 –11:35	**MORNING BREAK**
11:35 –12:05	**FIONA DONKIN — SENIOR IT TRAINER, BRODIES** *BLearning* The day came when we had to embark on the eLearning road. We were keen, as a business, to reduce the length of the IT Induction and there was a requirement to plan for ISO 27001:2013. This therefore demanded that we 'get on board' with eLearning. Anyone who has faced the challenge of pulling together eLearning for a business will know that this is a mammoth task. The hardest part was starting. Fiona will take us through her eLearning journey at Brodies.
12:05 –12:45	**SIMON ELVEN — COMMERCIAL AND MARKETING DIRECTOR, TIKIT LIMITED** **LEONARD JOHNSON — SENIOR VP PRODUCTS & PARTNERSHIPS — NETDOCUMENTS** *The Evolution of the Matter File - from One to Many to One* Life in the past used to be easy. We had our one matter file, it was paper and it was all in one place. Then we started to get clever. As technology developed so did the number of places where items related to the matter file existed. We are now in a position where technology has grown up sufficiently for us to return to the holy grail of a single place to hold 'a matter'. Considering the benefits of a single matter file, how can technology help achieve the trust that everything related to a matter is, indeed, in one place.
12:45–1:45	**LUNCH**

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	AFTERNOON SESSIONS
1:45—2:25	**ROD LAMBERT — DIRECTOR, MEDIASTERLING AND CLARE WALLER—INDEPENDENT CONSULTANT** *I Think We're Seeing a Theme Here!* Introduced in Office 2007, themes are one of the most significant changes in applying design and formatting in the history of Microsoft Office. But they don't appear to have been adopted by many firms investing in their brand — so why not? Clare Waller, an independent consultant and Rod Lambert, Director at Mediasterling will take a dive into themes, including how they work, how to build them and where they are best used.
2:25—3:05	**PETER WALLQVIST — VP OF STRATEGY, IMANAGE** *AI For Document Creation* How is AI being used to produce better quality documents, quicker, in today's law firms?
3:05—3:35	**COFFEE BREAK**
3:35—4:05	**ROB SIMCOCK — DIRECTOR, KUTANA LIMITED** *Does Paper-Lite Just Mean Less Paper?* "Paper-Lite" means so many different things to different people. How has it become such a touchstone for everyone? Is the aim just to have less paper in the firm? Each firm is driven by a different ethos and different driving forces so, when your firm's management decides to start its Paper-Lite initiative, what does it actually mean and what does success look like? One way or another, print management is used in the majority of firms as part of their Paper-Lite strategy. But where can the software and hardware tools that are appearing and evolving in the Paper-Lite world take us?
4:05—4:45	**RYAN SOOSAYRAJ — DIRECTOR OF PRODUCT MANAGEMENT, WORKSHARE** *Disruptive Technologies – Simplifying Your Day or Complicating Your Life* Ryan will share some technologies that he has encountered in his personal and professional life and how these are either simplifying or over complicating our days. Some key industries are being disrupted by technology just as much as a change to principles and the market is listening. Others are applying stresses to social and personal well-being. All views are Ryan's own.
4:45—5:00	**QUESTIONS AND ANSWERS & CLOSING ADDRESS**

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