



## Ivy Academy Agenda

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

- Take lots of notes in your Ivy notebook!
- Ask questions, we're here to help. Don't be shy.
- Meet your fellow designers and exchange wisdom.
- Be kind & respectful.

<b>7:30 - 7:45 am:</b>	<b>Check-in. Once you register, go ahead and get situated with Wi-Fi, coffee, and a light breakfast</b>
<b>8:00 - 8:30 am:</b>	Meet the team and review agenda for the day
<b>8:30 - 9:00 am:</b>	What you need to know about creating a project
<b>9:00 - 10:00 am:</b>	Become an Ivy master with our deep dive into Ivy flows, starting with the Ivy clipper, to room boards and proposals
<b>10:00 - 10:15 am:</b>	<b>Coffee break</b>
<b>10:15 - 11:15 am:</b>	Deep dive into Ivy flows continued: invoices & purchase orders
<b>11:15 - 11:30 am:</b>	Q&A - Ask questions and learn from your peers!
<b>11:30 - 12:00 pm:</b>	Insider tips on how to use some of our favorite, but least known-about features
<b>12:00 - 12:45 pm:</b>	<b>Lunch break</b>
<b>12:45 - 1:30 pm:</b>	Learn about Ivy's tax reporting functions
<b>1:30 - 2:30 pm:</b>	Vendor tax & deep dive into Ivy's project tracker
<b>2:30 - 2:45 pm:</b>	Q&A - ask us anything
<b>2:45 - 3:00 pm:</b>	<b>Grab a glass of wine and unwind</b>
<b>3:00 - 3:30 pm:</b>	Roundtable discussion
<b>3:30 - 4:15 pm:</b>	Intimate conversation with Beth Whitlinger, <a href="#">The Interior Design Coach</a>
<b>4:15 - 5:00 pm:</b>	<b>Networking</b>