



## JUNE 4<sup>TH</sup> – 7<sup>TH</sup> 2019 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 BEAST 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.**



**HANDS ON  
WORKSHOPS!**

**LEARN ABOUT NEW  
FEATURES!**

**CUSTOMER AND  
GUEST  
PRESENTATIONS!**

**REPORTS AND  
ACTION ITEMS!**

**SERVICE REQUESTS  
AND PRELOG!**

**USERS' GROUP  
BROADCASTED ON  
FACEBOOK LIVE!**

**COURTYARD CHICAGO  
SCHAUMBURG/  
WOODFIELD MALL**

1311 American Lane  
Schaumburg, IL 60173  
(847) 619-8100

<https://courtyard.marriott.com>

June 4<sup>th</sup> – June 7<sup>th</sup>  
9AM – 4PM

# JUNE 4<sup>TH</sup> – 7<sup>TH</sup>

## 2019 LIMS Users' Group Meeting

### The "Users' Group" Topics Include

These classes are offered for free. You must provide your own lodgings. If staying at the hotel we have reserved rooms at, you may use the hotels shuttle at no additional charge.

(hotel information found below).

1. Overview of LIMS
2. New Features
3. Customer and Guest Presentations
4. Analytics and Management Reports
5. Service Requests and Prelog
6. Action Items

### The optional "Workshop" will focus on

1. Configuration Tools and Utilities
2. Custom Crystal Report Writing
3. Matrix Configuration
4. Database Schema Overview

The schedule for the Users' Group and Workshop is as follows:

<u>Daily Timeline</u>	<u>Daily Events</u>
<ul style="list-style-type: none"><li>• 8:15-9:00 AM: Sign-in</li><li>• 9:00 AM: Session begins</li><li>• 4:00 PM: Session ends</li></ul>	<ul style="list-style-type: none"><li>• Tuesday June 4th – Workshop Day 1 9am-4pm</li><li>• Wednesday June 5th– Workshop Day 2 9am-4pm</li> <li>• Thursday June 6th – Users' Group Day 1 9am-4pm</li><li>• Friday June 7th – Users' Group Day 2 9am-4pm</li></ul>

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 admin, or anyone approved by the Admin or Lab Director. (Basically, anyone who receives approval) It can also be an IT person who wants to learn the system better, so they can help support the lab.

### **How much does it cost?**

There are technically 2 separate seminars 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.

### **Where will it be hosted at?**

The Marriot Courtyard Schaumburg will be hosting both the "Workshop" and the "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?**

No, we need a head count prior to the event. Every attendee must be pre-registered. We need our final head count by Monday, May 10th, 2019. We must make sure we have enough room for all the attendees, and enough food. This can only be properly accomplished with an accurate head count. You can register in several different ways.

### **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.

## **Facebook LIVE!**

Porter Lee will be broadcasting the User Group training this year live on Facebook. Users who are unable to attend in person can stream the training live from their Facebook app or watch the recorded sessions later on their news feed. This feature will only be available to our Facebook friends in the private LIMS Users Group. To join our group search for "Porter Lee – LIMS Users Group" or click this link <https://www.facebook.com/groups/PLC.LIMS.USERS/>

If you have further questions, please do not hesitate to contact one of our user group coordinators Candace Liu, Adam Herman, or Mike Evans at: 847-985-2060 and email

[Candace.Liu@porterlee.com](mailto:Candace.Liu@porterlee.com)

[Adam.Herman@porterlee.com](mailto:Adam.Herman@porterlee.com)

[Mike.Evans@porterlee.com](mailto:Mike.Evans@porterlee.com)

## **Accommodations**

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

### **Courtyard Chicago Schaumburg/Woodfield Mall**

**1311 American Lane Schaumburg IL, 60173**

**Phone: (847) 619-8100**

<https://courtyard.marriott.com/>

We have a contracted rate of \$119.00 per night for standard single or double rooms. You may check in on Monday, June 3<sup>th</sup>. Check out is Friday, June 7<sup>th</sup>. 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 **Friday, May 10th, 2019**. Reservations after this date will be subject to the current reservation rate set by the Courtyard Marriott.

Dining and shopping venues within a 5-mile radius of the hotel. Hotel shuttle service is not available from the Airport. Local taxi and limousine service is available for those not utilizing a rental car.

## **METHOD OF RESERVATION:**

### **Individual Reservations**

Individual attendees will make reservations for the Event directly with Hotel prior to 05/10/2019. Guests can call to book reservations at 877-574-7260 or book online here:

[https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Porter%20Lee%20Corporation%5ECHICS%60PORPORA%7CPORPORB%60119%60USD%60false%604%606/3/19%606/7/19%605/11/19&app=resvlink&stop\\_mobi=yes](https://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Porter%20Lee%20Corporation%5ECHICS%60PORPORA%7CPORPORB%60119%60USD%60false%604%606/3/19%606/7/19%605/11/19&app=resvlink&stop_mobi=yes)

When calling, all guests must identify themselves as a member of the **"Porter Lee Corporation"** Group to obtain the Group's rate. Hotel will accept reservations from attendees after the Cut-Off Date only on a space- and rate-available basis.

## **CHECK-IN/ CHECK-OUT TIMES:**

Guests may check-in any time after 3:00 pm and must check-out no later than 12:00 pm. The hotel cannot guarantee early arrival or late checkouts for groups.

**Users Group Registration**

To register please complete the form below and submit it on of the following method;

Email: [LIMSGROUP@porterlee.com](mailto:LIMSGROUP@porterlee.com)

Fax: (847) 584-0556

Mail: Porter Lee Corporation  
Attn: LIMS Users' Group  
1901 Wright Blvd  
Schaumburg, IL 60193

Deadline for registration: Friday, May 10, 2019



**2019 LIMS USERS' GROUP MEETING REGISTRATION FORM**

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

Registration Contact Name: \_\_\_\_\_

Registration Contact Phone Number: \_\_\_\_\_

(Please indicate which you will be attending, you can choose one or both)

\_\_\_ June 4<sup>th</sup> & 5<sup>th</sup> Workshop (\$450)

\_\_\_ June 6<sup>th</sup> and 7<sup>th</sup> Users' Group (Free)

Please <u>print</u> the names of those attending the Workshop	Please <u>print</u> the names of those attending the Users' Group