

ASIMUT UGM 2023

March 30-31 at the Hochschule für Musik und Theater Hamburg



Sign up and more info : www.asimut.com/ugm2023

ASIMUT user group meeting

The ASIMUT UGM is an annual, two-day event taking place in the springtime with the participation of delegates from the ASIMUT user institutions and core members of the ASIMUT team. The primary purpose is to discuss and prioritize 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, socialize 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 Spring at a different school in a new city until COVID forced us to go online in 2020-2021. Last year we combined in-person with online in Aarhus, but this year we look forward to seeing you all in person at the great Hochschule für Musik und Theater in the beautiful city of Hamburg.

Participation is free of charge, including the meals mentioned in the agenda. Participants are kindly asked to arrange their own travel and accommodation.

Thursday 30th of March

- 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 HfMT Hamburg tour
- 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 dinner
- 19:00 - Dinner and evening out at Rickmer Rickmers

Friday 31st of March

- 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

Meet and Greet

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. Join us for a cup of coffee, tea, and some pastries before we proceed to the welcome and introduction, followed by the presentation of new and upcoming features.

Sessions

Sessions focus on specific topics and include training and discussion of future development related to the topic. Sessions will start with 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, optimizing participants' individual preferences. Please note that we cannot guarantee that everybody gets only their top priorities.

The Sticky-Note Vote

After the sessions, we will conduct the traditional “sticky-note vote”: Participants receive a number of sticky-notes with colors representing priorities and write their preferred future development on the notes. We then group them to form a visual map of the priorities of all participants. After the conference, the “ballots” are counted and serve as an essential guideline for prioritizing the continued development of ASIMUT.

Optimizing scheduling and information workflows

During this session, we will present strategies for using ASI-MUT together with your student management software to plan and distribute schedules to students and teachers. New features allow you to import relevant course and event schedule information from your student registry. This way, you can eliminate extra work entering the information in ASI-MUT while ensuring consistency across systems.

Booking requests

We generally recommend room booking as self-service, where students and staff book locations directly. However, you may want to retain more control in some central locations, like performance halls and auditoriums. In this session, we present a new feature that will allow common users to request rooms to be approved or rejected by relevant staff.



Allow teachers to plan classes

Here we explain how you can configure your system to allow teachers to plan and manage their own individual or academic classes. The greater flexibility and autonomy will benefit teachers and students while relieving the administrative staff. By ensuring that teachers plan all activities in one system instead of separate private calendar systems, you simplify access to information and avoid data privacy and security issues.

Optimizing student practice bookings

There is always room for improvement to optimize the usage of available building capacity and ensure that all students can get a fair share of rooms. In this session, we will discuss potential points for optimizing the booking process for your students.

Planning complex arrangements

We will show and discuss how to plan complex arrangements like orchestral projects and concert festivals in ASIMUT. There are many different tools to facilitate this work, and we will present them during this session.

Data privacy

Who has access to which information? This question is central when implementing and running ASIMUT. It is currently possible to decide per event whether users who do not participate can see detailed information. During this session, we will present our proposal to implement new features to control access to events and schedules. We will discuss how these features would work at your school and how to best allow you to find the ideal balance between sharing what is relevant and ensuring personal data privacy.



A new approach to room booking

The current first-come, first-serve approach to room booking has proven its worth in many contexts. Still, short booking horizons and high-demand locations can lead to problematic situations where the fastest click at precisely the right time gets the room. During this session, we will explore a new approach to room allocation, where users request rooms that are then assigned automatically, ensuring fairness without stress.

Improving the common interface

The Common Interface has been in use for more than a year. It is now feature complete and has already had significant usability improvements. During this session, we would like to present some of the ideas for improvements that we developed based on the feedback we received from your students and staff. We count on your help to improve the interface even further.

Module intro sessions:

During the module intro sessions, we will introduce the optional modules available in ASIMUT. These sessions are introductions intended for those not yet using the modules.

Modules intro 1:

Attendance, Reconfirmation and Touch/Info Displays

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

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

With the touch/info displays module, you have a wide range of options for displaying information from ASIMUT on screens around your school, including interactive touch screen kiosks.

Modules intro 2:

Intro to Event Management, EventCMS and Ensemble Planning

The Event Management module facilitates the communication for organizing events' tasks. Instead of sending information to overflowing email inboxes, information is attached directly to the relevant event in ASIMUT.

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

The ensemble planning module offers functionality for planning ensemble and orchestral projects with rehearsals, performances, and managing repertoire.

Modules intro 3:

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 subscribing to location agendas or tagged events like concerts.

The Door Locking System Integration links ASIMUT and your access control system. Schedules and bookings are translated into access rights, so people can only open relevant doors. In combination with the reconfirmation module, it can automatically cancel events where nobody shows up.

Enabling the API allows you to create custom integrations or have a third party build them. With the API, there is virtually no limit to what you can do with the data in ASIMUT or how you can import or modify it.

ASIMUT for schools of Design, Architecture and Visual Arts

Although ASIMUT was created to solve the unique issues at schools of performing arts, we have been fortunate to implement the system at several schools of design and visual arts and are delighted to see it put to good use at these schools.

The time is now right to focus more specifically on our design and visual arts users. We have started a process of investigation that we call the DAVA-project, to research the specific requirements of these schools. Which new features will benefit these customers while also providing value to other customers? By the time of the UGM we will have completed the first part of the DAVA-project, and we look forward to discussing our findings with you. Join us if you represent a DAVA-school or a school with DAVA-departments.



Improving overviews

To manage schedules and events, you need to see at a glance what is happening. In ASIMUT, you will get overviews with plenty of detail, no matter how far you zoom out. But sometimes, details can clutter up the perfect bird's eye view – the broader overview of certain activities.

During this session, we will explore how to create overviews that help you keep track of the bigger picture. We will show you some proposals and invite you to bring your ideas for all of us to discuss.



About our host this year

Founded in 1950, the Hochschule für Musik und Theater Hamburg offers a wealth of courses relating to the performing arts. Subjects range from classical training in disciplines such as singing and drama to theatre direction and music teaching.

With more than 1200 students, over 400 public events per year, and a staff of internationally renowned artists, the school is an important cultural institution whose influence reaches far beyond Hamburg.

The HfMT offers the highest level of artistic education and a global outlook. The school is a gateway to the international world of performing arts for its students, just as the beautiful port city of Hamburg has been known through the centuries as Germany's gateway to the world.

We look forward to seeing you in Hamburg, a city rich in culture and history.

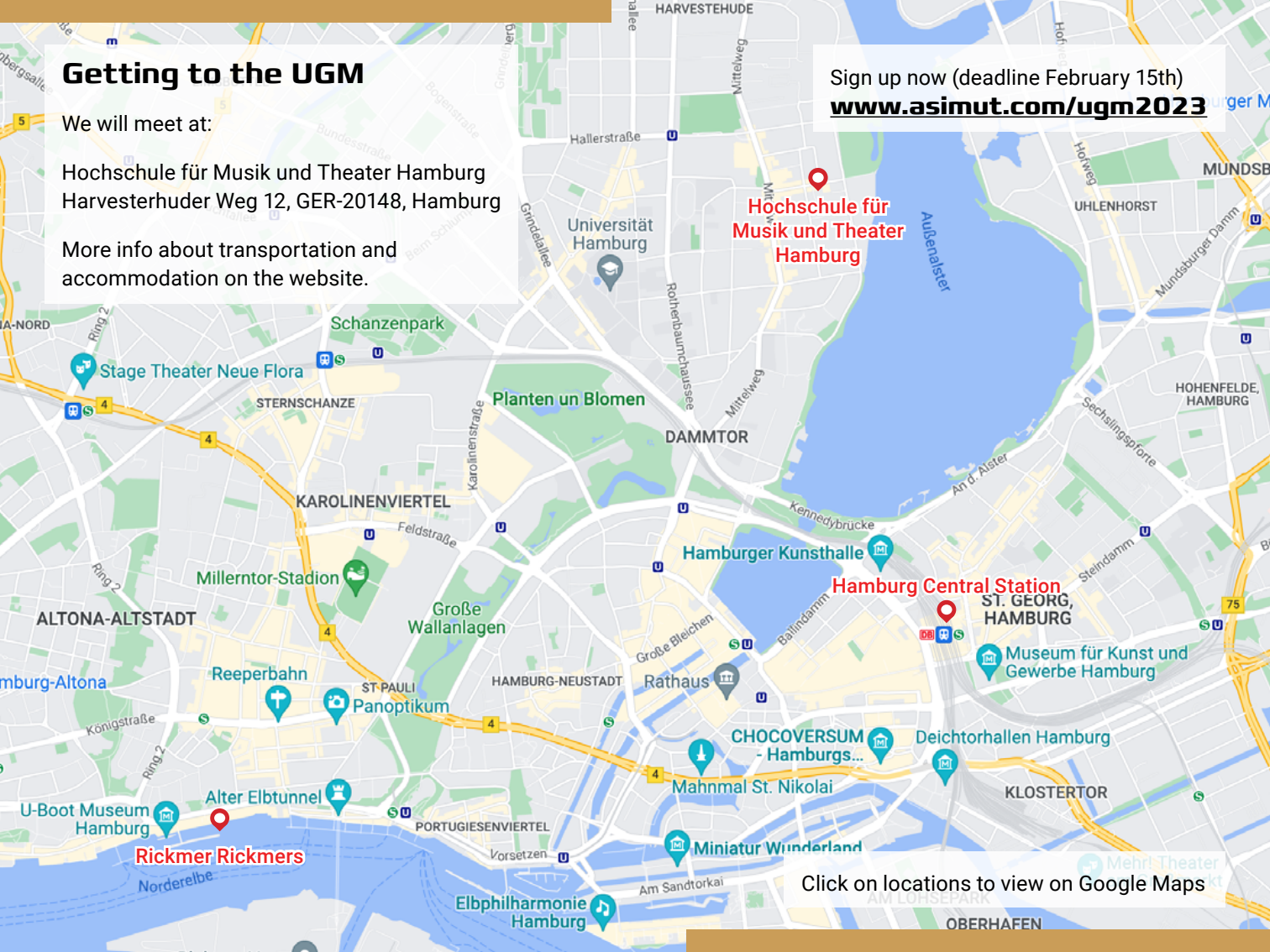
Getting to the UGM

We will meet at:

Hochschule für Musik und Theater Hamburg
Harvesterhuder Weg 12, GER-20148, Hamburg

More info about transportation and accommodation on the website.

Sign up now (deadline February 15th)
www.asimut.com/ugm2023



Hochschule für
Musik und Theater
Hamburg

Hamburg Central Station

Rickmer Rickmers

Click on locations to view on Google Maps