

Document Excellence Day—Agenda

9:00 — 9:30	Arrival / Registration
9:30 — 9:50	CLARE WALLER, INDEPENDENT CONSULTANT <i>Welcome and Introduction</i>
9:50 — 10:00	MERCEDES BROWN, ILTA <i>INTERNATIONAL LEGAL TECHNOLOGY ASSOCIATION</i> Mercedes will be introducing us to the ILTA Programmes in UK / Europe and to ILTACON Europe, the biggest conference this year
10:00 — 10:35	SHERRY KAPPELL, LITERA MICROSYSTEMS <i>"The Seven Laws of Word's Outline Numbering": 20 Years Later</i> Twenty years ago, legal's mass exodus into Microsoft Office found us baffled by what was then a brand-new feature in Word: Multilevel Lists. To address challenges faced community-wide, our founding organisation published what became the venerable "Seven Laws of Word's Outline Numbering". In this informative session, we'll honour the document and its contributors, poke fun at its Defined Terms and summarize its impact then – and even now.
10:35 –11:10	LEVENTE NAGY – MICROSOFT <i>The New Way of Working</i> Information workers spend upto 80% of their working time collaborating with others. Documents are born in this context and this collaboration-first environment requires us to behave differently than in the past. This leads to new tools, new ways of working, and also requires a proactive approach to achieving a change in behaviour. In this session we will explore the new collaborative tools of Microsoft Teams while also looking at a few Word novelties. We will discuss approaches, tools and programs that can help organisations adopt the technology.
11:10 –11:40	Morning Break
11:40 –11:55	JULIE MCCARTHY AND DANIELLE JOHN-CHARLES, TIKIT LIMITED <i>Do You Remember? Part One</i> Looking at some forgotten and underused features, Julie and Danielle will take us through some hints, tips and quick wins in PowerPoint, Excel and Word.
11:55 –12:50	JOANNE HUMBER – HUMBER ASSOCIATES, DARSHNA DAVE – CLIFFORD CHANCE, RACHEL BAIDEN – SQUIRE PATTON BOGGS, CHUCK HENRICH – OCTANTUS, NICOLA JONES – ATHENA PROFESSIONAL & JAMIE GASH – WITHERS <i>Technology Changes – How to Overcome Resistance</i> Without understanding how to implement real change firms' investment in technology can be wasted. A lack of user adoption and understanding of the business value of change often causes projects to fail and law firms to fall behind business in their use of the latest technology. The panel will discuss their thoughts on how to make change happen in a law firm and why it is important to overcome resistance if firms are to be seen to be innovative.
12:50—1:50	Lunch
1:50—2:20	MORTEN HALD MORTENSEN – SKABALONDESIGN <i>Transitioning is Tough!</i> Template changes can be caused by many things, e.g. rebranding, new stylesets, colours, Office version, integrations and productivity tools. With over a decade of experience managing template transitions, Morten is going to share some insights on best practices on how to transition based on real case scenarios – the do's and don'ts.
2:20—3:10	JAYNE SMITH – BLUEBIRD, KERRY CHURCH – FORSTERS, LINDA DUNCAN – INTEGREON AT CMS CAMERON MCKENNA NABARRO OLSWANG, LEONA MILLS – TRAVERS SMITH, TARA LAYMAN – PINSENT MASONS AND GINA QUERNS – FLADGATE <i>What's the future of the DPU?</i> We hear about AI, document automation and collaboration platforms and lawyers working in their own documents. In a legal sector of more than 11,000 firms in England & Wales alone, the document production team really is a niche specialist role. Should we be worried about how our skills are valued or should we embrace whatever opportunities that technology can offer us?"
3:10—3:40	Coffee Break
3:40—3:55	JULIE MCCARTHY AND DANIELLE JOHN-CHARLES – TIKIT LIMITED <i>Do you Remember? Part Two</i>
3:55—4:45	ANNETTE BROWN – MILBANK, BEN MITCHELL – DOCS CORP, MATT JAMES – LITERA, CHRIS NOAKES – LINKLATERS, SHEILA QUANSAH-SOLOMON – ALLEN & OVERY, CAROL SKINNER – LEWIS SILKIN <i>Slipping Through the Net</i> Managing Metadata in a law firm is paramount and not doing it can lead to damaged reputations or worse. Annette and the panel will look at the risks and issues and discuss guidelines to follow when dealing with metadata.
4:45—5:00	Questions & answers & closing address
<small>PLEASE NOTE ALL TIMINGS ARE APPROXIMATE AND ITEMS ARE SUBJECT TO CHANGE</small>	