TUESDAY, APRIL 30th

Time	Session
8:00 - 9:00 am	**Registration**
9:00 - 9:15 am	**Discover365 Welcome- Agenda Review**: Wings 1 *Harolyn Salwei, Director Client Engagement & Todd Poepping, Director, Client Resources*
9:15 - 9:30 am	**Discover365 Welcome- A Word From our Sponsor**: Wings 1 *Don Tilden- Director, Central Publications, Southwest Airlines*
9:30 - 10:15 am	**Just Keep Swimming?**: Wings 1 *Heidi MacFarlane, VP, Client Success* The success of an organization depends on individuals. Focusing on continuous improvement -- incremental or breakthrough -- can change your outlook and make you better. Is it motivation or willpower or both that you need to get the job done?
10:15 - 10:30 am	**Break**

	ADMINISTRATION TO MAXIMIZE USER SATISFACTION	
	ROOM:	
	WINGS 1	**WINGS 2**
10:30 - 11:30 am	**Maximize Your DCM Structure - Bryce Amburn** Are you looking to improve your end users' access to information on demand? Could your organization strategy use a tune-up? Learn best practices designed to give your users a better experience.	**Automating Training Qualifications - James Cox** Learn how our mobile app can make it easy for you to check the qualification status of your team members on the go.

Time	Session
11:30 am - 12:45 pm	**Lunch and Networking**

	POWER COMBOS	
12:45 - 2:30 pm	**Workflow365 and Forms365 - Todd Poepping** In this session, designed for all levels of administrative experience, create along with Todd to see how these two products enhance and complement one another.	**AQP Learning Manager, Qual365 and LMS Learning Manager - James Cox** No experience necessary for this interactive session. You will practice using our training suite as James demonstrates how these products become more powerful when used together, by automatically sending training events to the system of record.

Time	Session
2:30 - 2:45 pm	**Break**

	STRATEGIES FOR EFFECTIVE ADMINISTRATION	
2:45 - 3:45 pm	**Tips & Tricks (DCM, Forms365, Workflow365) - Sara Jones** Want to be able to answer more of your users' questions on your own? We share our best answers to some common issues and questions addressed by Comply365 Client Support and explore the resources available to Administrators to facilitate end-user support.	**Integration - James Garrett** Find out how Comply365's latest updates in software integration can empower you as an Administrator. In this session we will demo the new Administrator user interface for the Agent, SAML, and talk about the advantages of moving toward the API for larger scale efforts.
3:45 - 4:00 pm	**Break**	
4:00 - 5:00 pm	**Integration - James Garrett** Find out how Comply365's latest updates in software integration can empower you as an Administrator. In this session we will demo the new Administrator user interface for the Agent, SAML, and talk about the advantages of moving toward the API for larger scale efforts.	**Tips & Tricks (Qual365, LMS Learning Manager, AQP Learning Manager) - Booshan Bharath** Want to be able to answer more of your users' questions on your own? We share our best answers to some common issues and questions addressed by Comply365 Client Support and explore the resources available to Administrators to facilitate end-user support.

Time	Session
5:00 - 5:15 pm	**Break**
5:15 - 5:30 pm	**Day One Wrap-up**: Wings 1 *Harolyn Salwei , Director, Client Engagement*
5:30 - 7:30 pm	**Welcome Reception**: Southwest Airlines, The Landing Please join us for a Fajita Buffet, Adult Beverages and Networking

WEDNESDAY, MAY 1

Time	Session
7:30 - 8:00 am	**Registration & Welcome**
8:00 - 8:15 am	**Good morning!**: Wings 1 *Harolyn Salwei, Director Client Engagement & Todd Poepping, Director, Client Resources*
8:15 - 9:00 am	**Power Up for Power Users**: Wings 1 *Heidi MacFarlane, VP, Client Success & Sara Jones, Client Services Operations Lead* Discover how a powerful Administrator with the latest tools can lead to productive and powerful Users.
9:00 - 9:15 am	**Break**

	POWERING UP	
	ROOM:	
	WINGS 1	**WINGS 2**
9:15 - 10:00 am	**Power Up Your Manuals with ProAuthor - Scott Back** This is a session for anyone who produces documents or serves users who consume publications. Technology has come a long way since the first EFB manuals. See how the powers of XML and HTML technology can advance how you create and manage your content.	**Effective SCORM Publishing Practices - Booshan Bharath** Learn best practices, tips and techniques to efficiently create effective SCORM-based instructional materials for your Comply365 LMS Module.
10:00 - 10:15 am	**Break**	
10:15 - 11:15 am	**Insert your topic here -** Conference registrants will be invited to participate in determining the topic of this session. You name the topic and we will supply the experts to facilitate it!	**Insert your topic here -** Conference registrants will be invited to participate in determining the topic of this session. You name the topic and we will supply the experts to facilitate it!

Time	Session
11:15 - 11:30 am	**Break**
11:30 am - 12:00 pm	**Discover365 Closing- Start Your Success Plan**: Wings 1 *Heidi MacFarlane, VP, Client Success*
1:00 - 3:30 pm	**Comply365 Certified Administrator Exam Testing (Optional)** This is your chance to obtain Administrator Certification in a Comply365 product. Separate online registration required. Cost: $200 per exam. You may register for a maximum of 2 exams.