

# Sample Ivy Academy Itinerary

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## 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.

**8:00-9:00 am:** Check-in/registration. Once you register go ahead and grab some coffee and breakfast.

**9:00 - 9:30 am:** Meet the team and learn today's goals for the day.

**9:30 - 10:45 am:** Deep \*interactive\* dive into Ivy projects from Proposals → Invoices → PO.

**10:45 - 11:15 am:** Q&A - Ask questions and learn from what others ask.

**11:15 - 11:45 am:** Ivy clipper tricks to make most out of the feature

**11:45 - 12:15 pm:** Lunch break. Yum, yum, yum :)

**12:20 - 12:50 pm:** The ins and outs of the project tracker and what you need to know about it

**12:50 - 1:30 pm:** Insider tips on how to use some of our favorite but least known about features

**1:30 - 1:50 pm:** Longtime Ivy designer shares tips on how she uses Ivy for her business

**2:00 - 2:30 pm:** Meet our head of product and get a sneak peek on the features we're about to launch

**2:30 pm:** Stand up and stretch! Go get a snack or take a bathroom break too.

**2:40 - 3:00 pm:** Q&A - Time to attack us with more questions!

**3:00 - 3:30 pm:** Learn about Ivy's reporting functions

**3:30 pm:** Grab a glass of wine and unwind before our panel session

**3:30 - 5:00 pm:** Panel led by Ivy designers on how to build a business model that works best for you.

**5:00 - 6:00 pm:** HAPPY HOUR! Please use this time to exchange industry wisdom with one another.  
Conversation topic ideas: How have you structured your business model?  
Are you transparent about markups? Tricks for managing work/life balance?  
How do you find new clients? How did you know it was the right time to grow your team?

