



2010 EMS Users Conference – Call for Sessions

Share information with your peers about your facilities and services and how you use EMS within your organization! We are currently seeking interest from our conference attendees in presenting a brief session at the 2010 Conference. Always a highlight, customer-presented sessions provide valuable insight and information to all conference participants.

What kind of session topic should I present?

Customer sessions in the past have included a “show-and-tell” about your organization. You may wish to discuss your overall use of EMS in your organization, your implementation of web-based scheduling and/or calendaring (using Virtual EMS or EMS Master Calendar), or how you use EMS to coordinate specific services such as catering, videoconferencing, or visitor management. The following are examples of session titles from previous conferences:

- Making the Move from Enterprise to Campus
- “And Then There Was One” – A Farewell to Scheduling on Multiple Applications
- Coordinating Multiple EMS User Groups on One Campus
- EMS for Summer Conference Operations – The Heat is On!
- Using Statistical Analysis to Tell Your Stories
- EMS Invoicing – Transition from Internal Record-Keeping to Off-Campus Invoicing
- Making Virtual a Reality: An Experience in Rolling Out Virtual EMS
- Using EMS to Enhance Your Catering Operations
- Outsourced Service Providers and EMS
- Scheduling Videoconferences with EMS
- A Tour of Our Facilities and How We Manage Events

Almost any EMS related topic will have tremendous value for conference participants.

How long should the session be?

Session blocks are 45 minutes. However, we suggest a **30- to 35-minute presentation** with the remaining 10-15 minutes for question-and-answer.

What do I need to provide for the session?

- Any **visual PowerPoint presentation** you wish to share. After the conference has ended, all attendees will receive a copy of all presentations via CD for their reference.
- **Electronic copies of any handouts** you choose to bring. In order to go “green” and cut down on paper, we will not provide handouts for most presentations. Because conference attendees will receive a copy of your PowerPoint presentation, **handouts are optional**. It’s therefore unnecessary to spend time creating a handout if your presentation is sufficient.
- A laptop and any presentation equipment (e.g., a projector) are not required. We will have all the equipment you need for your session and will load your presentation ahead of time to our conference laptops. You are welcome to use **your own laptop**, if you prefer.

When will I present my session?

Your session will be assigned a single date and time during one of the conference blocks. We will notify you of your scheduled time at least two weeks’ before the conference begins so you can plan your own conference schedule accordingly.

How many people will attend the session?

You can usually anticipate between 20-35 people attending the session.

When will session presentations be due?

We will need your **final** session title and description by **Friday, August 6**. We do not need your session presentation materials until **Friday, September 3**.

If I have questions about my session, whom can I contact at Dean Evans & Associates?

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