



September 24 | 7.30 - 10.30am

Words Matter

Tuesday, September 24th, 2019

Live Session Summary

7:30 - 8:00		REGISTER / NETWORKING BREAKFAST
8:30 - 09:50		WORKING SESSION
8:00 - 8:15	15 mins	Dictionary Best Practice Tutorial
8:15 - 8:30	15 mins	Discovery Best Practice Tab Tutorial
8:30 - 8:40	10 mins	Group Task Explanation
8:45 - 9:50	65 mins	Working Session
9:50 - 10:00		BREAK
10:00 - 10:30	30 mins	Sharing Working Session Results
10:30 - 10:45	15 mins	Closing Remarks

Live Session Details

7:30 – 8:00 AM

Registration and Networking Breakfast

Meet fellow Proposal and Contract Team members working with VisibleThread. Learn about their businesses, challenges and successes over coffee and a light breakfast.

Our venue:

Executive Conference & Training Center
22685 Holiday Park Drive
Dulles, VA 20166

8:00 – 9:50 AM

Working Session – Dictionaries and the Discovery Tab

Danai Malianga, VP Professional Services, VisibleThread.

Custom Dictionaries and the Discovery Tab are the backbone of VT Docs. They help users:

- Create refined and quality starter compliance matrices
- Develop proposal and legal document quality scans
- Determine business strategy for solicitations via bid/no bid decisions
- Aid in win themes, gap analysis, and proposal/contract response clarity.

Our working session will allow you to dive into both functionalities. You will gain hands-on knowledge that you can apply to your daily tasks immediately. Learn best practice from VisibleThread and hear how your peers may already be using the functions.

08:00 – 08:30am

In this morning's VT University Live Session, we will introduce the functionality of Dictionaries and the Discovery Tab. Learn how to create new dictionaries or edit existing ones. We show why the Discovery Tab is so important within the dictionary process.

08:30 – 09:50am

Get ready for the working session by forming groups with your peers!

As a team you will put the best practice learnings to use:

- Start developing your custom Dictionary using the Discovery Tab
- Figure out the most effective terms and phrases in at least two categories
- Decide how to put your work to best use (Starter Compliance Matrix, Quality Scan, or Responsibility Matrix).

9:50 - 10:00 AM – BREAK

A short break to chat and stretch your legs.

10:00 – 10:30

Sharing Working Session Results

We'll come back together as one group after the break. Now, learn from other groups and share your own results.

10:30 – 10:45

Closing Remarks

VisibleThread Team Members will be on hand to answer questions and provide final pieces of advice.