

Session One

9:45 – 10:00
5:45 - 5:00

Check in

BST: 10:00–10:15
EDT: 5:00–5:15

Welcome and introduction

Annette Brown & Clare Waller

BST: 10:15–11:00
EDT: 5:15–6:00

Are you missing the Office Guru?

Kerry Angel, Fiona Donkin, Wendy Flanders, Chris Noakes & Sheila Quansah-Solomon

Now that shouting across the office for that quick bit of help is no longer available, what do we do? How is support being offered for MS Office and how are we maintaining document standards? This panel discussion will focus on how organisations are offering general and document support in the UK.

BST: 11:15–11:50
EDT: 6:15–6:50

How do firms review 20 versions of a document when they are collated from 20 different sources?

Annette Brown, Shawn Curran, Sam Jefferies & Kim Walton

Every firm seems to have a different means of comparing several modified versions of a document against the original. In some cases, it's as manual as printing each version out and reviewing them side-by-side in a boardroom. But is there a way to standardise the process? Can technology help firms compile the work of multiple reviewers into a single new version?

This panel will explore how firms can collate changes from multiple sources – both inside and outside the firm – more efficiently.

BST: 12:10–12:55
EDT: 7:10–7:55

Who signs what and where?

Edward Craft, Tim Hyman, David Newman, Danny O'Connor, Rob Simcock & Jayne Smith

With an increase in remote working and acceptability of electronic documents by courts, law firms need to grapple with reliable processes for data protection, security and document authentication when working from home.

Session Two

BST: 14:00–14:10
EDT: 9:00–9:10

Introduction

BST: 14:10–14:40
EDT: 9:10–9:40

Transforming legal operations... let's start with document understanding

Andra Buica, Christopher Duddridge & Visile Tiple

The legal profession is no stranger to using digital technologies to improve operations. Despite the adoption of many of these technologies, legal and compliance tasks continue to bedevil most organisations with slow, manual, paper-based processes. Every day businesses spend vast amounts of time reading, understanding, and processing document data. This session will explore how 'Document Understanding' technology can teach software robots to read and understand documents to extract, interpret, and process data, even from PDFs, images, handwriting, and scans. This enables you to process everyday documents such as contracts, legal papers, and invoices automatically—increasing productivity and mitigating the risk of human error, freeing you to focus on the work that matters most.

BST: 14:55–15:25
EDT: 9:45–10:25

Use/reuse elements across Word, PowerPoint, Excel and Outlook

Morten Hald Mortensen

Copying and pasting between Word documents has been a "thing" since forever in legal, but what about elements from Excel and PowerPoint? What is best practice when it comes to copying and pasting elements across applications?

BST: 15:25–15:40
EDT: 10:25–10:40

Wrap up of previous sessions

Session Three	
BST: 16:00–16:10 EDT: 11:00–11:10	Introduction and Welcome to US attendees <i>Tracy Kraft & Clare Waller</i>
BST: 16:10–16:35 EDT: 11:10–11:35	DEG Document Capability Matrix <i>Sherry Kappel & Richard MacDougall</i> A reveal of the Capability Matrix profiling two different document centres at different points in time as a way to illustrate its use and adaptability. Guidance on its use as a communication vehicle and planning tool will be offered.
BST: 16:35–17:00 EDT: 11:35–12:00	DEG Document Survey <i>Sherry Kappel & Richard MacDougall</i> In this session we will share a review and analysis of the recent DEG survey – presenting insights gained from our community-wide efforts, and sharing interesting stats and trends.
BST: 17:10–17:50 EDT: 12:10–12:50	One firm, two templates! <i>Marianne Armitage & Clare Waller</i> In a global world, how different are our documents and numbering schemes, and should this stop us collaborating on them? What has to be different and what could be the same?
BST: 18:30–19:15 EDT: 13:30–14:15	Are you missing the Office Guru? – Continued <i>Sharon Decker, Richard Fitch, JoAnne Hoffman, Pat Mansuy</i> Now that shouting across the office for that quick bit of help is no longer available, what do we do? How is support being offered for MS Office and how are we maintaining document standards? This panel discussion will focus on how organisations are offering general and document support in the US.
BST: 19:25–19:45 EDT: 14:25–14:45	DEG makes an excellent document <i>Judye Releford, Maria Smith & RoxAnn Ward</i> An engaging and fun session in which the entire group will make a truly excellent (and useful) document together!
BST: 19:45–20:00 EDT: 14:45–15:00	Wrap up <i>Sherry Kappel, Tracy Kraft & Judye Releford</i>
BST: 20:00–21:00 EDT: 15:00–16:00	Social

*Time has been left between sessions for breaks and lunch
But we won't be going anywhere – there'll always be someone one line waiting to chat!*

Please note: The agenda is subject to change and alteration