

# TRAINING CONFERENCE REGISTRATION

**Conference Information:**

Omnigo's training conference in Suffern, NY will be held at the Rockland Community College. We recommend bringing a laptop computer with our program updated to the latest version (v13.1) to follow along with training (Contact support at support@omnigo.com to update your version). Lunch and light snacks will be provided during both days of the conference, however, attendees with dietary restrictions may wish to make alternate lunch plans. We have arranged hotel accommodations at the Crowne Plaza Suffern Hotel for guests who require lodging. Please see the next page for training agenda details.

**Important Dates:**

Wednesday, March 14 - Last day to reserve hotel rooms under group rate

Wednesday, March 28 - Last day to register for conference

Thursday, April 5 - Friday, April 6 - Conference dates

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

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

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

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

Please select the application(s) your agency uses:

Omnigo Dispatch

Omnigo Mobile

Omnigo Community

**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 Omnigo Software. All payments must be received by April 1, 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@omnigo.com.

**Cancellations/Changes/Refunds:**

Cancellations made by March 28, 2018, will receive a refund minus a \$30.00 processing fee. Any cancellation made after March 28, 2018, will not receive a refund. All refunds will be processed after the conference. Substitutions are allowed at no charge.

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## Training Agenda:

	Thursday, April 5	Friday, April 6
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>• Omnigo Software update</li> <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 Omnigo Software               <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> <li>• Mobile and Omnigo Community trainings</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> <p>Flex topics:</p> <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 Technology building located on the Rockland Community College campus, on the corner of College Road in Suffern, NY. Parking is available on campus in the Student Parking lot near the Technology building.

## Crowne Plaza Suffern Hotel Information:

Hotel costs are not included in the conference fee, but our group has secured a special group rate valid until Wednesday, March 14. The Crowne Plaza Suffern Hotel is within 3 miles of Rockland Community College. Room rates include European shower, 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 800.227.6963 and request the Omnigo group rate.

Hotel Location:  
3 Executive Blvd.  
Suffern, NY 10901

Premium One Bedroom Rate: \$119 /night  
Online Code for Group Rate: OMN

Please book your hotel rooms directly through the Crowne Plaza Suffern Hotel by calling 800.227.6963 or book online by visiting [www.cpsuffernhotel.com](http://www.cpsuffernhotel.com).

## Hotel Cancellations:

Hotel cancellations must be made 24 hours prior to the check-in date in order to receive a full refund. Cancellations made less than 24 hours in advance may be subject to charge at the discretion of the Crowne Plaza Suffern Hotel.