

Xplor UK & Ireland and *acadami*™ present
Transaction Document School 14–18 September 2009
Royal Holloway, University of London, Egham, Surrey

Three courses will be available, offered individually or in combination, to further the skills and knowledge of your valued staff in transaction document production.

These courses are exam-based and entitle successful students to earn Xplor CEU credits which may be applied toward required education credits for achievement of Electronic Document Associate (EDA) designation and Electronic Document Professional (EDP) certification. At the end of the 5-day course, you will have earned enough points to qualify for an EDA.

Document Production: 14-15 September 2009

This two-day course introduces industry associates to the fundamental concepts, technologies, and workflow of today's automated transaction document production environment. The class takes students from Data to Doorstep, touching on the history and internal structure of each step. At the end of the course, students understand key terminology within the *document production workflow* (see chart below) and are able to conceptually connect process steps.

Document production workflow

- Design etiquette
- Data
- Object management
- Document composition
- Print streams
- Manipulation & transform
- Archiving
- Electronic delivery
- Presentation management
- Laser printers
- Ink jet printers
- Colour management
- Environment
- Paper stocks
- Inserting technologies
- Postal practices
- Service Levels
- Steganography & metadata

Credits

Students who complete the course with its attendance requirements and who pass the exam at the end of the second day can be awarded Continuing Education Units (CEUs) by Xplor International as well as earn 'points' towards their EDA designation or EDP certification.

- 2 Xplor CEUs | 20 EDA/EDP education credits

Document Systems Lifecycle: 16-17 September 2009

In the course of the Document Production Lifecycle, document professionals engage in a series of processes and projects. Document professionals must learn the elements of business planning, project management, and production management as they apply specifically to electronic document applications within their enterprises. Each process or project pertaining to a document change, software upgrade, or new piece of hardware has its own lifecycle, in which different roles and skills must be used to successfully complete each phase of the lifecycle:

- Requirements gathering
- Technical analysis
- Business analysis
- Architecture
- Design
- Development
- Test and quality assurance
- Production
- Maintenance
- Decommissioning

Credits

Students who complete the course with its attendance requirements and who pass the exam at the end of the second day can be awarded Continuing Education Units (CEUs) by Xplor International as well as earn 'points' towards their EDA designation or EDP certification.

- 2 Xplor CEUs | 20 EDA/EDP education credits

Transaction Document Practices: 18 September 2009

High volume transaction document production has changed dramatically over the past five years. Client statements have changed from an administrative afterthought to a marketing weapon. Also, regulators have dramatically increased business audit requirements. Industry professionals need to understand these latest technologies, practices, and techniques associated with the document production workflow.

This one-day course supplements the *Fundamentals* and *Document Lifecycle* courses and is recommended for people who have already taken both courses or have 5 years industry experience.

Credits

Students who complete the course with its attendance requirements and who pass the exam at the end of the day can be awarded Continuing Education Units (CEUs) by Xplor International as well as earn 'points' towards their their EDA designation or EDP certification.

- 1 Xplor CEU | 10 EDA/EDP education credits

Pricing options

Tuition, including accommodation and catering (VAT excluded) as follows (accommodation begins the night before the selected classes, e.g. Sunday, 13 Sept 2009 for Fundamentals):

| Description | Fundamentals | Lifecycle | Best Practices | Full Week | Full week savings |
|---|--------------|-----------|----------------|-----------|-------------------|
| Standard price | £1,290.00 | £1,290.00 | £685.00 | £2,612.00 | £643.00 |
| Xplor member discount: -20% | £1,032.00 | £1,032.00 | £548.00 | £2,090.00 | £522.00 |
| Early bird discount (by 28 August 2009): -5% | £980.00 | £980.00 | £521.00 | £1,985.00 | £496.00 |
| Additional 5% discount for registering 5 or more students | £931.00 | £931.00 | £495.00 | £1886.00 | £471.00 |

acadami™ instructors

Bill Broddy edp assists major organizations across North America with regulatory best practices, market planning, and implementation of electronic document delivery applications. Bill brings over 30 years' experience with electronic document enabling and delivery. He is an EDP Commissioner and Course Instructor for the Canadian EDP Certification Program. Xplor, the Electronic Document Systems Association, recognized his leadership and expertise in 2004 with their most prestigious award "Xplorer of the Year."

William J. 'Bill' McCalpin edp has more than 20 years' experience in the fields of software development and consulting in both technical and management positions. Prior to his current role, he was General Manager of Xplor International and was Vice-President of Product Marketing at Xenos. Bill was the first person to ever hold the EDP from Xplor, the MIT and LIT from AIIM, and the CDIA from CompTIA.

Michael Turton edp, Ph.D. has been designing documents for over two decades during which time he witnessed the birth of desktop printing and laser production printers. He established Cavendish Consultants in 1992, principally to design mission critical transactional documents and forms. His designs not only look good but work well—a combination of form and function. When he is not designing documents, he helps companies develop and implement document strategies whose justifications are not so much 'How much?' but rather 'What is the cost of not having one?'

Additional information

Royal Holloway, University of London
Egham Hill
Egham
Surrey
TW20 0EX
<http://www.conferences.rhul.ac.uk/>



To view accommodation information, visit
<http://conferences.rhul.ac.uk/Accommodation/index.html>

Distance from Heathrow: 10 miles Egham Station: 1 mile

For more information please check the website at www.xploruk.org.uk or contact Roberta at xploruk@aol.com