

ASIMUT UGM 2022

April 25-26 at the Royal Academy of Music, Aarhus



Sign up and more info: www.asimut.com/ugm2022

ASIMUT User Group Meeting (UGM)

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 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 met every year in April at a new school in a new city until COVID forced us to go online 2020-2021. Now we are really looking forward to meeting up in person again in 2022, with the backup plan and option of online participation in selected sessions, for those unable to travel.

The 2022 event will be hosted by RAMA, 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

UGM 2017 in Amsterdam:
Conservatorium van Amsterdam

Monday 25th of April

- 08:30 - 10:00 Meet & Greet
- 10:00 - 10:30 Welcome and introduction
- 10:30 - 11:30 Presentation of new features
- 11:30 - 12:30 Sessions - round 1
- Lunch
- 14:00 - 15:00 RAMA (our host)
tour and introduction
- 15:15 - 16:15 Sessions - round 2
- Coffee break
- 16:45 - 17:45 Sessions - round 3
- 17:45 - 18:00 Group picture
- 18:00 - 19:00 Sight-seeing walk to Varna
- 19:00 - Dinner and evening out at Varna

Tuesday 26th of April

- 09:00 - 10:00 Meet & Greet
- 10:00 - 11:00 Sessions - round 4
- Coffee break
- 11:30 - 12:30 Sessions - round 5
- Lunch
- 14:00 - 15:00 Summary and sticky-note vote
- 15:00 - 15:30 Round-Up Session
- 15:30 - Final Surprise

UGM 2018 in Copenhagen:
RMC and DDSKS

UGM 2019 in Glasgow:
Royal Conservatoire of Scotland

UGM 2020:
Online due to COVID

UGM 2021:
Online due to COVID

Introductory plenary sessions

ASIMUT staff will be at the venue from 8:30 to meet and greet participants arriving. It is always great to see our old friends again and to be able to introduce newcomers to relevant colleagues from other schools - there will be coffee and tea as well as genuine Danish pastries. We will proceed to the welcome and introduction, and then we will present the new features introduced since last year and some new features about to be released.

Break-out sessions

Sessions focus on specific topics and include both training and discussion of future development in relation to the topic. Most sessions will start by a member of the ASIMUT team introducing the topic, followed by an open discussion of current usage, potential improvements and development. On the following pages, you will find descriptions of this years sessions.

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

Summary and Sticky-Note Vote

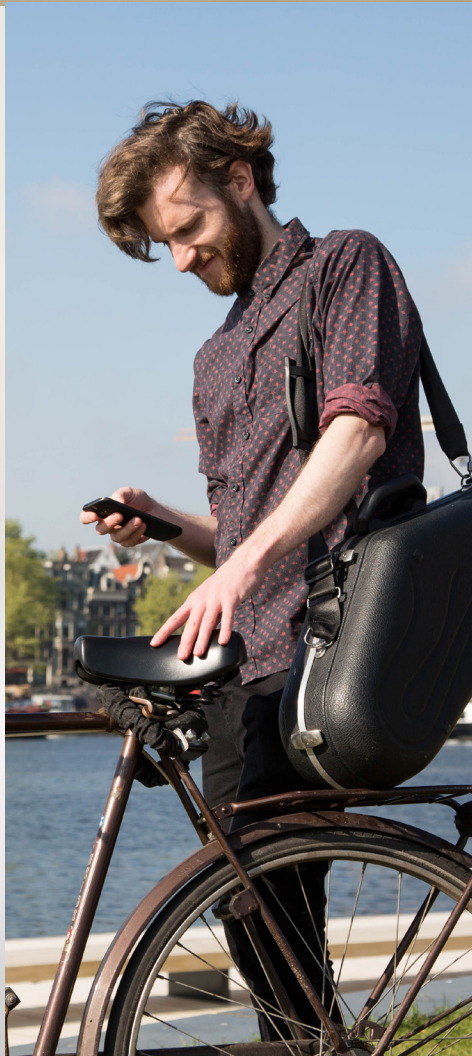
After the break-out sessions are concluded, we will conduct the traditional "sticky-note vote": Every participant receives a number of sticky-notes with colours representing priorities, write their preferred future development on the notes, which are then grouped to form a visual map of the priorities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

Common Interface in-depth

Some customers have already implemented the new Common Interface while others are still in the process of introducing it. It is a complete redesign of the user experience for students and staff; how they access their agenda, make bookings, and interact with ASIMUT, designed to prioritise convenience and ease of use on smart-phones and tablets.

The new Common Interface is the focus of this UGM, both during the new features presentation and many of the split sessions, which will concentrate on specific aspects like attendance, sign-up etc.

This session will focus on the overall user experience - navigating the menus, agendas, location group overviews as well as the search functionality.



Attendance and absence

Taking attendance and self-reporting absence are functionalities that have existed in ASIMUT for years as an optional module used by many of our customers.

Both functionalities are now available in the new Common Interface. Especially the interface for reporting attendance has been restructured and improved, not least thanks to the feedback we have received at previous User Group Meetings.

During this session we will present the new interfaces and discuss how they can be further improved.

We will also show a new feature that we are developing and testing with the Guildhall School, which enables students to report themselves present by touching their student card to a device installed at the entrance of the classroom or lecture hall.

Sign-up

The sign-up functionality allows administrators to invite specific groups of students and staff to sign up to participate in selected events like masterclasses and individual tutoring. Individual deadlines may be defined for specific groups and a waiting list may be enabled in case all seats are taken.

The sign-up function in the new Common Interface has been enhanced to give users a better overview of sign-up opportunities and to make the process of signing up easier and more informative.

During this session, we will first go through the functionality both from an administrator's and from a student's point of view. Then we will open the floor for a discussion of how this functionality can be used, and how we may improve it further in upcoming releases.



Collaborative scheduling

One of the primary goals of ASIMUT is to enable collaborative scheduling, i.e., to allow all the people involved in planning the school's activities to work together in real-time - academic schedulers, staff involved in planning performances, exhibitions etc. and, in addition, to allow faculty and students to take part by planning their own classes, practice etc.

Some of our clients allow faculty to plan both individual tutoring and even most of the academic schedule, while others keep the core planning centralised and only allow students and staff limited booking rights for individual practice bookings.

This session will consider how you can allow students and staff greater freedom to plan their own activities, and we will discuss how we can develop features to better facilitate such an approach.

Advanced Planning

The Advanced Interface has many features that most planners do not require to do their job, but all of them have the potential to save you hours doing specific tasks, or to add flexibility in certain contexts. Some have always been there; some have been added over the years of improving ASIMUT.

In this session we will dive into features that you may have forgotten about or that may have been added since your implementation workshop. Features include slicing events, splitting and merging arrangements, event wizards, smart paste, ad hoc and other person group features, smart event selector, add/copy events, time periods, arrangement views and drag-and-drop.

Mastering ASIMUT by implementing these features in your daily work can save you hours!



Booking rules

The booking rules limit where and how students and staff are allowed to create events (practice bookings, tutoring etc.). ASIMUT features a comprehensive set of booking rules, including quotas that limit how much time a user can book and horizons that limit how far ahead a user may book.

During this session, we will recap the possibilities for setting up booking rules to ensure a fair and optimal use of rooms as well as prioritising certain groups of users for certain rooms. We will discuss the pros and cons of different configurations.

After the presentation, we will invite a discussion of how to improve existing possibilities, and we present a proposal how to make quotas more flexible and able to handle some of the scenarios that, currently, cause difficulties.

Managing crisis

This pilot session will break new ground by bringing together project management- and ASIMUT training, in an integrated approach. It will be co-hosted by Keld Hosbond, Vice Principal of the Royal Academy of Music, Aarhus / Aalborg.

We will focus on operational lessons learnt during the pandemic, share notes for emergency operations, and how to translate all of that into ASIMUT rules and protocols – including your input on best practice and system capabilities we should develop further.

Please note participants will be invited to share their experiences, in c. 100 words, prior to the UGM.



Equipment module

For many of our customers, an equipment module has long been a missing piece of the puzzle to complete the planning of events. It will allow keeping track of resources like instruments and audio-visual equipment, lending it out to students and staff, or reserving it for events, ensuring its availability. Furthermore, it will allow keeping a maintenance log and efficiently taking stock of inventory at regular intervals.

Last year, we presented the development plan for the first phase of this upcoming module; and we will now present the current status of development and talk about questions that have come up since last year's session.

ASIMUT and the SRS

The student registration system (SRS) is a core component of any school's IT-infrastructure. Essentially, it is the registry of students, enrolment, academic requirements, and progress for every student. Some schools refer to it as the SiS, Campus Management, or by a specific product's name.

A central task when implementing ASIMUT is to establish a data flow from the SRS to ASIMUT, and to determine how to best use the two systems together.

During this session, we will talk about different ways of organising the processes that involve both the SRS and ASIMUT as well as how the required data flows can be implemented.

Participants are encouraged to share experiences and help qualify future development relevant in this context.



Reconfirmation module

The reconfirmation functionality enables workflows where students and faculty make provisional bookings that must be re-confirmed or, otherwise, will be automatically cancelled. Reconfirmation can happen in different ways:

- By swiping a student card at a kiosk in the building.
- By activating an electronic door lock when entering the room.
- By front desk staff when the user collects the room key.
- By an administrator responsible for overseeing bookings.
- By tapping a button that appears on the user's phone when it is connected to the school's WIFI.

We will present the functionality, how it may be implemented, and discuss how we can improve it.

Exporting and importing

Exporting and importing data in ASIMUT is useful, not only for statistics or initial imports and synchronisation. If you need to modify a large number of events, you may save hours by first exporting the events, modifying the export file (i.e., in a spreadsheet programme), and then reimporting the changed events.

This procedure was very useful when COVID struck, since it allowed clients to very quickly convert standard on-site classes to online classes with links to Zoom, Teams, or other video conferencing platforms.

During this session we will go through the process and make sure participants get a full understanding of how it works, what it can do, and what you must watch out for to avoid disaster.

Workspaces

A lesser-known feature of ASIMUT is the ability to set up separate “workspaces” that allow groups of planners to work together creating and editing events in a private workspace that only they can see and access. At a given point in time, these events can be “published” into the main ASIMUT system, where they are visible and editable like normal events. You can set up one or more draft workspaces for the next semester, or your concert office can work on future planning in private, releasing the plan one week at a time.

During the session we will show you in detail how workspaces operate and discuss some examples of how they may be useful. We encourage current users of the functionality to participate and provide feedback.

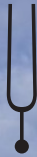
Finally, we will discuss potential improvements to the feature.

Integrations

Being a web application, ASIMUT lends itself very well to integrations. It features a so-called REST API, which is the industry-standard open interface for building integrations. Using this REST API, our customers have built a large number of interesting integrations with other systems, saving time and opening up new possibilities.

Typical systems to integrate with are campus management systems, Electronic Access systems (door locks), and learning management systems.

In this session we will present the API and the possibilities and limitations of integrations. We encourage you to exchange ideas and specific experiences with integrations, and discuss how we can further improve the API.



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



Royal Academy of Music, Aarhus

Our UGM 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 28th)

www.asimut.com/ugm2022

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.

Google

