

Conference on Document Management and Electronic Archiving

Istanbul (Turkey)

21 - 25 April 2025

UK Training

PARTNER



Conference on Document Management and Electronic Archiving

Code: HR28 From: 21 - 25 April 2025 City: Istanbul (Turkey) Fees: 3900 Pound

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 archiving are critical to enhancing workflow efficiency, data security, and compliance with international standards. We are delighted to welcome you to this cutting-edge conference, where industry leaders, technology experts, and business professionals come together to explore the latest advancements in document management systems DMS and electronic archiving solutions.

This conference aims to equip participants with the tools and insights needed to transition from traditional paper-based processes to efficient, automated, and secure digital systems. Throughout our sessions, we will address key challenges, regulatory frameworks, and innovative technologies shaping the future of document management and archiving.

Conference Objectives

By the end of this conference, participants will:

- Gain a comprehensive understanding of Electronic Document Management Systems EDMS and their impact on workflow efficiency.
- Explore best practices for document digitization, including scanning, Optical Character Recognition OCR, and digital archiving for seamless information access.
- Understand how to integrate automation, workflows, and compliance with international standards such as ISO 9000.
- Discover emerging technologies in electronic archiving and their role in data security, retrieval, and long-term storage.
- Learn how to design a document management strategy and develop policies that align with organizational and regulatory requirements.

Conference Outlines

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

- Introduction to Document Management Systems DMS - Understanding their role in modern businesses.
- From Paper to Digital - How organizations are transitioning from manual processes to automation.
- Electronic Archiving & Cost Efficiency - Reducing storage costs and improving accessibility.
- Compliance with International Standards - Exploring ISO 9000 and other regulatory frameworks in document management.

The logo for UK Training Partner features the text 'UK Training' in a smaller font above the word 'PARTNER' in a large, bold, black font. The background includes a chessboard with several chess pieces (a king, a queen, and a pawn) and a circular graphic element.

Day 2: Advanced Technologies in Document Management & Archiving

- The Core Functions of DMS - Understanding indexing, classification, and retrieval mechanisms.
- Exploring OCR & Smart Indexing - Enhancing searchability and data retrieval.
- The Role of Artificial Intelligence AI in Document Processing - Automating workflows and increasing accuracy.
- Comparing Document Management Systems DMS vs. Records Management Systems RMS - Selecting the right solution for your organization.

Day 3: Implementation Strategies & Resource Optimization

- Choosing the Right Document Management System - Best practices for system selection.
- Planning & Implementation of EDMS and EDRMS - Steps to ensure seamless integration.
- Data Migration & Digital Continuity - Ensuring secure and efficient transition from legacy 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.
- Multimedia Document Management - Managing images, videos, and audio files within document systems.
- Integrating Document & Business Process Management - Creating efficient workflows for seamless information flow.
- AI & Blockchain in Document Management - How emerging technologies are enhancing security and compliance.

Day 5: Security, Compliance & Practical Applications

- Document Security & Encryption - Implementing robust security measures for data protection.
- Digital Rights Management & Authentication - Ensuring secure access to sensitive information.
- Retrieval & Accessibility Strategies - Optimizing search and retrieval functions for enhanced productivity.
- Hands-on Implementation & Case Studies - Practical applications and lessons from real-world success stories.

Why Attend This Conference? Wins & Losses!

- Master document management technologies and their impact on operational efficiency.
- Optimize your workflow by integrating advanced electronic archiving techniques.
- Reduce costs by transitioning from paper-based systems to automated digital solutions.
- Enhance security through encryption, access controls, and compliance with international standards.
- Stay ahead of the curve by learning about the latest trends and innovations in document management.

Conclusion

As we navigate the ever-evolving landscape of electronic document management and digital archiving, organizations must embrace innovation, automation, and compliance to remain competitive. This conference has provided a comprehensive exploration of best practices, regulatory requirements, and emerging technologies to help you optimize document workflows, secure data, and enhance operational efficiency.

With the knowledge and insights gained from this event, you will be prepared to implement cutting-edge document

UK Training
PARTNER





management strategies that will transform the way your organization handles information.

A graphic of a chessboard with several pieces (a king, a queen, and a pawn) on it, set against a background of concentric circles. The king and queen are gold, while the pawn is silver.

UK Training
PARTNER

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com

Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Anney (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna



Rome (Italy)



Brussels



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Bangkok
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne
(Indonesia)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta



Amman (Jordan)



Beirut

UK Training
PARTNER

Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training
PARTNER

