ASIMUT UGM 2020

April 20-21 at the Royal Academy of Music, Aarhus

Sign up and more info: www.asimut.com/ugm2020

ASIMUT user group meeting

The ASIMUT UGM is an annual, two day event taking place in the springtime with participation of delegates from the ASIMUT user institutions and core members of the ASIMUT team. The main purpose is to discuss and prioritise future developments, promote knowledge sharing and networking among users and provide training in new functionalities. But it is not all ASIMUT - we are delighted to host a forum where staff from the world's best run schools of music, drama and art meet, socialise and share professional knowledge and experience.

The first UGM took place in 2014 at the Royal College of Music in London. Since then, we have met each year in April at a new school in a new city. Since the first UGM, participation has grown from around 30 to more than 80 delegates, travelling from Europe, Asia and North America to participate. ASIMUT is used broadly at the institutions, and the participants reflect this: The UGM is attended by schedulers, event managers, building coordinators as well as directors, heads of department and student council representatives.

The 2020 event will be hosted by the Royal Academy of Music in Aarhus, where the idea of ASIMUT was born while Dennis was student council president and Mads was head of public relations and technical departments. The UGM is sponsored by ASIMUT software and the host institution, and participation is free of charge, including the meals mentioned in the agenda. Participants must arrange their own travel and accommodation.

UGM 2014 in London:
Royal College of Music

UGM 2015 in Cardiff:
Royal Welsh College of Music and Drama

UGM 2016 in Barcelona:
Conservatorio Liceu

Monday 20th of April

09:00 - 10:30	Meet & Greet
10:30 - 11:00	Welcome and introduction
11:00 - 12:00	Presentation of new features
12:00 - 13:00	Sessions
	Lunch
14:30 - 15:30	Sessions
	Coffee break
16:00 - 17:00	Sessions
17:00	Group picture and optional 60 min walk to restaurant
18:30	Dinner and evening out at "Varna Palæet"

Tuesday 21st of April

09:00 - 10:00	Meet & Greet
10:00 - 11:00	Sessions
	Coffee break
11:30 - 12:30	Sessions
	Lunch
14:00 - 15:00	Summary and sticky-note vote
15:00 - 15:30	Round-up session
15:30 - 17:00	Final surprise

UGM 2017 in Amsterdam:
Conservatorium van Amsterdam

UGM 2018 in Copenhagen:
RMC and DDSKS

UGM 2019 in Glasgow:
Royal Conservatoire of Scotland

Sessions

Sessions focus on specific topics and include both training and discussion of future development in relation to the topic. Sessions will start by a member of the ASIMUT team introducing the functionality or topic, followed by an open discussion of current usage, potential improvements and development.

During the signup, participants indicate which sessions they are most interested in. We will then plan the sessions into the available slots, optimising participant's individual preferences. Please note that we cannot guarantee that everybody gets only their top priorities.

The Sticky-Note Vote

After the sessions are concluded, we will conduct the traditional "sticky-note vote": Each participant receive a number of sticky-notes with colours representing priorities, write their preferred future development on the notes, which are then grouped to form a visual map of the priorities of the participants. After the conference, the "ballots" are counted and serve as an important guideline for prioritising the continued development of ASIMUT.

New Public Interface

The first preview version of the new public interface is published in March. We will present this version and the planned changes prior to final publication and invite your feedback and ideas.

We will also discuss the transition process and how we work together to best help your students and staff through the transition.

Tour of the academy

During this tour, we will take a look at the facilities of the Royal Academy of Music Aarhus and Aarhus Concert Hall.

Event Signup

Event signup allows admins to open events for students and staff to sign up. In the Jan 2020 release, it was greatly enhanced to allow prioritising different groups, categorise open events, enable a waiting list, add a note etc.

During the session we will introduce the new features and invite you to share your experiences and feedback.

Managing Equipment

The first version of the equipment module is currently in development. We will present the current state of development as well as mock-ups of the expected release version. We will discuss the features and invite you to provide feedback, consider use cases and help us make sure this module will become a valuable tool at your institution.

Linked Person Groups

For many schools, a central subject is the scheduling of person groups imported from a student information system. It can be challenging to keep the timetable up to date when students leave or join different programmes. During this session, we will discuss existing features to support these workflows and look at improvements currently in development.

Workspaces

The workspaces functionality was first introduced as a "beta" feature in the July 2018 release. Since then it has been extended and improved. It enables administrative users to plan in a separate workspace and then selectively publish events into the main schedule. We will present the current functionality and discuss potential improvements.

Booking Rules

The booking rules are a central feature of ASIMUT and governs how students and staff are allowed to create events (bookings) in certain rooms, limited by quotas and horizons. A member of the ASIMUT team will recap the possibilities, and then the session will be open for dicussion of current usage and ways to improve the existing functionality.

Event CMS

The Event CMS module allows you to add a tab with custom fields to events. This has proven itself useful in a number of contexts, e.g. public event calendars on websites. We introduce the functionality and some use cases, and then we open up the discussion of how this feature can be used and further developed.

Arrangement Wizards

The arrangement wizards allow users to create specific types of arrangements like exams, individual tutoring and concert events much more quickly than by adding events one at a time. They also allow quickly booking multiple locations.

We will present the wizards and open up for discussion of how we can improve and extend them.

Absence / Attendance

The absence / attendance module allows students and staff to report their own absences and it allows staff to take attendance in class either using the public interface or the mobile interface.

After the introduction, we will discuss improvements currently under development and ideas for future development.
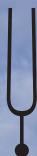
Security and Privacy

Data security and data privacy is a core concern at ASIMUT. During this session, a member of the team will introduce our information security framework, explain our external auditing procedures and present the features of ASIMUT that relate to security and GDPR compliance. We will discuss risks and how you can help keeping your data secure.

Ensemble Module

The ensemble module allows adding repertoire to arrangements and facilitates planning orchestral projects with tutti- and sectional rehearsals. We introduce the current functionality and planned development.

We invite an open discussion of how to improve and continue development of this feature.

Clash Checking

Clash checking and conflict resolution is a core part of the scheduling and planning functionality. We will start by taking a look at the current features and proceed to discuss potential improvements and ideas for future development.

Categories and tags

Categories and tags are ways to group and categorise events in ASIMUT. Recently new features have been introduced in relation to these tools like the personalised tags menu, improved category selection and restricted categories. We go through the features related to categories and tags, then we invite your comments and suggestions for improvements.

Det Jyske
Musikkonservatorium
**The Royal Academy
of Music**

Royal Academy of Music, Aarhus

Our user group meeting host this year is the birthplace of ASIMUT known in Danish as "Det Jyske Musikkonservatorium". It is a vibrant institution encompassing both classical music, rock, jazz and electronic music.

The Academy has a very strong international profile with focus on international exchanges and a global mindset amongst students and staff. It is involved in a wide range of collaborations with a strong base in the Nordic/Baltic Region and the EU. Furthermore it is heavily engaged in global collaborations through the GLOMUS network with member institutions in Africa, the Middle East, Asia, and the Americas.

It is a great pleasure for us to welcome you to the academy where Dennis and John of the ASIMUT staff graduated and Mads worked his way up from it-support to head of department before founding ASIMUT.

Sign up now (deadline February 29th)
www.asimut.com/ugm2020

UGM main venue
"Det Jyske Musikkonservatorium"

Bus from Billund Airport arrives at "Rutebilstationen"

Bus from Aarhus Airport arrives at "Hovebanegården"

Getting to the UGM

We will meet at:

**Royal Academy of Music
Musikhuset Aarhus
Skovgaardsgade 2C
DK-8000 Aarhus C**

More info about transportation and accommodation on the website.

UGM dinner venue
"Varna Palæet"