



# USER GROUP MEETING 2025

March 20–21, 2025 | Royal Conservatoire The Hague



[www.asimut.com/ugm2025](http://www.asimut.com/ugm2025)

# What is the User Group Meeting?

Our annual two-day event is a springtime tradition where delegates from ASIMUT user institutions and core members of the ASIMUT software team come together. Our primary goal at the ASIMUT User Group Meeting is to discuss and prioritize future developments and promote knowledge sharing and networking among users – all while providing valuable training in new and existing functionalities.

But it is not just about ASIMUT – it is a unique forum where staff from the world’s leading schools of music, drama and art come together to socialize and share their professional knowledge and experiences.

The User Group Meeting journey began in 2014 at the Royal College of Music in London. Since then, we have been on an exciting annual adventure, visiting different schools in new cities. Most recently, we made history by hosting a record-breaking number of participants at the Conservatorio di Musica “Giuseppe Verdi” in Milan.

For 2025, we are thrilled to bring the User Group Meeting to an exciting new venue: the prestigious Royal Conservatoire The Hague.

Participation remains free of charge, and all meals mentioned in the agenda are included. We kindly ask participants to make their own travel and accommodation arrangements.



## Past User Group Meetings

- 2014 Royal College of Music  
London, England
- 2015 Royal Welsh College of Music and Drama  
Cardiff, Wales
- 2016 Conservatori Liceu  
Barcelona, Spain
- 2017 Conservatorium van Amsterdam  
Amsterdam, The Netherlands
- 2018 RMC and DDSKS  
Copenhagen, Denmark
- 2019 Royal Conservatoire of Scotland  
Glasgow, Scotland
- 2020 Online due to Covid
- 2021 Online due to Covid
- 2022 Royal Academy of Music  
Aarhus, Denmark
- 2023 Hochschule für Musik und Theater Hamburg  
Hamburg, Germany
- 2024 Conservatorio di Musica “Giuseppe Verdi”  
Milan, Italy
- 2025 Royal Conservatoire The Hague  
The Hague, The Netherlands

# Practical information and deadlines

## Latest sign-up

Make sure to sign up for the User Group Meeting at the latest on January 17, 2025.

## Dietary requirements

The sign-up form includes an opportunity to list dietary requirements and allergies. Together with our suppliers and within the possibilities we have, we will do our best to accommodate all dietary restrictions.

## Recommended equipment

We recommend bringing a laptop, as we will present new features in ASIMUT during the sessions. Additionally, it is handy to have a notepad and pen for taking notes.

## Follow us to stay updated




# Program

## Thursday, March 20

- 08:30 - 10:00 Meet and greet
- 10:00 - 10:30 Welcome and introduction
- 10:30 - 11:30 Presentation of new features
- 11:30 - 12:30 Sessions – round 1
- 12:30 - 14:00 Lunch break
- 14:00 - 15:00 Tour of the conservatory
- 15:15 - 16:15 Sessions – round 2
- 16:15 - 16:45 Coffee break
- 16:45 - 17:45 Sessions – round 3
- 17:45 - 18:00 Group picture
- 18:00 - 19:30 Sight-seeing walk to dinner
- 19:30 Dinner at Rootz

## Friday, March 21

- 09:00 - 10:00 Meet and greet
- 10:00 - 11:00 Sessions – round 4
- 11:00 - 11:30 Coffee break
- 11:30 - 12:30 Sessions – round 5
- 12:30 - 14:00 Lunch break
- 14:00 - 15:00 Summary and sticky-note vote
- 15:00 - 15:30 Round-up session
- 15:30 Final surprise

 Your individual schedule will be available in ASIMUT on the day prior to the User Group Meeting.



# What is happening?

## Meet and greet

Our team will be ready to welcome participants from 8:30 onwards. It is a fantastic opportunity to reconnect with old friends and introduce newcomers to colleagues from other schools. Join us for a friendly chat over coffee, tea and some delicious pastries. It's the perfect way to set the tone before diving into the day's agenda, including the welcome and introductions, followed by a sneak peek at new features.

## Break-out sessions

Dive into focused discussions during our break-out sessions, each centered around specific topics and training. An ASIMUT team member will kick things off by introducing the topic, sparking an open discussion on current usage, potential improvement and future development. During sign-up, participants select which session topics interest them most. We will do our best to schedule sessions based on their preferences, although we cannot promise everyone will get their first choice.

## Summary and sticky note vote

After a short summary of last year's prioritization and introduction to the rules of the sticky note vote, participants write down their priorities for future developments and general improvements on colorful sticky notes. Based on their topics, we then group the notes to create a visual map reflecting everyone's preferences. Post-conference, we count the ballots, providing a crucial contribution to prioritizing ongoing ASIMUT improvements.

## Dinner and networking

After Thursday's formal program we will, as usual, dine together, celebrating our community, each other and the arts.



# Break-out sessions overview

## Introduction to the new event request functionality



Most institutions have central locations like performance venues that students and professors should not be allowed to book directly. With the new event request functionality, you can design a workflow in which a user submits a request for an event in a location instead of booking directly. Requests are approved, rescheduled or rejected by staff in the advanced interface.

This session is targeted at those who might consider implementing the event request functionality at their school. We will present the functionality, its benefits and the use cases where it can add value to your workflow.

### What to prepare:

- A list of locations at your institution where this functionality would be relevant. Who can request, who can approve, and what are the constraints and timeline involved?

## Recommended equipment



When this icon is present, we recommend that you bring a laptop to the session.



When this icon is present, we recommend that you bring a phone to the session.



# Break-out sessions overview

## Optimizing booking rules



Room booking rules have a significant impact on students' daily experiences. These rules can either feel fair, optimal and easy to manage or appear uneven and stressful, creating constant challenges. Additionally, they often determine whether rooms are used to their full potential or left underutilized, resulting in either vacant spaces or students searching for booked but unused rooms.

In this session, we will explore how revisiting your room booking rules can transform both student experiences and your institution's room utilization. Drawing from the experiences of institutions that have tested various approaches, we will discuss what has proven most effective and has led to the highest levels of student satisfaction.

*What to prepare:*

- *An overview of your current booking rules, including booking horizons and quotas for students.*
- *Your assessment of student satisfaction and room utilization, even if this is primarily based on personal or colleagues' observations.*



## Optimizing advanced interface scheduling and planning



Many institutions using ASIMUT have reached a stage where nearly all activities are seamlessly planned within the system, creating tremendous value by ensuring that everyone knows where they need to be and when. For new schools or less experienced schedulers, this may seem like a daunting goal, but with collaborative scheduling and full use of ASIMUT's advanced interface features, it's achievable.

This session will equip you with tools and techniques to maximize your efficiency when using ASIMUT's advanced interface. We'll demonstrate the fastest, most effective ways to plan courses and other activities and discuss how to make schedules clear and communicative for the benefit of common interface users.



## Break-out sessions overview

### Teachers and students scheduling individual lessons



One-on-one time is an essential part of students' and teachers' schedules, whether for teaching, coaching or consultation. Teachers and students know best when they are available for sessions. Therefore, the most efficient approach is for them to coordinate their individual lessons themselves, without involving schedulers.

In this session, we will show you how to enable students and teachers to set up individual lessons in the common interface. We look forward to having you try out the feature and hearing your feedback.

*What to prepare:*

- *Examples of how teachers and students currently coordinate individual lessons.*

### Involving teachers in scheduling recurring classes



Scheduling regularly recurring events in the common interface is a key factor in involving teachers in planning their classes, whether independently or in collaboration with the administration.

At the intersection of self-service and complex scheduling scenarios, we have designed a tool that enables teachers to schedule recurring classes.

During this session, we will present the feature in its current version and look forward to your feedback.

*What to prepare:*

- *Input on where the responsibility or authority to resolve location and person conflicts should lie.*



# Break-out sessions overview

## Developing new booking rule features

By setting up effective booking rules, you can allow students and teachers the freedom to schedule their own classes, rehearsals and practices, while still ensuring that schedulers have access to the facilities they need to plan and reschedule the institution's core activities.

While the current booking rule features available in ASIMUT go a long way to accommodate this, there are certain scenarios where they fall short. We would like to address these shortcomings while keeping the booking rules concept simple and manageable.

In this session, we will present our proposal for achieving this goal and look forward to testing it against the scenarios you bring to the session.

*What to prepare:*

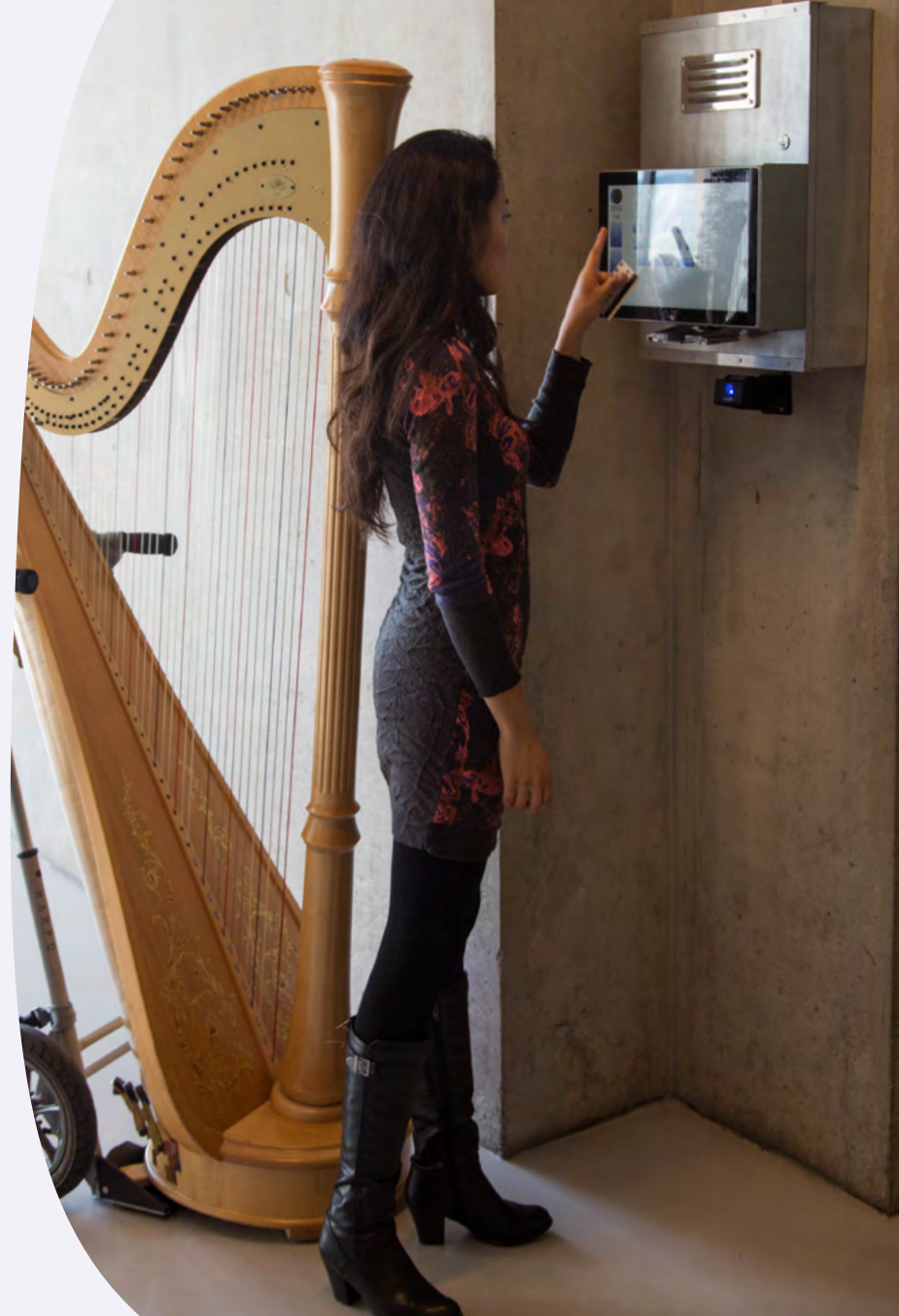
- *Scenarios where the current booking rule features do not fully meet your ideal requirements.*

## The potential of AI in ASIMUT

With ever-improving AI technology available, this session follows up on last year's experimental functionality, offering new ideas and suggestions for how you can start using large language models in your work with ASIMUT, even before the API-based functionality is launched.

*What to prepare:*

- *Ensure you are up to date with your institution's guidelines and rules concerning the use of artificial intelligence.*



# Break-out sessions overview

## Improved overviews

One of the core purposes of ASIMUT is to allow institutional administrators to have an overview of everything that is happening. ASIMUT provides overviews with plenty of detail, regardless of how far you zoom out. Based on ideas shared by users and the fruitful discussions at last year's UGM, this session explores new and alternative ways to present the information stored in ASIMUT.

*What to prepare:*

- *Consider situations where an alternative way of viewing the information could be beneficial.*



## Getting your complete schedule into ASIMUT



Open ASIMUT to get a comprehensive overview of activities for the upcoming days – this is the scenario in which ASIMUT is used to its full potential. The more complete the activity details, the clearer users will be about when and where to be, enabling more efficient practice planning and minimizing unnoticed double bookings of people and locations.

Some of the information needed for scheduling is maintained outside of ASIMUT, especially information related to academic courses. This session is aimed at participants whose schools maintain course catalogs or course participant lists primarily in systems other than ASIMUT.

During this session, we will present tools to help you more efficiently create activities based on information collected from other systems.

*What to prepare:*

- *Investigate how you can currently export data from your student administration system.*

# Break-out sessions overview

## Tailoring ASIMUT for DAVA schools: a focus group discussion

Join us for a dynamic focus group discussion to explore the unique needs and challenges faced by schools of design, architecture and visual arts (DAVA) using ASIMUT. Building on insights from previous sessions, this year's discussion offers a platform for advanced users to share experiences and explore solutions tailored to the specific requirements of DAVA institutions.

To make this session as relevant as possible, we encourage participants to share specific topics or challenges in advance. This will enable a more targeted discussion that reflects your unique experiences. Through collaboration, we aim to enhance ASIMUT's functionality, optimizing resource planning and creating a more flexible environment for both students and faculty.

### What to prepare:

- Consider the specific needs of your DAVA school that ASIMUT could better accommodate, particularly in areas such as resource and workshop management, space usage and scheduling.





## Break-out sessions overview

### Experienced user sessions

At this year's UGM, we are introducing a new type of session specifically designed for long-term ASIMUT users who have attended multiple user group meetings. These sessions will provide a dedicated forum to present and discuss topics relevant to experienced users.

Each session will be 30 minutes long, featuring a 5- to 10-minute presentation by a participant, followed by a group discussion. If you feel you belong in this group, you are welcome to prioritize this session. We encourage you to submit a topic proposal in the form when signing up; we will then contact you to fully understand and discuss your topic idea.

To ensure the sessions are valuable for all participants, we will select topics of broad interest to the ASIMUT community. While you can attend without submitting a proposal, the number of slots allocated for these sessions will depend on the number of proposals received.

*What to prepare:*

- *Consider submitting a topic proposal. More information will follow once the topics are known.*


# Break-out sessions overview

## Attendance, Reconfirmation, Touch/Info Displays

The Attendance module enables students and teachers to communicate their absence to those affected, making attendance reporting for classes and other events convenient and quick for teachers.

The Reconfirmation module helps free up space if a user does not show up at the booked location so that others can use it instead.

With the Touch/Info Displays module, schools and their administrative staff have a wide range of options for displaying information from ASIMUT on screens around their school, including interactive touch-screen kiosks.

 During the three module intro sessions described on this page, we will introduce the optional modules available in ASIMUT.

These sessions are introductions intended for those not yet using the modules.

## Event Management, Event CMS and Ensemble Planning

The Event Management module facilitates communication for organizing event tasks. Rather than sending information to overflowing email inboxes, details are attached directly to the relevant event in ASIMUT.

With the Event CMS module, administrative staff can save additional information to an event and export it or display it outside of ASIMUT, for example in an event calendar on their website or box office system.

The Ensemble Planning module provides functionality for planning ensemble and orchestral projects, including rehearsals, performances and repertoire management.

## iCalendar Feed, Door Locking System Integration and API

With the iCalendar Feed module, any user can subscribe to their ASIMUT schedule in Outlook, Google Calendar, Apple Calendar, etc. Custom feeds allow users to subscribe to location agendas or tagged events such as concerts.

The Door Locking System Integration links ASIMUT with access control systems. Schedules and bookings are translated into access rights, so users can only open relevant doors. In combination with the Reconfirmation module, it can also, if desired, automatically cancel events where nobody shows up.

Enabling the API allows technical staff to create custom integrations or have a third party build them. With the API, there is virtually no limit to what can be done with the data in ASIMUT or how it can be imported or modified.

# Who will be there from ASIMUT software?



## Mads Skovbjerg Paldam

Product Director & Owner

ASIMUT software founder, father of five, fueled by a love for the arts.



## Klaus Hoffbeck

Commercial Director

Lawyer with a past in finance, now ambitiously growing ASIMUT software.



## Dennis Jung Møller

Head of Sales & Implementations

Youthful senior specialist with over 50 successful ASIMUT implementations.



## Monika Ziegler

Head of Project Management & QA

Precision-driven project manager with exceptional technical insight.



## Silvia Bortolotto

Customer Relations & Support

Synonymous with outstanding support, cherished by ASIMUT customers.



## Nicolae Vezure

Customer Relations & Support

From pianist to Local Support Agent, now a part of the ASIMUT support team.



## Veronika Poulsen

Customer Relations & Back-office

Jack of many trades, from communication to planning and invoicing.



## Andreas Pedersen

Media Development

Visual content creator with a deep passion for theater.



## Maarten Vrugink

Development

Developer to the core, tirelessly enhancing and innovating features.



## John Kjøller

Development

Artist at heart, adding creativity to every aspect of development.



## Ádám Horváth

Development

Mate tea-fueled developer, focusing on sculpting the future of ASIMUT.



## Tine Engel Mogensen

Product Language

Language enthusiast with a focus on product translations and external communication.

# About our host this year

Established in 1826, the Royal Conservatoire The Hague nurtures talented musicians and dancers from around the world, helping them become versatile artists engaged both globally and locally.


Students not only master essential technical skills, but also develop an inquisitive attitude and a lifelong curiosity, enabling them to perform at the highest international level and excel in tomorrow's artistic profession.

The institution emphasizes curiosity, experimentation and reflection. Through artistic research, a deeper understanding of the artistic practice is gained, and new possibilities can be explored and tested.


The Royal Conservatoire prepares musicians and dancers to the highest standard for their future professional careers. The aim is to integrate them into the professional practice. This involves intensive collaboration with external partners and skill-focused courses.

With students and staff from over 55 countries, the conservatoire focuses on international cooperation, exchange and curricular development, fostering a diverse and vibrant community.


## The host at a glance

 1826  
Year of foundation

 2013  
Year of ASIMUT implementation

 1270  
Students in total

 60%  
International students

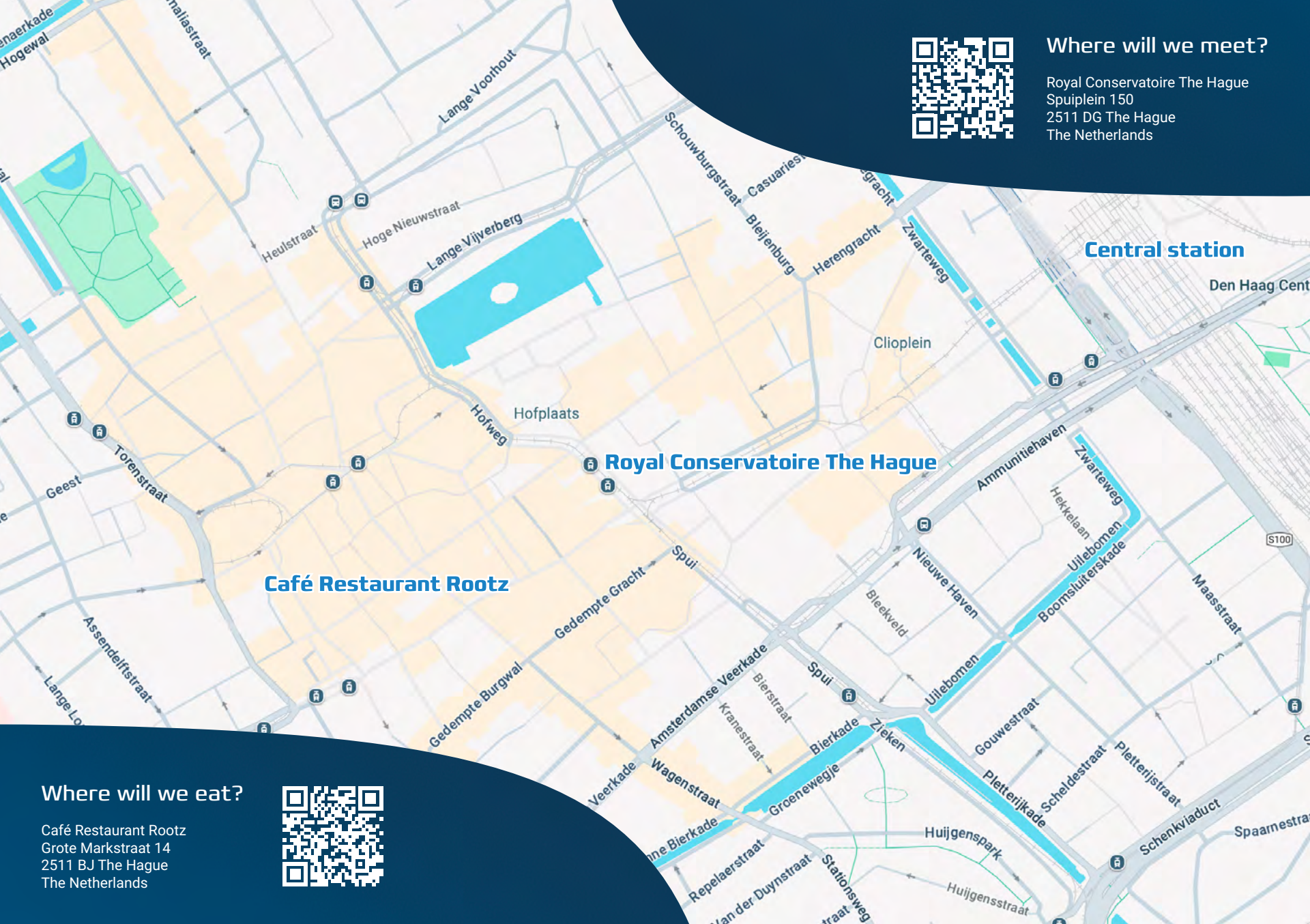
 306  
Teachers in total

 55  
Different nationalities represented

 156  
Courses available

 5  
Recording studios





### Where will we meet?

Royal Conservatoire The Hague  
Spuiplein 150  
2511 DG The Hague  
The Netherlands

### Café Restaurant Rootz

### Royal Conservatoire The Hague

### Central station

### Where will we eat?

Café Restaurant Rootz  
Grote Markstraat 14  
2511 BJ The Hague  
The Netherlands

