



## Monday, February 18, 2008—Training

TIME	ACTIVITY	LOCATION
7:30 am - 4:00 pm	Registration	TBD
7:30am - 8:30 am	Breakfast	TBD
9:00 am - 4:00 pm	<b>iMIS 101</b> Learn what the capabilities of iMIS are by joining us for this comprehensive overview of the various modules including: customers module, dues module, events module and basic reporting. This class is designed for a person who is new to iMIS and/or for a person who needs a refresher course. This class is a "show & tell" training where students are encouraged to bring a laptop with a local copy of iMIS installed. <i>Presenter: Jeff Golembiewski, VanDamme Associate, Inc.</i>	TBD
8:30 am - 12:00 pm	<b>iMIS Financials (Morning Session)</b> Learn how iMIS processes financial data including: an overview of tables affected, transactions adjustments, integrating with accounting systems and much more! Designed for a person who deals with the Accounting side of iMIS and needs to make entries and adjustments on a regular basis. This class is a "show & tell" training where students are encouraged to bring a laptop with a local copy of iMIS installed. Laptops should have a local SQL or MSDE copy of iMIS installed. <i>Presenter: Melissa Mack, Intuitive Business Concepts</i>	TBD
8:30 am - 12:00 pm	<b>Database Maintenance (Morning Session)</b> Join us at this session to learn about backup strategies (Log truncation, Log Backup, Log shipping), creating a database maintenance plan, database optimization and other parts of the maintenance plans. Indexing; what you need to know to keep your search performance at a high level; creating and modifying SQL jobs, altering options in SQL server, growing and shrinking your database and server considerations; SQL vs. SQL Express, recovering your database and recovering from disaster. This class is designed for the individual in charge of maintaining your iMIS Server. SQL experience is not necessary. This class is a "show & tell" training where students are encouraged to bring a laptop with iMIS and SQL or MSDE installed, if one is accessible. Laptops are not mandatory, but will enhance your learning experience. <i>Presenter: Elizabeth Livingston, (C) Systems, LLC.</i>	TBD
1:00 pm - 4:30 pm	<b>iMIS Dues - All You Need to Know About Dues (Afternoon Session)</b> This session hopes to show you all you need to know about dues. We will begin by showing you an overview of all the dues processing options, including product setup and dues setup, as well as, special pricing (advanced). While this session covers the basics, it is designed for users who have some experience with the iMIS dues module but seek a better understanding and/or additional options that might be available to their organization. This class is a "show & tell" training where students are encouraged to bring a laptop with a local copy of iMIS installed. Laptops should have a local SQL or MSDE copy of iMIS installed. <i>Presenter: Mark Jones, enSYNC Corporation</i>	TBD
1:00 pm - 4:30 pm	<b>Steps to the iMIS 15 Upgrade (Afternoon Session)</b> Get ready for an overview of what to expect and the steps to take in planning for the upgrade to iMIS 15 including: planning for computers- if you have iMIS 10.6, do you need additional servers, what the .net version of iMIS offers, decisions you need to make during the upgrade process, budgeting and how will the upgrade may affect your next years budget, and who should do the upgrade- yourself, combination of reseller/yourself, reseller. We will also cover website budgeting and customization considerations, e-series customers and the considerations when choosing Cold Fusion versus .ASP. This class is designed for individuals who are charged with planning/budgeting for iMIS 15, as well as, technical individuals who will be involved in the actual upgrade. <i>Presenter: Doug Morris, Computer System Innovations</i>	TBD

**NOTE:** These classes are "show & tell" training where students are encouraged to bring a laptop for some hands on training. Laptops are not mandatory, but will enhance your learning experience.



Tuesday, February 19, 2008 — Conference

TIME	ACTIVITY	LOCATION
7:30 am - 4:00 pm	Registration	TBD
7:45 am - 8:45 am	Breakfast	TBD
8:45 am - 9:45 am	<b>General Session</b> <i>Opening Session</i> Join NiUG President, Paul Peeples, as we kick off the conference, followed by Marty Rabenovets, ASI, as he discusses the upcoming changes to iMIS.	TBD
9:45 am - 10:45 am	<b>General Session</b> <i>15 Things You Didn't Know About iMIS</i> Many organizations under-utilize iMIS. This session will exhibit commonly overlooked features by the everyday iMIS user. Features including duplicate match key; securing reports and windows using access keywords; the new demographic window that allows the combination of data from various iMIS windows; and many others. You'll leave this session prepared to utilize the 15 most commonly overlooked items at your organization right away! <i>Presenter: Doug Morris, Computer System Innovations &amp; Mark Jones, enSYNC Corporation</i>	TBD
10:45 am - 11:00 am	Refreshment Break	TBD
11:05 am - 12:00 pm	<b>Breakout Sessions</b> <i>Table Structures and Relationships for Beginners</i> Having a basic understanding of databases and the tables and relationships between each one, will go a long way in understanding iMIS and basic reporting within the modules. This session was designed for those new to iMIS and those who want a better understanding as to how tables relate to one another in iMIS. <i>Presenter: Kevin Pape, Ascension, LLC.</i> <i>Understanding Membership</i> This session was designed for anyone using iMIS so they can better understand the setup and functionality surrounding iMIS. Whether you are a basic user or responsible for maintaining iMIS this session is for you! <i>Presenter: Carolyn Mize, Armstrong Enterprise Communications</i> <i>Microsoft SharePoint</i> What is SharePoint and what can it do for your organization. Designed for anyone who wonders what SharePoint means and how it can help your organization. <i>Presenter: Tom Walker, Association Dynamics, Inc. &amp; "JB" Bennett, Computer System Innovations</i>	TBD
12:00 pm - 1:00 pm	Lunch	TBD
1:05 pm - 2:00 pm	<b>Breakout Sessions</b> <i>Intro to IQA</i> Maybe you have IQA but wish you knew more about it or perhaps you have not yet implemented IQA. Find out how it works and why you may need it. IQA is available if you're using an iMIS.net database or iMIS 15. This class is designed for a person familiar with iMIS but new to IQA. <i>Presenter: Karen Hartsuff, Michigan Farm Bureau</i> <i>Full Order Entry/Inventory</i> We'll review the setup options for Order entry and inventory and delve into configuring the order entry module for optimal usage. Designed for the user who is familiar with order entry but who needs to review the customization options or wants to learn how to configure the system. <i>Presenter: Steve Moseley, XORIT, LLC</i> <i>Planning for Change</i> Remember... users fear change but to bring out the best in people, change is necessary! This session was designed to help you prepare for the opportunities and fears associated with iMIS 15. <i>Presenter: Sig VanDamme, VanDamme Associates Inc.</i>	TBD



Tuesday, February 19, 2008 — Conference

TIME	ACTIVITY	LOCATION
2:05 pm - 3:00 pm	<p><b>Breakout Sessions</b></p> <p><i><b>iMIS Custom Demographics vs Using iMIS Activities</b></i> Discover just how powerful iMIS activities and custom windows can be! From lookup tables to custom tabs, this session covers it all! Join us as we take you through the setup of activities and help you decide when to use an activity vs. a custom window. Designed for those beginning with iMIS and those who are charged with setup, execution and delivery of customer data. <i>Presenter: Laura Tidquist, Association Technology Solutions</i></p> <p><i><b>iMIS Events Setup and Best Practices</b></i> Are you tracking event resources in iMIS? This session will explore ways to track your event resources in iMIS including: materials, food &amp; beverage and audio visual, as well as, staffing roles and responsibilities, maximizing your time and minimizing your use of the iMIS events module. Designed for those involved with their organizations events and those charged with the setup of the events module. <i>Presenter: Mark Jones, enSYNC Corporation</i></p> <p><i><b>Advanced IQA</b></i> There's more than meets the eye in IQA. Take a more in-depth look into the advantages IQA can bring to your organization! IQA is a great reporting tool, so don't miss out on this session as we bring you expanded uses of the IQA module. Designed for those developing reports within the IQA reporting tool. <i>Presenter: Robert Lane, Lane Services, LLC</i></p>	TBD
3:00 pm - 3:15 pm	<b>Refreshment Break</b>	TBD
3:15 pm - 5:15 pm	<p><b>Breakout Sessions — 2 Hour Sessions!</b></p> <p><i><b>Writing Your First Crystal Report</b></i> Discover how simple it is to write a Crystal report and add it to iMIS. This session will cover the basic name and name_address tables and how to develop a report using those tables. Designed for users new to iMIS reporting or new to Crystal reports. <i>Presenter: Melissa Mack, Intuitive Business Concepts</i></p> <p><i><b>iMIS Communication Solutions</b></i> Discover the many communication options available to use through and/or integrate with iMIS. We will show you real examples of what organizations are using and how they are using them... real examples from real users. Designed for the technical or non-technical user who wants to see the communication options in iMIS. This class is designed for all users of iMIS. Presented by users of Communicate for iMIS, iEMAIL, Informz</p> <p><i><b>iMIS &amp; Microsoft Office</b></i> Using the letter system, versions of office- compatibility with iMIS 10.4, 10.6, iMIS 15, when to use crystal reports vs. the built in letter system and launching office programs from iMIS by using the reports link. This class is designed for a person familiar with iMIS as well as Microsoft Office. <i>Presenter: Carolyn Mize, Armstrong Enterprise Communications</i></p>	TBD
7:00 pm - 10:00 pm	<p><b>Networking Event—Offsite</b></p> <p>Join fellow members of the iMIS community Tuesday evening to enjoy the twilight, food, fun and networking. On-site registrations cannot be accommodated as guarantees must be given 4 days prior to the event. If you do not pre-register by February 15, 2008, you may not be able to attend. Please register ahead of time to not miss out on this valuable networking opportunity!</p>	TBD

Wednesday, February 20, 2008 — Conference

TIME	ACTIVITY	LOCATION
7:45 am - 12:00 pm	Registration	TBD
7:45 am - 8:45 am	Breakfast	TBD
8:45 am - 9:45 am	<p><b>Breakout Sessions</b></p> <p><i>Correcting iMIS Transactions</i> Ever make a mistake when entering a financial transaction? Do you know the CORRECT way to fix it? Don't miss this session... it may save you from having an audit nightmare! Designed for those who are in charge of entering transactions and those in an accounting role within an organization. <i>Presenter: Jeff Golembiewski, VanDamme Associates, Inc.</i></p> <p><i>Disaster Recovery Planning</i> If your server crashed and you had to rely on backup tapes or other removable media, what steps would it take to restore your database? Tales from the front lines - real stories regarding disaster recovery. Put your plan into action. This session is designed for anyone charged with ensuring disaster recovery preparedness or anyone curious about the planning necessary for disaster recovery. <i>Presenter: Chris Green, Association Technologies</i></p> <p><i>SQL Views</i> Learn how to write a view and use it in IQA. This class is designed for individuals with basic SQL knowledge, a basic understanding of the iMIS table structures and will show how to incorporate custom views in IQA. This is an advanced class! <i>Presenter: "JB" Bennett, Computer System Innovations</i></p>	TBD
9:50 am - 10:45 am	<p><b>Breakout Sessions</b></p> <p><i>Online Event Registration—What Others Are Doing</i> What are others doing? How are they doing it and what kind of return are they getting on their investment? These are all questions you can ask the users of this panel as they show you what their organization is doing for its online events! Designed for anyone interested in various solutions for registering attendees via the web. <i>Presenter: Randy Richter, Association Technology Solutions, Jack Bound, (C) Systems LLC</i></p> <p><i>SQL Reporting Services vs Crystal Reports</i> Most of us know what Crystal Reports are and what you can do with them. . .but what about SQL Reporting Services? This session will explain what both are and the differences between them. The outcome will help you to determine if you should "make the move" to SQL Reporting or stay with Crystal. <i>Presenter: Michele Brandt, Computer System Innovations and Corrie VanWisse, Texas Medical Association</i></p> <p><i>Public and Casual Users in iMIS 15</i> An in depth discussion, find out more about the public view in iMIS 15 and how you and your organization can take advantage of this exciting new options for accessing iMIS data. This class is designed for anyone who is considering upgrading to iMIS 15 and wants to know more about these new views of iMIS.</p>	TBD
10:45 am - 11:00 am	Refreshment Break	TBD
11:00 am - 12:00 pm	<p><b>General Session</b></p> <p><b>NiUG &amp; ASI Feedback Session</b> Take advantage of this unique opportunity to turn your iMIS questions and concerns into answers! The NiUG Product Advisory Committee and ASI product representatives will hold a forum for iMIS users and solution providers to ask their questions so answers can be brought back to your office!</p>	TBD



**Attendee Information**

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 Country \_\_\_\_\_  
 Email \_\_\_\_\_

Please duplicate this form for multiple registrations

Complete this form and mail to:

NiUG International  
 208 Eagle Valley Mall #124  
 East Stroudsburg, PA 18301  
 Tel: (866) 301 - 6484  
 Fax: (775) 257 - 1661  
 E-mail: membership@niug.org

**Training Registration Fees**

	NiUG Member		Non Member	
	Full Day	1/2 Day	Full Day	1/2 Day

Training Early Bird Rate (prior to Jan 20th):	<input type="checkbox"/> \$225.00(US)	<input type="checkbox"/> \$140.00 (US)	<input type="checkbox"/> \$275.00 (US)	<input type="checkbox"/> \$160.00 (US)
Training Regular Rate (prior to Feb 1st):	<input type="checkbox"/> \$250.00 (US)	<input type="checkbox"/> \$160.00 (US)	<input type="checkbox"/> \$300.00 (US)	<input type="checkbox"/> \$190.00 (US)
Training Late Registration Rate (after Feb 1st):	<input type="checkbox"/> \$275.00 (US)	<input type="checkbox"/> \$190.00 (US)	<input type="checkbox"/> \$325.00 (US)	<input type="checkbox"/> \$210.00 (US)

Select the training class(es) you will be attending (NOTE: If selecting 1/2 day sessions —1 morning and 1 afternoon use full day pricing)

**Full Day Program**

**Half Day Morning Programs**

**Half Day Afternoon Programs**

- |                                   |   |   |
|-----------------------------------|---|---|
| <input type="checkbox"/> iMIS 101 | <input type="checkbox"/> ½ Day iMIS Financials (Morning Session)      | <input type="checkbox"/> ½ Day iMIS Dues—All You Need to Know (Afternoon Session) |
|                                   | <input type="checkbox"/> ½ Day Database Maintenance (Morning Session) | <input type="checkbox"/> ½ Day Steps to the iMIS 15 Upgrade (Afternoon Session)   |

**Conference Registration Fees**

	NiUG Member	Non Member
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Conference Early Bird Rate (prior to Jan 20th):	<input type="checkbox"/> \$325.00 (US)	<input type="checkbox"/> \$425.00 (US)
Conference Regular Rate (prior to Feb 1st):	<input type="checkbox"/> \$350.00 (US)	<input type="checkbox"/> \$450.00 (US)
Conference Late Registration Rate (after Feb 1st):	<input type="checkbox"/> \$375.00 (US)	<input type="checkbox"/> \$475.00 (US)
Conference One - Day Pass:	<input type="checkbox"/> \$275.00 (US)	<input type="checkbox"/> \$325.00 (US)

Select Special events and breakout sessions you will be attending (one per slot):

Tuesday 11:05 am - 12:00 pm:	<input type="checkbox"/> Table Structures & Relationships	<input type="checkbox"/> Understanding Membership	<input type="checkbox"/> Microsoft SharePoint
Tuesday 1:05 pm - 2:00 pm:	<input type="checkbox"/> Intro to IQA	<input type="checkbox"/> Full Order Entry/Inventory	<input type="checkbox"/> Planning for Change
Tuesday 2:05 pm - 3:00 pm:	<input type="checkbox"/> Custom Demographics/Activity	<input type="checkbox"/> Events Setup/Best Practices	<input type="checkbox"/> Advanced IQA
Tuesday 3:15 pm - 4:45 pm:	<input type="checkbox"/> Writing First Crystal Report	<input type="checkbox"/> iMIS Communication Solutions	<input type="checkbox"/> iMIS & Microsoft Office
Tuesday Evening Networking Event:	<input type="checkbox"/> I will attend	<input type="checkbox"/> I will NOT attend	
Wednesday 8:45 am - 9:45 am:	<input type="checkbox"/> Correcting Transactions	<input type="checkbox"/> Disaster Recovery Planning	<input type="checkbox"/> SQL Views
Wednesday 9:50 am - 10:45 am:	<input type="checkbox"/> Online Event Registrations	<input type="checkbox"/> SQL Reporting vs Crystal	<input type="checkbox"/> Public and Casual Users

**Payment Information**

Not a NiUG member? Join now and take advantage of member rates! Dues are based on number of iMIS Licenses held, please select the range of iMIS licenses your organization has below:

- 1 - 10 Licenses (\$150.00)    11 - 20 Licenses (\$225.00)    21 - 30 Licenses (\$300.00)    31 - 40 Licenses (\$375.00)  
 41 - 50 Licenses (\$450.00)    51 and above Licenses (\$500.00)    \$250.00 (US) AiSP's/Vendors/Consultants

**Total** \_\_\_\_\_ Please add up training, conference fees and NiUG membership fees above.

- Check    VISA    Mastercard    AMEX

Card Number \_\_\_\_\_ Expiration \_\_\_\_\_

Card Holder (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Check or charge card information must accompany this form. Make checks payable to NiUG. Cancellation Policy: Cancellations must be received in writing on or before February 15, 2008 in order to receive a refund. No shows and late cancellations will forfeit the full registration amount.

Register online at [www.niug.org](http://www.niug.org).