

LEARNFLEX™ CONFERENCE MANAGEMENT CAPABILITIES



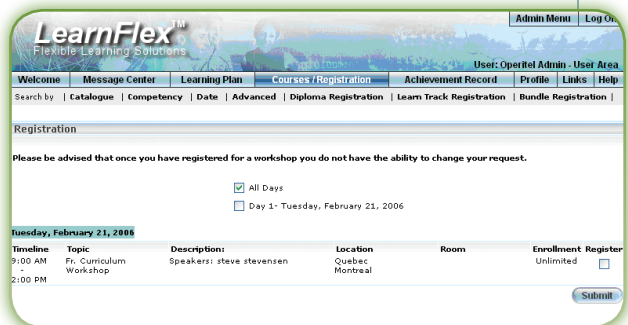
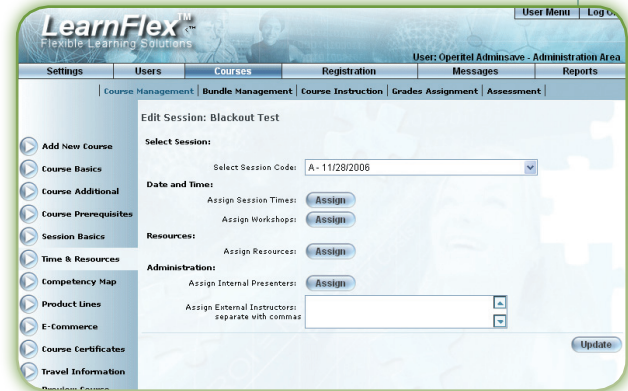
LearnFlex™
▷ is the perfect fit for Learning Management

OVERVIEW

The LearnFlex™ Conference Registration System allows attendees to register for conferences online and assists conference administrators in managing conferences. Using the Conference Registration System is easy. Attendees sign up for a conference in the same way they register for courses and administrators use the familiar courses interface in the Administrative area of LearnFlex™.

ASSESSMENT AND REPORTING CAPABILITIES

- Different administrators can create their own conferences within the Conference Module of LearnFlex™.
- Each conference can have multiple workshops in the same time frame. Each workshop can have individual registration.
- Each conference can have manager as well as conference chair approval.
- Users can purchase conference registration, or workshop registration, and if the conference is on multiple days, the user can have the option to attend and pay for only one day if the administrator configures this option.
- A conference can have many different locations as well as presenters. Each location can have reference documents such as agendas, directions, maps, and local accommodations.
- Different user groups can have different conference costs and discount codes.
- Payment for a conference can be achieved via a credit card, purchase order, or incentive points.
- Financial reconciliation with a FIS (Financial Information System) such as SAP or PeopleSoft is extremely easy with the LearnFlex™ payment bridge.
- Each conference workshop can have a variety of maximum enrollments for different user groups.
- Accommodations for speakers or facilitators can be managed in conjunction with the Travel Module.
- Administrators can be limited to reports on a specific workshop or can be granted access to the entire conference.
- Ability to send messages to attendees, both past and present, regarding conference changes or updates.
- Administrators can print conference certificates and lists.
- Mail Merge capabilities using MS Word for the creation of Name Cards, Mailing Labels, etc.
- Known users (within an organization) as well as the unknown users (general public) can sign-up for conferences.
- Complete financial reports are available for reconciliation and financial tracking.
- Customizable reporting allows a user to specify various parameters for a report.



Conference management in the LearnFlex™ system is attendee driven and has been designed to provide a cost effective, and highly configurable solution that can meet the changing and diverse needs of conference organizations. By integrating conference capabilities into an enterprise LMS, an organization is able to achieve a single solution that tracks and manages all types of learning events.

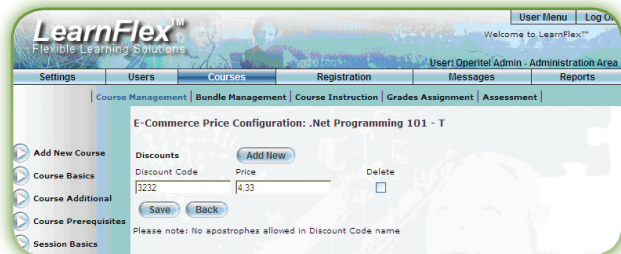
LearnFlex™ provides attendees with up-to-the-minute information regarding the conference as well as the variety of different workshops. LearnFlex™ provides conference organizers with an immediate communications vehicle which can instantly distribute last minute conference changes and information. A tracking system can be used for future conference correspondence.

The printing of badges, mailing labels, and attendee lists is easily managed by an extremely user-friendly interface, which can even be used on the conference floor.

Built on the most solid technological architecture available on the market today, LearnFlex™ is an extraordinary environment for extending an organization's conference and learning capabilities.

BENEFITS

- LearnFlex™ has the capacity to securely store an enormous amount of personal data about individuals for current conference registrations as well as future marketing campaigns.
- Individual attendees can register for a conference or an organization can register a group of users in a batch based on profile information.
- Attendees can purchase conference, or workshop, registrations. If the conference is on multiple days, an attendee can have the option to attend and pay for only one day.
- Different attendees can have different conference costs and discount codes.
- Travel and accommodations for speakers, facilitators, and internal staff can be managed and tracked in conjunction with the travel module.
- Reference material can be made available to attendees before the conference starts.
- An attendee's achievement record will record the list of conferences and workshops that they have attended.
- Conferences or workshops can be designated as prerequisites to courses or learning activities.
- Incentive programs can be triggered by attendance at a conference.
- Attendees can fulfill competencies requirements through attendance at a conference.
- Total conference costs per employee, business unit or division can be tracked for internal employees.



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