BLACKBIRD FOR TRAINING

Conference on Document Management and Electronic Archiving

5 – 9 April 2027
Lyon (France)

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Introduction

Welcome to the Electronic Document Management & Archiving Conference!

Shaping the Future of Digital Documentation & Workflow Optimization

In today's fast-paced digital era, electronic document management and electronic archiving are essential for enhancing workflow efficiency, ensuring data security, and complying with international standards. This conference brings together industry leaders, technology experts, and business professionals to explore the latest advancements in document management systems DMS and electronic archiving systems.

Our goal is to equip participants with the knowledge, strategies, and tools needed to transition from traditional paper-based systems to secure, automated, and efficient digital document management solutions. Over the course of this conference, we will explore key challenges, regulatory frameworks, and emerging technologies in document lifecycle management and electronic archiving.

Conference Objectives

By the end of this conference, participants will:

- Gain a comprehensive understanding of document management and document management systems DMS and their impact on improving workflow efficiency.
- Explore best practices for document digitization, including scanning, Optical Character Recognition OCR, and digital archiving, ensuring seamless information access and retrieval.
- Understand the integration of automation and workflows with electronic archiving, complying with international standards like ISO 9000 and other regulatory frameworks.
- Discover emerging technologies that improve the security, retrieval, and long-term storage of digital documents within an electronic archiving system.
- Learn how to develop a document management process, design a document strategy, and implement policies that align with both organizational and regulatory requirements.



Conference Outlines

Day 1: The Digital Shift - Fundamentals of Document Management & Compliance

- Introduction to Document Management Systems DMS: What is document management, and how does it play a critical role in modern businesses?
- From Paper to Digital: The transition from manual, paper-based processes to automated document management solutions.
- Electronic Archiving & Cost Efficiency: How digital archiving reduces storage costs and increases accessibility.
- Compliance with International Standards: A deep dive into compliance frameworks like ISO 9000 in document management.

Day 2: Advanced Technologies in Document Management & Archiving

- Core Functions of DMS: Understanding indexing, classification, and retrieval mechanisms in document management systems.
- Exploring OCR & Smart Indexing: Enhancing searchability and data retrieval through digital document management technologies.
- The Role of Artificial Intelligence AI in Document Processing: Automating workflows and improving the accuracy of document management systems.
- Comparing Document Management Systems DMS vs. Records Management Systems RMS: Which system is right for your organization?

Day 3: Implementation Strategies & Resource Optimization

- Choosing the Right Document Management System: Best practices for selecting and implementing document management solutions.
- Planning & Implementation of EDMS and EDRMS: Steps to ensure seamless integration and digital continuity.
- Data Migration and Digital Continuity: Safely and efficiently transitioning from legacy systems to digital document management systems.
- Aligning Stakeholders & Allocating Resources: Building a roadmap for successful deployment.

Day 4: Innovation in Document Management - The Future of Digital Archiving

- On-Demand Document Access: Streamlining document retrieval and workflow automation with electronic archiving.
- Multimedia Document Management: Managing images, videos, and audio files within digital document management systems.
- Integrating Document Management & Business Process Management: Optimizing workflows for seamless information flow across business systems.
- AI & Blockchain in Document Management: Leveraging emerging technologies to enhance security and compliance.



Day 5: Security, Compliance & Practical Applications

- Document Security & Encryption: Implementing robust security measures to protect digital documents.
- Digital Rights Management & Authentication: Securing sensitive documents and ensuring safe access.
- Retrieval & Accessibility Strategies: Optimizing search and retrieval functions for enhanced productivity.
- Hands-on Implementation & Case Studies: Learning from real-world success stories of document management specialists.

Why Attend This Conference? Wins & Losses!

- Master Document Management Technologies: Understand how document management systems and electronic archiving systems improve organizational efficiency and compliance.
- Optimize Your Workflow: Learn to integrate advanced electronic archiving techniques that streamline the document management process.
- Reduce Costs & Improve Accessibility: Discover how transitioning to digital document management reduces operational costs and improves document retrieval.
- Enhance Data Security: Implement effective document security strategies, encryption, and access controls to ensure compliance with international standards.
- Stay Ahead of the Curve: Learn about the latest trends, such as AI, blockchain, and OCR, revolutionizing electronic document management and archiving.
- Practical Knowledge: Gain hands-on experience with document management systems through case studies and real-world applications, empowering you to optimize your business's document lifecycle management.

Conclusion

As organizations continue to adapt to the digital age, embracing electronic document management and archiving solutions is no longer a luxury, but a necessity for success. This conference provides a thorough exploration of the latest advancements, best practices, and regulatory requirements to optimize your document workflows, secure sensitive data, and improve operational efficiency.

With the knowledge and strategies gained from this event, you will be well-equipped to implement innovative document management solutions, leverage electronic archiving technologies, and enhance your organization's performance through effective document lifecycle management. Whether you are a document management specialist or someone new to the field, this conference will ensure you stay ahead of the curve in the ever-evolving world of digital documentation.

