

AGENDA

Tikit & UKDEG WORD EXCELLENCE DAY – 17TH JANUARY 2013 Simmons & Simmons LLP

| Time | Content | Speaker |
|---------------|---|--|
| 9.00 - 9:30 | Arrival / Registration | |
| 9.30 - 9:45 | Welcome and Introduction by Chair | <i>Melanie Farquharson</i> |
| 9:45 - 10:45 | Panel Part 1: Office 2010 Migration – what really happened, what worked, what didn't. The panel will reveal all! | <i>Allen & Overy SNR Denton TBC</i> |
| 10:45 - 11:15 | Panel Part 2: The panel will discuss how they have dealt with legacy documents and the issues / successes. | |
| 11:15 - 11:30 | Coffee break | |
| 11:30 - 11:50 | Information Session 1 – DealProof A document-analysis and proofreading tool that checks for inconsistent use of defined terms, creates lists of open items, and performs various other proofreading and summarizing tasks. | <i>Stephen Davis Thomson Reuters</i> |
| 11:50 - 12:20 | Microsoft – What's coming next? | <i>Peter Hampton Microsoft</i> |
| 12:20 - 12:50 | PDF / A – PDF Association ISO Standard defining the archiving of electronic documents in PDF format. Overview of why PDF/A was created, what exactly this standard contains, what types of sub-standards there are, how PDF/A is used and whether it solves all the problems related to long-term archiving. | <i>Gary Hodkinson PDF Association</i> |
| 12:50 - 13:00 | Wrap Up Morning session and Q&As | <i>Melanie Farquharson</i> |
| 13:00 - 14:00 | Lunch | |
| 14:00 - 14:20 | Information Session 2 – Eagle Eye Automates the review of defined terms, inconsistent phrases, references and punctuation in legal agreements. | <i>Matt Breen & Sarah Smithies Microsystems</i> |
| 14:20 - 15:20 | Document Vendor Forum An entertaining and informative session looking at the most popular document comparison products in the legal market. Expect a lively debate as DocsCorp, Litera and Workshare tell us about their latest and greatest features in this highly competitive area. How do the products stack up against each other when comparing Word documents and saving as a track changes document? | <i>DocCorps, Litera and Workshare Kim Walton, SNR Denton will evaluate the results</i> |
| 15:20 - 15:35 | Coffee Break | |
| 15:35 - 15:55 | Information session 3 – XRef A Defined Term checker application. Legal drafting aid that assists lawyers in quickly and accurately checking legal documentation for defined term errors | <i>Travis Leon XRef</i> |
| 15:55 - 16:40 | Fresh look at Document Creation How to create and work with documents, making better use of newer Word features such as Content Controls. A fresh look at data input, using the document as a dialog. | <i>Clare Waller & Nathan Lusher Tikit</i> |
| 16:40 - 17:00 | Information Session 4 A few nuggets of useful information based on real life questions! | <i>Tikit</i> |
| 17:00 - 17:15 | Closing Address | <i>Melanie Farquharson</i> |
| 17:30 | Drinks & Canapés at Corney & Barrow CityPoint | <i>All</i> |