2016 LIMS Users' Group Meeting

Porter Lee Corporation cordially invites you to attend this year's LIMS Users' Group Meeting.

It is the goal of these meetings to introduce our new users to the increasing benefits of the PLC products and to help our existing users to improve upon those processes and features they are already utilizing.

Porter Lee will be offering a two day workshop prior the Users' Group session. **Unlike the Users' Group, which is free to attendees, this two day workshop is being offered at *$450* per person.**

Agenda

Event	Date	Description
Workshop Day 1	Tuesday, June 14	Basic LIMS Administrator skills including the CONFIG program, Basic crystal reports skills and configuration files.
Workshop Day 2	Wednesday, June 15	Includes advanced configuration skills such as statistical reports in Crystal 2013, Matrix setup, and Template.ini and database administration. (SQL Session included)
Users Group Day 1	Thursday, June 16	Overview Prelog QMS (Quality Management System) LAM(Laboratory Asset Management) .Net LIMS Breakout sessions for .net and Client Server
Users Group Day 2	Friday, June 17	Inventory PLCPUBL Report Distribution and Notifications Customer Presentations Breakout sessions for .net and Client Server

Doors open at 8:15 am each day. The classes start at 9am. There will be time after each topic for users to ask questions and get clarification. You will also have the opportunity for hands on learning for many of the topics. Around 12pm, we will break for lunch for 1 hour. Lunch will be provided each day for both the Workshop and the Users Group at no additional cost.

Commonly asked questions

Who can attend?
It can be the LIMS administrator or anyone approved by the Admin or Lab Director. It can also be an IT staff member who wants to learn the system better so they can help support the lab.

How much does it cost?
There are 2 separate sessions happening back to back. There is the "Workshop" and the "Users Group". The "Workshop" which is occurring on the Tuesday and Wednesday is $450. The "Users Group" which occurs the Thursday and Friday is completely free; you just have to get yourself there.

Will Porter Lee pay for the hotel, flight, rental car, etc?
No, Porter Lee does not cover the costs of your transportation, or lodging. We will provide a variety of drinks, snacks and lunch each day of both the Workshop and Users Group.

I don't know if I'm available yet. Can I just show up; drop in the day of, if I can make it?
We need a head count prior to the event. Every attendee should be pre-registered. We would like our final head count by Friday, May 27, 2016. We must make sure we have enough room for all the attendees, and enough food. You can register in several different ways. (However, if you do find you are able to attend at the last minute, please contact us to see if it is possible to accommodate you.)

Is there a limit to the number of people we can send?
No, there is no limit to how many people each agency can send, though everyone must be preregistered. Please keep in mind that the Workshop is $450 per person, not per agency.

If you have further questions, please do not hesitate to contact limssupport@porterlee.com or call 847-985-2060.

Accommodations

We have reserved a block of rooms under the name "Porter Lee" at:

Double Tree by Hilton in Schaumburg

800 National Parkway
Schaumburg, Illinois, 60173
TEL: +1-847-605-9222
FAX: +1-847-605-9240

http://doubletree3.hilton.com/en/hotels/illinois/doubletree-by-hilton-hotel-chicago-schaumburg-CHISGDT/index.html

We have a contracted rate of $125.00 per night for standard rooms. You may check in on Sunday, June 12. Check out is Friday, June 17. All reservations will be the responsibility of the guest to obtain. Porter Lee Corporation will assume no responsibility for scheduling or canceling of reservations with the hotel.

The reservation cutoff date will be Thursday, May 14, 2015. Reservations after this date will be subject to the current reservation rate set by the Double Tree by Hilton.

The hotel shuttle will be available for transport to many of the local attractions, dining and shopping venues within a 5-mile radius of the hotel. Shuttle will also be available to bring you to and from Porter Lee's Usersgroup. Hotel shuttle service is not available from the Airport. Local taxi and limousine service is available for those not utilizing a rental car.

Registration

To register please either sign up online at
http://www.eventzilla.net/web/event?eventid=2139077275

or complete and return the following form via

Fax: (847) 584-0556
Attn: LIMS User Group
Email: limssupport@porterlee.com
Mail: Porter Lee Corporation
Attn: LIMS User group
1901 Wright Blvd
Schaumburg, IL 60193

PORTER LEE
Corporation

2016 LIMS Users' Group Meeting Registration Form

Users' Group
Location: Porter Lee Headquarters – 1901 Wright Blvd. Schaumburg, IL 60193

(Please select any of the following options)
___ Just the June 14 - 15 Workshop ($450)
___ Just the June 16 - 17 Users' Group (Free)
___ Both the Workshop and Users Group ($450)

Workshop - ($450 per person)
Location: Porter Lee Corporation (May change, transportation will be provided by Porter Lee)

(Please Print or Type)

Full Name (Guest 1):

Full Lab Name:

Email Address: _____ Phone: _____ Fax: _____

Full Name (Guest 2):

Full Lab Name:

Email Address: _____ Phone: _____ Fax: _____

Full Name (Guest 3):

Full Lab Name:

Email Address: _____ Phone: _____ Fax: _____

Send Form to Porter Lee Corporation
Attention: LIMS USER GROUP
Fax: (847) 584-0556
Email: limssupport@porterlee.com
Mail: Porter Lee Corporation
         Attn: LIMS User group
         1901 Wright Blvd
         Schaumburg, IL 60193

To suggest or request additional workshop topics please e-mail Mike Evans at mevans@porterlee.com
To ask questions regarding registration, please e-mail limssupport@porterlee.com or call 847-985-2060