



## Ivy Academy - London

### Reminders to make the most out of Ivy Academy:

- Take lots of notes in your notebook!
- Ask questions, we're here to help. Don't be shy.
- Meet your fellow designers and exchange wisdom.
- Speak up and share your knowledge!

<b>8:30 - 9:00:</b>	<b>Registration. Once you register, please get situated with Wi-Fi &amp; coffee</b>
<b>9:00 - 9:10:</b>	Meet the team and review the structure of the day
<b>9:10 - 9:30:</b>	Diving into your Ivy account settings
<b>9:30 - 9:45:</b>	What you need to know about creating a project
<b>9:45 - 10:30:</b>	Deep dive into Ivy, from room boards to proposals
<b>10:30 - 10:45:</b>	Q&A - Ask questions and learn from what others ask.
<b>10:45 - 11:45:</b>	Deep dive into Ivy, from invoices to POs
<b>11:45 - 12:15:</b>	<b>Lunch (<i>provided</i>)</b>
<b>12:15 - 13:00:</b>	Learn about Ivy's tax structure and reporting functions
<b>13:00 - 13:45:</b>	Designer discussion with Kia Designs & Black & Milk