

**Conference Information:**

Report Exec's training conference in Edmonton, AB will be held at the University of Alberta. We recommend bringing a laptop computer to follow along with training. Lunch and light snacks will be provided during both days of the conference, however, attendees with dietary restrictions may wish to make alternative lunch plans. We have arranged hotel accommodations at the Campus Tower Suite Hotel for guests who require lodging. Please see the next page for training agenda details.

**Important Dates:**

Monday, October 16 - Last day to reserve hotel rooms under group rate

Friday, November 3 - Last day to register for conference

Thursday, November 16 - Friday, November 17 - Conference dates

Attendee Name : \_\_\_\_\_

Agency: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_ Additional Attendees: \_\_\_\_\_

Please select the application(s) your agency uses:

Report Exec Dispatch

Report Exec Mobile

Blert!

**Conference Fees:**

Registration (all fees listed in U.S. Dollars) includes all training materials, light refreshments, and lunch. Any organization registering four attendees will get a fifth attendee registration for free.

# of Attendees: \_\_\_\_\_ x \$400 (US Dollars) = \$ \_\_\_\_\_ Promo Code: \_\_\_\_\_

**Payment Method:**

Purchase Orders, Check or Credit Card accepted. Must be in U.S. funds payable to Competitive Edge Software, Inc. All payments must be received by November 3, 2017.

Please check appropriate box:  Check  Purchase Order  VISA  MasterCard Expiration Date: \_\_\_\_\_

P.O. Number / Card Number: \_\_\_\_\_

Print Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Please fax completed registration form to 414-304-8570 or email to sales@reportexec.com.

**Cancellations/Changes/Refunds:**

Cancellations made by November 3, 2017, will receive a refund minus a \$30.00 processing fee. Any cancellation made after November 3, 2017, will not receive a refund. All refunds will be processed after the conference. Substitutions are allowed at no charge.

**Training Agenda:**

	Thursday, November 16	Friday, November 17
8:30-9:00	Registration - meet & greet (light refreshments provided)	Meet & greet (light refreshments provided)
9:00-12:00	<ul style="list-style-type: none"> <li>• Introduction to website support portal</li> <li>• Search functionality and advanced features</li> <li>• 360 analytics and reporting dashboard</li> <li>• Configuring the Admin side of Report Exec               <ul style="list-style-type: none"> <li>• Group setup and configuration</li> <li>• Role setup and configuration</li> <li>• Report Message setup</li> <li>• Tree View Menu setup</li> <li>• Drop Down Menu setup</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Customizing the user interface</li> <li>• New features in version 13.01               <ul style="list-style-type: none"> <li>• What's new</li> <li>• How to use new features</li> </ul> </li> </ul>
12:00-1:00	Lunch (provided)	Lunch (provided)
1:00-5:00	<ul style="list-style-type: none"> <li>• Online Report setup</li> <li>• How to customize online module interfaces</li> <li>• Citations setup</li> </ul>	<ul style="list-style-type: none"> <li>• Open time for attendee training topics and questions</li> </ul> Flex topics: <ul style="list-style-type: none"> <li>• Cleaning up your database</li> <li>• Document Management module</li> </ul>

**Location and Parking Information:**

The training conference will be held at the Telus Centre located on the University of Alberta campus, at the intersection of 111 Street and 87 Avenue in Edmonton, AB. Conference attendees who park on campus (rather than at the hotel) will need to pay for campus parking. Parking is available on campus for \$15.00/day CAD.

**Campus Tower Suite Hotel Information:**

Hotel costs are not included in the conference fee, but our group has secured a special group rate valid until Monday, October 16. The Campus Tower Suite Hotel is within walking distance (just across the street) of the University of Alberta. Room rates include full kitchenettes, complimentary wifi, and access to the hotel's business center and fitness center. Access the group rate through hotel's [online reservation service](#), or simply call +1 877-221-3989 and request the Report Exec group rate.

**Hotel Location:**

11145-87 Avenue NW  
 Edmonton, AB T6G 0Y1

Premium One Bedroom Suite Rate: \$179 CAD /night

Premium Two Bedroom Suite Rate: \$229 CAD/night

Parking Rate: \$17 CAD /night per vehicle

Online Code for Group Rate: ACT-GFC2782

Please book your hotel rooms directly through the Campus Tower Suite Hotel by calling +1 877-221-3989 or book online by visiting [www.campustower.com](http://www.campustower.com).

**Hotel Cancellations:**

Hotel cancellations must be made before 4:00pm two days prior to the check-in date in order to receive a full refund. Cancellations made less than two days in advance may be subject to charge at the discretion of the Campus Tower Suite Hotel.