



TrainingPartner User Conference 2008



TrainingPartner™



Reach beyond ...



KnowledgePresenter®

***May 14-16, 2007
Victoria, BC, Canada***



TrainingPartner User Conference 2008

Dear Colleague,

On behalf of everyone at GeoMetrix Data Systems Inc., it is my pleasure to invite you to the TrainingPartner 2008 User Conference.

The success of our previous two user conferences has inspired us to make the event an annual affair — and to go even bigger than last time. We enjoyed the Delta Ocean Pointe so much at the 2007 conference that we have decided to go back for 2008. For the convenience of our attendees, this year we are taking over the main ballroom area of this award-winning hotel. The Ocean Pointe was named to the Condé Nast Traveler's Gold List in 2006 as one of the World's Best Places to Stay. Readers of Condé Nast Traveler also ranked the hotel as one of the Top 15 Resorts in Canada. The Ocean Pointe has also received the Reader's Choice Award for Best Meeting Facility and Service Excellence in Western Canada by Meetings & Incentive Travel Magazine. Based on all this and on the attendee reviews from 2007, we are confident that we have chosen a great location for you.

We are planning three tracks of learning labs for 2008 along with a best practices track. Sessions will cover new features and existing functionality of TrainingPartner™ for both administrators and system administrators and there will be learning labs for both beginner and advanced users. We will also offer sessions on KnowledgePresenter® authoring tools and are offering pre-conference Online, Report, Administrator and System Administration training.

There will be a reception on Wednesday, a social on Thursday and at least one other group event. If that isn't enough action for you, the Ocean Pointe can help you plan a full range of activities from golf to whale watching. Please visit the Contact Us page of our website to download our visitor's guide for more information about Victoria.

We hope that those who attended our past conferences will come again as we are adding new sessions. For those of you who have not been to one of our user conferences, we hope that you join us in 2008. I look forward to seeing you all in Victoria next May.

Sincerely,

Justin Hearn,
President
GeoMetrix Data Systems Inc.



General Information

Venue, Registration & Schedule

All sessions and events will take place at the Delta Ocean Pointe Resort & Spa unless otherwise noted.

Delta Ocean Pointe Resort & Spa
45 Songhees Road,
Victoria, B.C. Canada V9A 6T3
For more information visit
www.deltavictoria.com

A registration and information desk where attendees can pick up their conference packages will be open from 1 pm until 6 pm on Wednesday and then from 8 am on Thursday.

The user conference begins officially on Wednesday with the Welcome Reception at the hotel. This event is open to all attendees and guests. Sessions will be held from 8:30 am until 4:30 pm on Thursday and from 8:30 am until 1 pm on Friday. A Group Social will take place on Thursday evening. The cost for this is included in your registration fee.

Whale watching and other optional excursions are available Friday after the close of the conference.

Online registration is available on our website. Just click on User Conference Registration from the User Conference menu.

For more information email
userconference@trainingpartner.com
or call 1-800-616-5409 or (250) 361-9300 extension 227.

Table of Contents

General Information	3
About the User Conference	4
Schedule at a Glance	5
Conference Sessions	6
Pre-conference Training	8
Registration Form	9

This brochure last updated on October 23, 2007

Accommodation

Conference rates for the Ocean Pointe are:

\$199 CDN for a courtyard view room
\$229 CDN for a premier harbor view room
\$259 CDN for a deluxe harbor view room
* Pricing is based on single or double occupancy. Please check currency exchange to determine US dollar values.

There are currently two ways to make your reservation. You can email vic.reservations@chiphospitality.com or call 1-800-667-4677 and ask for a reservation for the GeoMetrix/ TrainingPartner User Conference. You must book before April 10, 2008 to get the hotel conference rate.

Airport shuttle to/from the hotel is \$15 CDN (\$13 US) and hotel parking is currently \$14 CDN (\$12.50 US) per day. There is only limited parking on the street near the hotel.

If you prefer to find alternate accommodation please refer to our Visitor Guide. If you are walking to and from a different hotel and the conference venue, however, be aware that it is at least a 10-minute walk to the next closest hotel and to the rest of the downtown area. If you are driving, then an almost unlimited selection of accommodation and prices can be found within a 10-minute drive of the conference venue. However, since most activities will be at the Ocean Pointe, we advise that this is your best choice if you want easy access to all events.

For more information on accommodation in Victoria, BC, please contact us at userconference@trainingpartner.com or visit www.victoriahotels.com, www.hotels.com, or one of the many online travel websites such as www.travelocity.com, www.expedia.com and www.orbitz.com.

Smoking

Throughout Greater Victoria, smoking is prohibited by law in all public buildings and in all enclosed public places, including restaurants and pubs. Smoking is permitted in private residences and private vehicles.

Taxes in British Columbia

GST (Goods and Services Tax) is a 7% federal tax applicable to most services and goods purchased.

PST (Provincial Sales Tax) is a 7% provincial tax charged on purchases of most goods.

An 8% Hotel Room Tax is levied on accommodation in B.C.

Local Municipal Government, where approved, levies an additional 2% tourism tax on accommodation bills.

Banking & Exchange

Most banks have automatic teller machines (ATMs), which can be accessed 24 hours a day. These are linked to the major international banking networks such as Cirrus, Plus and Interac so most major bank or credit cards can be used.

Electricity

Outlets and voltage are 120 volts. Small appliances such as hair dryers, irons, razors, etc. from countries outside the Canada or the U.S. may require adapters. The frequency of electrical current is 60 Hz.

Measurement

For those traveling from the US, remember that in Canada we use the metric system.



About the User Conference

Pre-conference Courses

We are pleased to offer three pre-conference training options in 2008.

Currently we expect to provide three programs running May 12-14. Seating is limited for each of these courses, so if you would like to attend a specific training course, please let us know through your registration or by calling or emailing us at the contact information provided.

Basic TrainingPartner Course

This year we are offering our basic three-day course for beginner TrainingPartner users as pre-conference training. This course provides both administrator and system administrator training for those who are brand new to the TrainingPartner environment.

Report Design Course

Level 1 of this course deals with the creation of quick reports and simple graphical reports in TrainingPartner. Level 2 offers more intensive information about formatting and data presentation.

Online Design Course

This course focuses on the TrainingPartner Online Designer, which lets organizations tailor the TrainingPartner Online learning environment. The Online Designer simplifies the creation of web pages using a simple paradigm that lets non-programmers create and modify web pages without the need to understand complex HTML commands or programming languages (such as ASP or Java).

Learning Labs

Learning labs will feature hands-on introductions to the new features in TrainingPartner, as well as tips and tricks for using existing functionality.

There will be three main TrainingPartner tracks at this user conference: one designed for administrators, one designed for system administrators, and a third focusing on online administration.

We are also offering hands-on sessions on KnowledgePresenter® authoring tools.

Best Practices

The Best Practices track will feature case histories and presentations designed to help you consolidate information and processes, enhance learning delivery and improve measurement, reporting and auditing.

These sessions will focus on management practices and work processes that lead to increased performance.

Expected topics include dealing with specific business rules, managing blended learning solutions and different types of implementations.

For more information on pre-conference training or on specific sessions, see the section following the schedule.

Registration

A registration desk will be set up in the lobby of the Delta Ocean Pointe at noon on Wednesday. Please drop by to pick up your conference kit, which will include a detailed schedule, information about all the events and biographies of all the presenters. You will also receive two drink tickets for the reception and taxi cards for the conference social on Thursday.

Social Events & Meals

Lunch will be served to pre-conference trainees, and option group dinners will be arranged for Monday and Tuesday evenings. Sign-up for these will be in the training/conference area of the hotel.

Don't miss our Welcome Reception on Wednesday where you will have a chance to mingle with GeoMetrix staff members, network with your fellow attendees, and meet guests and partners. This will be held from 4 pm until 8 pm in the Harbour Suite on the lower level of the Delta Ocean Pointe and features beverages and appetizers.

Breakfasts and lunches will be served in the main conference area on both Thursday and Friday.

Our Group Social on Thursday evening will be the highlight of the conference. This event is included in your conference registration and features a night out in Victoria courtesy of GeoMetrix. This event will feature a cocktail reception and be followed by dinner and is included in your conference registration. Non-registered guests can attend for a fee. Please contact us for more information.

Prizes

As always with all GeoMetrix events, there will be contests and prizes.

Recommended Dress

All conference events are business casual. Bring a sweater or light jacket to meeting rooms, as they tend to be cold.



Schedule at a Glance

The following is a tentative schedule for general information purposes only. See the following page for specific information on the sessions that are currently planned.

		PRE-CONFERENCE* MAY 12-14			USER CONFERENCE MAY 14-16				
		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
		Trainees on own for breakfast	Trainees on own for breakfast	Trainees on own for breakfast	Breakfast		Breakfast		
MORNING		Pre-conference Training: Admin/SysAdmin Pre-conference Training: Reporting Pre-conference Training: Online	Pre-conference Training: Admin/SysAdmin Pre-conference Training: Reporting Pre-conference Training: Online	Pre-conference Training: Admin/SysAdmin Pre-conference Training: Reporting Pre-conference Training: Online	Keynote		Admin Learning Labs	SysAdmin Learning Labs Online Learning Labs Best Practices Lectures	Admin Learning Labs SysAdmin Learning Labs KnowledgePresenter Learning Labs Best Practices Lectures
		Lunch	Lunch	Lunch	Lunch		Lunch & Closing		
AFTERNOON		Pre-conference Training: Admin/SysAdmin Pre-conference Training: Reporting Pre-conference Training: Online	Pre-conference Training: Admin/SysAdmin Pre-conference Training: Reporting Pre-conference Training: Online	Pre-conference Training: Admin/SysAdmin Pre-conference Training: Reporting Pre-conference Training: Online	Registration from noon onward		Admin Learning Labs SysAdmin Learning Labs Online Learning Labs Best Practices Lecture	Wildcard or Repeat Labs Wildcard or Repeat Labs Wildcard or Repeat Labs Best Practices Lectures	
		*Optional Dinner for Pre-conference Trainees and Early Arrivers (not included in price of training)	*Optional Dinner for Pre-conference Trainees and Early Arrivers (not included in price of training)	Welcome Reception 4-8 pm Harbour Suite (included)		Conference Social Cocktail hour 6-7 pm; dinner 7-9 pm (included for paid attendees)			
EVENING							*Optional excursion(s)		

* Pre-conference and optional events are not included in your conference registration fee of \$700. However, the pre-conference training fee of \$3,000 (\$1,000 per day) includes your conference registration fee. You will get five days of training for the price of three! Optional dinners are available for pre-conference trainees and early arrivers. There will be sign-up sheets in the training area for those interested in dining with the group.



Conference Sessions

There are four tracks of sessions in 2008:

- ❖ Administrator Track
- ❖ System Administrator Track
- ❖ Online Track
- ❖ Best Practices Track

Please note that currently, we do not have the Best Practices sessions scheduled as they are dependent on the availability of our guest presenters. You will be provided with a schedule for these sessions when it becomes available.

We have scheduled the learning labs in specific time slots on Thursday and on Friday morning. Friday afternoon will have open scheduling determined by need. If there are more requests for seats in a scheduled session than can be accommodated, we may repeat the session in one of these "wild card" spaces on Friday after lunch. These time slots could also be used for other purposes, for example, if we received multiple requests for the same topic.

Note that sessions marked as Level 1 are designed for those with beginner to intermediate skills (have taken some basic training but have not used the application extensively). Sessions marked as Level 2 are designed for those with intermediate to advanced skills (have been using the application for some time and are familiar with all its basic functionality or have taken some additional training).

Please visit the user conference section on our website to sign up for individual sessions. After you have registered for the conference, you will be given a log-in and password for the conference area. Since we expect to have three learning labs plus a best practices session running concurrently, it may not be possible to attend all the sessions that you select. However, by checking specific sessions that you are interested in, you will help us plan room sizes, workstation numbers and scheduling of repeat sessions. Please note that if no interest is shown in a specific session, we will probably remove the topic and replace it with another, so it is important to state your preferences. www.trainingpartner.com

TP Administrator Track

TrainingPartner Evaluations & Exams (Level 1)

This learning lab will provide you with some skills to help you utilize the evaluation and exam functionality in TrainingPartner. This session is suitable for those with beginner to intermediate skills as a TrainingPartner Administrator.

Knowledge Management in TrainingPartner (Level 1)

TrainingPartner offers a number of ways to manage knowledge within an enterprise, including programs, learning groups and skills. This learning lab will take you through the options to help you get the most from these features. This session is suitable for those with beginner to intermediate skills as a TrainingPartner Administrator.

Learning Content Management in TrainingPartner (Level 1)

TrainingPartner includes built-in functionality for learning content management. This learning lab will show you how to store, reuse and manage digital learning objects to create and deliver individualized learning experiences. This session is suitable for those with beginner to intermediate skills as a TrainingPartner Administrator.

Merging & Exporting TrainingPartner Data (Level 1)

TrainingPartner lets you export data in a number of formats and also lets you perform e-mail and MS Word merges. This learning lab will help you through the process of utilizing TrainingPartner data in other formats. This session is suitable for those with beginner to intermediate skills as a TrainingPartner Administrator.

New Features in TrainingPartner (Level 1)

This session will profile some of the new features added to TrainingPartner over the past year. This session is suitable for all.

TrainingPartner Quick Report Properties (Level 1)

Quick Reports present data in a simplified row/column format. This learning lab will take you through the properties of a quick report. This session is suitable for those with beginner to intermediate skills as a TrainingPartner Administrator.

TrainingPartner Tips & Tricks (Level 1)

This learning lab will provide tips and tricks that you many not have been aware of for using TrainingPartner and is suitable for all.

Working with TrainingPartner Reports: Email Merges (Level 2)

This learning lab will work with TrainingPartner's reporting system to create email merges and will cover multi-message options. This session is suitable for those with intermediate to advanced skills as a TrainingPartner Administrator.



Conference Sessions continued

System Administrator Track

Basic Data Imports for TrainingPartner (Level 1)

This session deals with importing simple records into TrainingPartner, such as those for learners. This session is suitable for those with beginner to intermediate skills as a TrainingPartner System Administrator.

Customizing the TrainingPartner Administrator Module (Level 1)

This learning lab will help you work with the customization options in the administrator module of TrainingPartner. This session is suitable for those with beginner to intermediate skills as a TrainingPartner System Administrator.

Advanced Data Imports for TrainingPartner (Level 2)

This session will deal with importing complex records into TrainingPartner, such as organizations with a hierarchical structure. This session is suitable for those with intermediate to advanced skills as a TrainingPartner System Administrator.

TrainingPartner Customization Packages (Level 2)

Customization Packages were introduced to TrainingPartner with the 2007 release. This session will introduce the use of Customization Packages and will provide a sample kit. This session is suitable for those with intermediate to advanced skills as a TrainingPartner System Administrator.

Introduction to Macros for TrainingPartner (Level 2)

TrainingPartner includes a Visual Basic™-compatible macro language that lets TrainingPartner be extended by customizing screens and dialogs, updating database records when they are created, modified or deleted, responding to events, performing calculations and more. This hands-on learning lab will show attendees how to write a macro for TrainingPartner. This session is suitable for those with intermediate to advanced skills as a TrainingPartner System Administrator.

More Macros for TrainingPartner (Level 2)

This hands-on learning lab will provide exercises to help attendees develop their skills in writing macros for TrainingPartner. This session is suitable for those with intermediate to advanced skills as a TrainingPartner System Administrator.

TrainingPartner Reporting: Auto-emails (Level 2)

This learning lab will walk you through the process of creating autoemails based on class/enrollment status changes using TrainingPartner's reporting system. This session is suitable for those with intermediate to advanced skills as a TrainingPartner System Administrator.

TrainingPartner Reporting: Email Merge Options (Level 2)

This learning lab will deal with the options for attachments and appointments in email merges using TrainingPartner's reporting system. This session is suitable for those with beginner to intermediate skills as a TrainingPartner System Administrator.

Online Administrator Track

Customizing TrainingPartner Online (Level 1)

This learning lab will introduce you to some of these features available for customizing the online interface of TrainingPartner. This session is suitable for those will beginner to intermediate skills as a TrainingPartner Online System Administrator.

eCommerce in TrainingPartner (Level 2)

eCommerce functionality is available in TrainingPartner Online™ so that users can pay for training online using credit cards. This learning lab will introduce the eCommerce system using TrainingPartner's built-in accounting system to manage purchases and payments through PayflowSM Pro* from VeriSign®. This session is suitable for those with intermediate to advanced skills as a TrainingPartner System Administrator.

Event Macros for TrainingPartner Online (Level 2)

Elements in the TrainingPartner Online Designer can contain Events. This hands-on session demonstrates some techniques for writing event macros for TrainingPartner Online and included exercises to develop your skills. This session is suitable for those with intermediate to advanced skills as a TrainingPartner System Administrator.

Introduction to Macros for TrainingPartner Online (Level 2)

The main purpose of macros in the TrainingPartner Online Designer is to enable advanced functionality and more complex logic. The presenter will take the attendees through the process of writing a macro for TrainingPartner Online. This session is suitable for those with beginner to intermediate skills as a TrainingPartner System Administrator.

SCORM and TrainingPartner (Level 2)

TrainingPartner also supports the SCORM standard for launching CBT courses. This learning lab will deal with SCORM-related functionality in TrainingPartner. This session is suitable for those with intermediate to advanced skills in TrainingPartner Online Administration.



Conference Sessions continued

KnowledgePresenter Track

GeoMetrix is proud to offer the KnowledgePresenter® suite of elearning development and deployment tools as part of our learning technologies suite.

KnowledgePresenter® is a powerful set of tools that helps you create high-quality interactive elearning and multimedia presentations professionally and rapidly - without programming or plug-ins. This includes everything from simple slide-shows through to sophisticated software simulations and tests.

KnowledgePresenter Professional (Level 1)

This hands-on session will introduce you to this award winning authoring tool that has been integrated with TrainingPartner. This session is suitable for all.

KnowledgePresenter Expansion (Level 1)

This hands-on session will introduce you to the expansion tools of KnowledgePresenter® including KP Capture™, KP Simulator™ and KP Photo™. This session is suitable for all.

Developing Content for TP with KP (Level 1)

This session will look at options for developing content in KnowledgePresenter that can be launched from TrainingPartner. This session is suitable for all.

Pre-conference Training

TrainingPartner Basic Training

Administrator Course

TrainingPartner Administrator Training is a two-day program designed for both new and current administrators of TrainingPartner. The program is divided into the following course modules: Getting Started with TrainingPartner; Inventories; Scheduling and Resource Management; Managing Your Learning Community; Customer Relationship Management; Reports

System Administrator Course

TrainingPartner System Administrator's Training is a one-day advanced course designed for System Administrators, Technical Support Persons or TrainingPartner Users with an understanding of relational databases and/or report design. The course is divided into four blocks: Configuring TrainingPartner; Site Management; Customizing TrainingPartner; and Reporting.

Report Design Training

Report Design Part 1

The aim of this training is to familiarize users with the creation of quick reports and simple graphical reports in TrainingPartner using the built-in reporting engine and the Graphical Report Designer. Prerequisites are an understanding of SQL, relational databases, and a familiarity with TrainingPartner. At the end of this two -day course a user will be able to create, edit, and format graphical and quick reports.

This course will be very hands-on and students will be encouraged to try out what they are learning. Exercises using all of the main concepts will be completed during the course.

Report Design Part 2

The third day of report training will take over where the beginner course left off with more intensive information about formatting and data presentation. By the end of this course the user will be able to create a graphical report containing complex data using advanced reporting and formatting features. It is recommended that in addition to the prerequisites for the beginner course, students also have familiarity with report creation, including quick reports, for this training. Experience with Crystal Reports or a similar application is ideal.

Online Administration Training

Online Configuration

The TrainingPartner Online Configuration Training module is designed for system administrators of TrainingPartner Online who wish to setup TrainingPartner functionality over the Internet or an intranet. The following areas are covered in the training module: Portals; Online Languages; and Using the Default Online Interface

Online Customization

The TrainingPartner Online Customization Training is designed as an add-on to the Online Configuration Training module. This add-on is designed for system administrators of TrainingPartner Online who wish to customize online functionality. Participants must be experienced in writing SQL and HTML for the Online Designer portion of this course. In this Online Customization training, participants will become familiar with the TrainingPartner Online Designer, which lets organization tailor the TrainingPartner Online learning management system.

The Online Designer simplifies the creation of web pages using a simple paradigm that lets non-programmers create and modify web pages without the need to understand complex HTML commands or programming languages (such as .ASP or Java).



TrainingPartner 2008 User Conference

Registration Form

Registration is available online, but for those who wish to register manually, we are providing the following form. Please complete and fax to 1-250-361-9362. We will contact you with confirmation and further information. Thank-you and we look forward to seeing you in Victoria. If you require a purchase order for affect payment, please contact our account department at 1-800-616-5409 or email admin@trainingpartner.com

Registrant Information

Name	<input type="text"/>	Organization	<input type="text"/>
Contact phone	<input type="text"/>	Contact email	<input type="text"/>
Emergency Contact	<input type="text"/>	Emergency Phone	<input type="text"/>
Name as it should appear on badge	<input type="text"/>		
Allergies or other emergency medical information we should know	<input type="text"/>		

Registration Options

- User Conference May 14-16, 2008 = \$700 US
- Pre-conference TrainingPartner Introductory Training (Administrator and System Administrator) May 12-14 — Cost is \$3,000 US and includes the fee for the user conference)
- Pre-conference Report Design Training May 12-14 — Cost is \$3,000 US and includes the fee for the user conference)
- Pre-conference Online Training May 12-14 — Costs is \$3,000 US and includes the fee for the user conference)

Payment

How will you be paying for the conference? Credit Card Check or Money Order

If you select credit card, we will contact you for the payment information. Checks and money orders should be made payable to GeoMetrix Data Systems Inc. and mailed to 240 Bay Street, Victoria, BC Canada V9A 3K5.

We will issue an invoice, however, some clients require a separate purchase order or other arrangements. Do you need special accounting arrangements from GeoMetrix? YES NO

Comments or Questions

Conference registration is open until April 30, 2008. Full refunds are available until that date. After April 30, 2008 a \$100 processing fee will be charged on refunds since we are required to pay for catering at that time.

