

TechnicalConferenceSolutions.com

Denver, Colorado

303 703 3940

Technical Conference Administration Overview

Release: June 2008

1.0 System Description

The Conference Administration Tool (CAAT) is a “data-driven”, “web-based” application for processing presentation abstracts, registration, and other technical conference administration tasks.

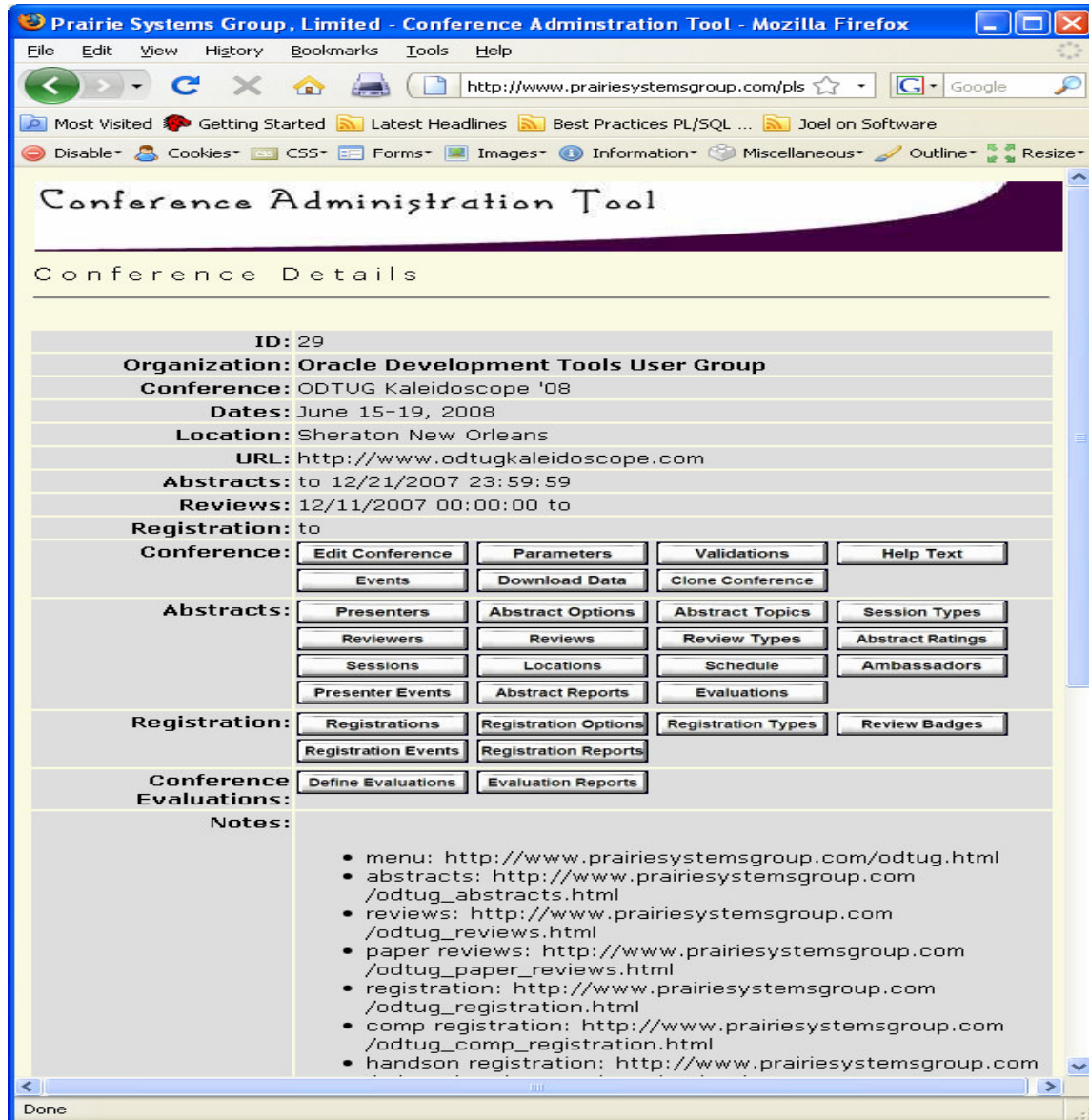
By “data-driven” we mean that most aspects of the application are controlled by over one hundred conference-specific parameters. Obvious things like the name of the conference, the dates, and URL plus less-obvious things like whether a registrant company name should be required for registration and the color of the schedule cells for each topic area.

“Web-based” means that all interaction with the application happens through a standard browser over the Internet. We provide the web and database servers and all technical support.

CAAT processes assists with program planning and development including on-line abstract or proposal submission, evaluation, selection, and scheduling; online registration; and conference evaluation surveys. Over fifty standard reports are pre-defined with unlimited user-defined queries.

1.1 Conference Menu

Administration tasks are broken into groups by specific responsibility: overall conference, program abstract or presentation proposals, registration, and conference evaluation surveys.



2.0 Conference Menu: Conference

Edit Conference	Conference name, dates, and descriptions. Start and end dates for abstract/proposal submission and registration.
Parameters	Parameters to control options, instructions, and display formats.
Validations	Validation data to limit options for selected data fields such as abstract status and target audience.
Help Text	Field level help text to explain or expand on data entry fields.
Events	Event definition for presenters and registrants. (See “Presenter Events” and “Registration Events” for usage.)
Download	Download presenter and abstract data and or registration data as Excel spreadsheets for external processing.
Clone Conference	Copy all conference data to a new conference.

3.0 Conference Menu: Abstracts (Proposals)

Presenters	Presenter and abstract/proposal data review and maintenance. Abstracts/proposals are submitted through a conference-specific data entry form.
Abstract Options	Abstract/proposal option definition and maintenance. Abstract/proposal options include items like A/V equipment requirements, general subject areas, or other information.
Abstract Topics	Abstract/proposal topic/track definition and maintenance.
Session Types	Abstract/proposal session type/length definition and maintenance.
Reviewers	Reviewer name and password definition and maintenance. Reviewers rate submitted abstracts/proposal online by “review type” (see below).
Reviews	Abstract/proposal reviews.
Review Types	Abstract/proposal review type definition and maintenance. Weighting factors may be defined to give more or less weight to selected ratings.
Abstract Ratings	Post-review analysis to evaluate reviewer ratings and select presentations for the conference.
Sessions	Session definition and maintenance: date, start/end times, and description.
Locations	Location (room) definition and maintenance.
Schedule	Session presentation assignment.
Ambassadors	Session ambassador (emcee, room monitor, or presentation assistant) assignment.
Presenter Events	Presenter event (see above) matrix to track completion and identify missing elements.
Abstract Reports	Abstract/proposal summary and detail reports including topic, option, reviews, and schedules.
Evaluations	Presentation evaluation reports.

3.1 Online Abstract/Proposal Submission Login


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ODTUG  **2008 June 15-19, 2008 Sheraton New Orleans New Orleans, Louisiana KALEIDOSCOPE**

Abstracts

Oracle Development Tools User Group
Conference: ODTUG Kaleidoscope '08
Dates: June 15-19, 2008
Location: Sheraton New Orleans

Abstract deadline: 12/21/2007

- Please click on the "New Presenter" button to enter your presenter information prior to entering your abstract. ("New" in this context means the first time you enter an abstract for this conference.) Login with your name and password to modify or add to your previously entered abstract.
- Enter your last name and first name and click on the E-mail Password button if you have previously registered and forgotten your password.
- Please e-mail problems, comments, and/or suggestions to odtug@odtug.com.
- Please limit your submissions to no more than your **top four abstracts**.
- **Note: If you submitted an abstract for ODTUG Kaleidoscope 2007, login using the same password.**

Done

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the same password.
Please check to make sure your contact information is current.

Abstract submission ended 12/21/2007 23:59:59

Given/First Name:

Surname/Last Name:

Password:

Login

If you have previously entered your presenter information but do not remember your password, enter your last name and first name and click on the "E-mail Password" button and your password will be sent to the e-mail address in your presenter information.

E-Mail Password

Cancel

ODTUG Kaleidoscope 2008
June 15-19, 2008
Sheraton New Orleans
New Orleans, Louisiana

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Page: **CAAT_ABSTRACTS_UPD** | Version 1.38

Done

3.2 Abstract/Proposal Submission

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Conference Administration Tool

Add Proposal

Presenter: Jeunnette, John
Organization

***Title:**

The abstract is the description of your presentation that will be used by the reviewers to select presentations for the conference.

***Proposal:**

How will participants benefit from this session?

***Benefits:**

Done

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If this is an invited session, please enter the code that you have been given to identify it.

Invitation Code:

Copresenters: Enter Co-presenters, if any. A complimentary registration is offered only to the first presenter. If a Co-presenter is not the first presenter on another accepted abstract he/she must register at www.odtug.com.

(none)

Add Copresenters

Please include additional comments here. In particular, be sure to note if your session has any special hardware (e.g., Macintosh), software, or setup requirements. This is especially important for workshops.

Comments:

Save

Cancel

Done

4.0 Conference Menu: Registration

Registrations	Registration maintenance.
Registration Options	Registration option definition and maintenance.
Registration Types	Registration type definition and maintenance.
Review Badges	Registrant badge (name, address, and company data) review and editing.
Registration Events	Registration event matrix to track completion and identify missing elements.
Registration Reports	Registration summary and detail reports including income and

option summaries and details. Registration query report allows specification of selection criteria and reported data.

4.1 Online Registration Example

The screenshot shows a Mozilla Firefox browser window with the title "Oracle Development Tools User Group - ODTUG Kaleidoscope '08 - Mozilla Firefox". The address bar shows the URL "http://www.prairiesystemsgroup.com/pls/c/". The page features a banner for "ODTUG KALEIDOSCOPE 2008 June 15-19, 2008 Sheraton New Orleans New Orleans, Louisiana". Below the banner, a message states: "This is how your name, company, city, and state/region will appear on your name badge. Data entry field prompts in RED and preceded by an '*' are required." The "CONTACT INFORMATION" section contains the following fields: "*Given/First Name:", "*Surname/Last Name:", "Company:", "*Address Line One:", "Address Line Two:", "*City:", "State/Province/Region:", "*Postal Code:", "Country:", "*E-Mail:", and "*Repeat E-Mail:". A note at the bottom right of the form says "Enter area code (or country code) and telephone number with extension, if applicable". The browser's status bar at the bottom shows "Done".

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ODTUG KALEIDOSCOPE 2008 June 15-19, 2008 Sheraton New Orleans New Orleans, Louisiana

This is how your name, company, city, and state/region will appear on your name badge.
Data entry field prompts in RED and preceded by an "*" are required.

CONTACT INFORMATION

*Given/First Name:

*Surname/Last Name:

Company:

*Address Line One:

Address Line Two:

*City:

State/Province/Region:

*Postal Code:

Country:

*E-Mail:

*Repeat E-Mail:

Enter area code (or country code) and telephone number with extension, if applicable

Done

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Enter area code (or country code) and telephone number with extension, if applicable.

*Phone:

ON-SITE PREFERENCES

***Meal Preference**

Select a meal option.

☐ No Special Requirements

☐ Vegetarian

☐ Special/Food Allergies (please describe)

***Oracle Fusion Symposium**

Please let us know if you will be attending Oracle Fusion Symposium on Sunday, June 15.

***Application Express Symposium**

Please let us know if you will be attending the Application Express Symposium on Sunday, June 15.

***Hyperion Track**

Will you be attending the Hyperion Track?

***Hyperion Developers Symposium**

Please let us know if you will be attending the Hyperion Developers Symposium on Sunday, June 15.

Done

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***Community Service Day**

Would you like to participate in our Community Service Day, Saturday, June 14, 2008?

***Reception**

Please let us know if you will be attending the Sunday evening welcome reception.

***Special Event**

Please let us know if you will be attending the Wednesday evening special event.

WE WOULD LIKE TO KNOW

***How did you hear about the conference?**

Please help us know what channels are most effective to reach this audience.

☐ Advertisement

☐ Alliance Conference (HEUG)

☐ Local User Group (please specify)

☐ ODTUG Web Site

☐ E-Mail Blast from ODTUG

☐ E-Mail Blast from Other Group (please specify)

☐ Other Web Site (please specify)

☐ Oracle OpenWorld

☐ Oracle University

☐ OAUG

☐ IOUG

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Job Function
Please identify your job function.

☐ Project Manager
☐ Technical Lead
☐ Consultant
☐ Developer
☐ Systems Analyst
☐ Business Analyst
☐ DBA
☐ Instructor
☐ Other (please specify)

Job Environment
Please identify your job environment.

☐ Federal Government
☐ State and Local Government
☐ Manufacturing
☐ Higher Education
☐ Health Care
☐ Pharmaceutical
☐ Defense
☐ Other (please specify)

Level of Expertise with Oracle Products

REGISTRATION OPTIONS

Done

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REGISTRATION OPTIONS

***Registration Fee**

Standard Rates valid June 2, 2008 through June 15, 2008

- Standard Member (full ODTUG Member): \$1,625.00
- Standard Nonmember: \$1,725.00

<input type="checkbox"/> Advance ODTUG Member	\$1,425.00
<input type="checkbox"/> Advance Nonmember	\$1,525.00

Join ODTUG or Renew Membership

Please e-mail membership@odtug.com with questions or for corporate memberships.

<input type="checkbox"/> Join or Renew	\$175.00
--	----------

NOTE: Full payment (with the exception of purchase orders) must be included with all registrations to obtain advance prices. Payment may be made by check (payable to ODTUG), purchase order, or credit card authorization.

Payment Type: None

CANCELLATION POLICY: Upon submission of your registration form, you are responsible for the registration fee regardless of conference attendance. If you must cancel for any reason, please contact the ODTUG office at (910) 452-7444 by **May 27, 2008**, to receive a refund (less \$100 processing fee). No refunds will be made after **May 27, 2008**. Substitutions are permitted but must be made in writing and faxed to (910) 815-4189 or e-mailed to registration@odtug.com.

Note: We cannot guarantee that all conference materials will be available to those who register after June 2, 2008.

Done

5.0 Conference Menu: Conference Evaluations

Define Evaluations	Definition and maintenance of conference evaluation surveys
Evaluation Reports	Evaluation summary and detail reports.

5.1 Evaluation Example


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ODTUG  **2008** June 15-19, 2008 **Sheraton New Orleans**
KALEIDOSCOPE **New Orleans, Louisiana**

Evaluation

ODTUG Kaleidoscope 2008 Conference Evaluation

Conference Marketing

1.1 How did you hear about the conference? (Check all that apply.)

<input type="checkbox"/> Received a mailing	<input type="checkbox"/> Web site (Please specify) <input type="text"/>
<input type="checkbox"/> Email from ODTUG	<input type="checkbox"/> Email from another group (please specify) <input type="text"/>
<input type="checkbox"/> Forwarded email from colleague/friend	<input type="checkbox"/> Advertisement in local or regional newsletter
<input type="checkbox"/> Brochure at local user group meeting (Please specify) <input type="text"/>	<input type="checkbox"/> Collaborate 2008
<input type="checkbox"/> Alliance Conference (HEUG)	<input type="checkbox"/> Oracle Applications Users Group (OAUG)
<input type="checkbox"/> Independent Oracle User Group (IOUG)	<input type="checkbox"/> Oracle OpenWorld

Done

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Conference Content

2.1	Was the conference material an appropriate mix of technical and nontechnical material?	<input type="radio"/> Too technical <input type="radio"/> Right mix <input type="radio"/> Not technical enough
2.2	Did the conference provide enough diversification among topics?	<input type="radio"/> Yes <input type="radio"/> No, explain <input type="text"/>
2.3	Oracle Fusion Symposium	<input type="radio"/> Very Effective <input type="radio"/> Somewhat Effective <input type="radio"/> Not Effective <input type="radio"/> Did Not Attend
	Comments:	<input type="text"/>
2.4	Number of Oracle Fusion Symposium sessions attended	<input type="radio"/> Full day <input type="radio"/> Half day <input type="radio"/> 1 to 2 Sessions
2.5	Application Express Symposium	<input type="radio"/> Very Effective <input type="radio"/> Somewhat Effective <input type="radio"/> Not Effective <input type="radio"/> Did Not Attend
	Comments:	<input type="text"/>
2.6	Number of Application Express Symposium sessions attended	<input type="radio"/> Full Day <input type="radio"/> Half Day <input type="radio"/> 1-2 Sessions

Done

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Conference Details

3.1	Location (New Orleans)	<input type="radio"/> Very Satisfied <input type="radio"/> Somewhat Satisfied <input type="radio"/> Not Satisfied
	Comments:	<input type="text"/>
3.2	Conference Hotel (Sheraton New Orleans)	<input type="radio"/> Very Satisfied <input type="radio"/> Somewhat Satisfied <input type="radio"/> Not Satisfied
	Comments:	<input type="text"/>
3.3	Conference Format	<input type="radio"/> Very Satisfied <input type="radio"/> Somewhat Satisfied <input type="radio"/> Not Satisfied
	Comments:	<input type="text"/>
3.4	Number of Sessions	<input type="radio"/> Very Satisfied <input type="radio"/> Somewhat Satisfied <input type="radio"/> Not Satisfied
	Comments:	<input type="text"/>
3.5	Conference Web site	<input type="radio"/> Very Satisfied <input type="radio"/> Somewhat Satisfied <input type="radio"/> Not Satisfied
	Comments:	<input type="text"/>
3.6	Preconference Logistics	<input type="radio"/> Very Satisfied <input type="radio"/> Somewhat Satisfied <input type="radio"/> Not Satisfied
	Comments:	<input type="text"/>
3.7	On-site Conference Logistics	<input type="radio"/> Very Satisfied <input type="radio"/> Somewhat Satisfied <input type="radio"/> Not Satisfied
	Comments:	<input type="text"/>
3.8	Food	<input type="radio"/> Very Satisfied <input type="radio"/> Somewhat Satisfied <input type="radio"/> Not Satisfied
	Comments:	<input type="text"/>
3.9	Cost of	<input type="radio"/> Very Satisfied <input type="radio"/> Somewhat Satisfied <input type="radio"/> Not Satisfied
	Comments:	<input type="text"/>

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Questions/Comments

5.1	In thinking about this conference, what would you have wanted more of?	<input type="text"/>
5.2	Less of?	<input type="text"/>
5.3	What were the highlights of this conference for you? Most interesting session? Most beneficial time?	<input type="text"/>
5.4	Did we meet your expectations for this conference? Explain.	<input type="text"/>
5.5	If you have attended an ODTUG conference before, how do you feel this year's conference compares to those in the past?	<input type="text"/>
5.6	Please rate your overall session	<input type="radio"/> (5) Most <input type="radio"/> (4) <input type="radio"/> (3) <input type="radio"/> (2) <input type="radio"/> (1) Least

Done

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Attendee Profile Information

6.1	Are you a member of ODTUG?	<input type="radio"/> Yes, full benefits member <input type="radio"/> Yes, web-only member <input type="radio"/> No
6.2	If Yes, how long have you been a member?	<input type="radio"/> 1 Year <input type="radio"/> 2 Years <input type="radio"/> 3 Years <input type="radio"/> More than 3 years
6.3	How many ODTUG conferences have you attended	<input type="radio"/> 1st one <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 or more
6.4	Will you attend next year	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Don't know
	Comments:	<input type="text"/>
6.5	What other user groups, if any, do you belong to?	<input type="text"/>
6.6	Do you read local, regional, special interest, or user group newsletters? If so, which ones?	<input type="text"/>
Please indicate your use of the following tools/platforms:		
6.8	Oracle Designer	<input type="radio"/> Currently Use <input type="radio"/> Plan to Use <input type="radio"/> Have Used <input type="radio"/> Do Not Use
6.9	Oracle SCM	<input type="radio"/> Currently Use <input type="radio"/> Plan to Use <input type="radio"/> Have Used <input type="radio"/> Do Not Use
6.10	Oracle Forms Developer	<input type="radio"/> Currently Use <input type="radio"/> Plan to Use <input type="radio"/> Have Used <input type="radio"/> Do Not Use

Done