Qvidian Customers: Several of our sessions include hands-on activities. Please bring your laptop so you can participate!

Time	Topic
7:30-8:30 AM	Networking Breakfast & Registration
8:30-10:00 AM	**Breakout 1 | Mastering the Qvidian Library** When you need to find content in your Qvidian library, you need to find it fast. Are you aware of all the features the library has to help you do this? In this session you will get hands-on experience searching a Qvidian library as well as learn how to use features such as bookmarks, saved searches, and user preferences to make the library work for you. **Breakout 2 | Optimizing Your Library to Manage RFP Content** Once you know how Qvidian's RFP Project functionality works, the obvious next question is, how do I set up my library content to optimize my search results in projects? By gaining an in-depth understanding of features such as AutoFill and Search Terms, you will learn the answer to that question in this hands-on session.
10:00-10:15 AM	Break
10:15-11:45 AM	**Breakout 1 | Getting Started with PowerPoint Automation** Is your organization looking for a solution for managing slide content and creating consistent presentations? You likely know that you have Qvidian's PowerPoint automation functionality available to you. But, do you know how to use it or where to start in rolling it out? In this session, participating in hands-on activities, you will learn how to load slides in the library, create bundles for efficient use and maintenance and build PowerPoint presentations. **Breakout 2 | Using Qvidian to Manage Your RFP** When collaborating with others on an RFP response there are many moving parts. In this hands-on session you will experience all the reporting and tracking tools you have available in Qvidian to help you manage the response process. From workload balancing and progress tracking to long-term reporting, make sure you know how to use it all to your advantage.

11:45-12:15 PM	**Open Q & A**
	The Open Question & Answer session is your chance to ask an expert a question about any topic you would like. A sample database will be used to demonstrate functionality and answer questions based on the interests and requests of the audience.
12:00-1:15 PM	Networking Lunch
1:15-3:00 PM	**Workshop 1 | Building Adoption Within Your Team** Even when you know a change is for the better, it can still be hard. In this workshop, learn from the experience of a Qvidian expert, as well as one another, how to increase your team's adoption of Qvidian. Topics such as defining what success looks like, documenting processes and workflows, gaining executive buy-in and increasing adoption post go-live will be discussed **Workshop 2 | Getting to the Next Phase** The Qvidian services team has worked with hundreds of customers to implement Qvidian. One common theme we hear across many implementations is: "This is phase 1, but later we want to…" Are you ready for the next phase? Is your organization fully capitalizing on the investment you have made with Qvidian? In this workshop you will discuss how to make a game plan so that elusive next phase becomes a reality.

Thank you for attending!