



# User Group Meeting 2024

April 4-5, 2024 | Conservatorio di Milano, Italy



Find the latest information at [www.asimut.com/ugm2024](http://www.asimut.com/ugm2024)



# 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 Hochschule für Musik und Theater in Hamburg, Germany.

For 2024, we are thrilled to bring the User Group Meeting to a historic venue: the prestigious Conservatorio di Musica “Giuseppe Verdi” in Milan, marking the Italian premier in our event’s history.

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 Conservatorio 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
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# Practical information and deadlines

## Latest sign-up

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Make sure to sign up for the User Group Meeting at the latest on February 16, 2024.

## Dietary requirements

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The sign-up form includes the 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 restrictions.

## Recommended equipment

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We recommend to bring 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.

Make sure to follow our socials to keep up with the team:





# Program



## Thursday, April 4

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- 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 Osteria del Treno - Sala Liberty

## Friday, April 5

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- 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

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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. 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.



## Summary and sticky note vote

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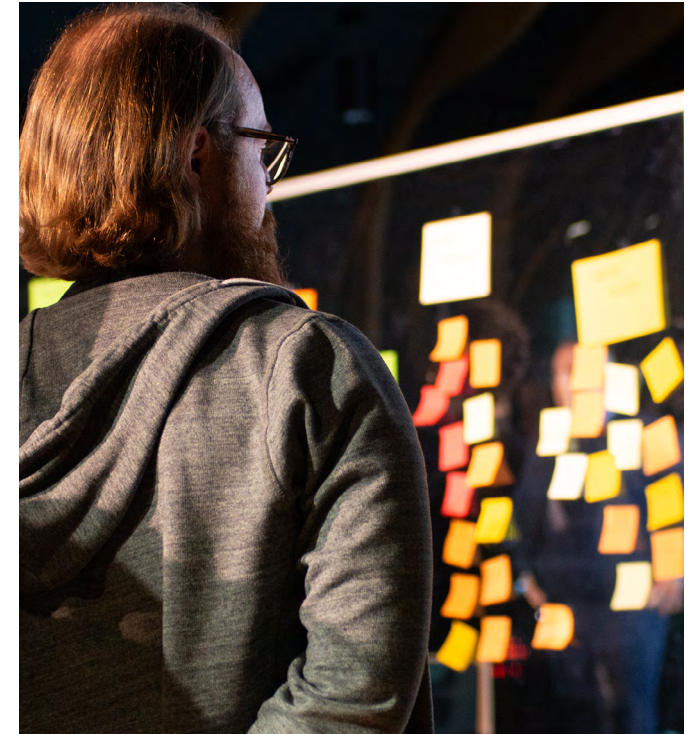
After a short summary of last year's prioritization and introduction to the rules of the sticky note vote, participants write down their priorities for future developments and general improvements on colorful sticky notes. Based on their topics, we then group the notes together to create a visual map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



## Break-out sessions

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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 improvements, 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 gets their first choice.





# Break-out session overview

## Improving the user experience of the common interface

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We want to make it easier to use the common interface. This is hardly ever done by introducing new functionality. Instead, we need to identify the obstacles to a smooth user experience: where does the booking process halt for a moment, when is useful information not ready at hand, or where are more clicks used than necessary? We remove these obstacles with seemingly small tweaks and adjustments.

During this session, we will recap the UX improvements since last year, present our ideas for future UX adjustments, and hope to hear the obstacles students and teachers have flagged.



On the following pages, the different break-out session topics will be described





# Break-out session overview

## Best Practice: Optimizing booking rules

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Booking rules are essential for how much schools benefit from ASIMUT. Students should be able to effectively plan their practice time on site, and have access to the correct rooms, knowing that they are receiving just the right share of the limited resource location. This leads to both higher student satisfaction and optimized room utilization.

During this session, we will present and explain best practices for booking rules. By experiencing what is possible, schools are better equipped to assess whether their current rule set is utilizing its full potential.



# Break-out session overview

## Improved overviews

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To manage schedules and events, users need to see at a glance what is happening.

ASIMUT provides overviews with plenty of detail, regardless of how far you zoom out. But sometimes, details can clutter up the perfect bird's eye view – the broader overview of certain activities.

We will present and discuss the current status of such an overview, which will be made available to users. Does the overview contain all the relevant information, or does it leave out necessary aspects? We look forward to feedback and ideas on how to improve the overview further.



## Involving teachers in 1-to-1 scheduling

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One-on-one time is an essential part of students' and teachers' schedules, be it teaching, coaching or consultation. At the same time, scheduling this kind of activity according to best practice – with everyone knowing exactly when to be where and with whom – currently requires a lot of work in ASIMUT as well as some degree of communication outside ASIMUT. We are committed to reducing the workload and are currently working on a feature to make the scheduling process more efficient, enabling teachers to plan 1-to-1 sessions themselves.

During this session, we will present the status of the feature and look forward to feedback.



# Break-out session overview



## Manage the complexity of scheduling and planning

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Managing the complexity can pose a challenge, but ASIMUT equips administrative staff with efficient tools for flexible planning and scheduling. Our objective is to ensure administrative staff understands how to optimize their planning processes, saving clicks, keystrokes, and time – especially when planning complex arrangements like orchestral projects, concert festivals or courses in special formats in ASIMUT. During this session, we will present the available tools and their most effective application.

## ASIMUT for schools of Design, Architecture and Visual Arts

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In our ongoing DAVA project, we aim to address the specific challenges DAVA schools are facing. This process began by mapping these challenges in an extensive research project, the results of which were presented last year. Thanks to the gained insights, we can conceptualize solutions. In this session, we will present the features we think will allow DAVA schools to plan resources more efficiently and flexibly. Feedback during the session will help us prioritize the development of these new features, so users can benefit as much and as early as possible.

Participants representing a DAVA school or a school with DAVA departments are very welcome.





# Break-out session overview



## Use existing course information in ASIMUT

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Open ASIMUT to get a complete 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 to be where, enabling more efficient practice planning and minimizing unnoticed double bookings of people and locations.

Some information naturally lives in other systems, and the challenge is to move it to ASIMUT with as little additional work as possible. During this session, we will present available options to move the relevant information into ASIMUT and users' schedules.

## Recurring events in the common interface

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Scheduling regularly recurring events in the common interface is a critical factor in involving teachers in planning their classes independently or in collaboration with the administration. Following the philosophy that using the common interface should be intuitive, we are faced with the challenge of designing tools that are easy to use in a complex scheduling scenario.

During this session, we will present the status of this feature and look forward to feedback.



# Break-out session overview

## Booking requests

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Students and teachers managing their own bookings save time and resources in administration. Self-service is empowering and efficient. However, there are edge cases in which allowing users to book certain rooms directly might be difficult to handle with booking rules alone. Such locations are for example public performance venues or recording studios. Instead of booking the location, the student should rather submit a request to be approved by the responsible administrator.

We will show how the “Booking request” feature helps to establish a workflow for this scenario in ASIMUT. We are looking forward to feedback and discussing potential use cases.



## Taking students' and teachers' point of view

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The vast majority of ASIMUT users fares exclusively in the common interface. This is the place where they have to gain quick overviews of their activities, suitable and available rooms for their practice and the best time to sign up for vocal training or a performance – often in a hurry between classes and rehearsals. As essential as this interface is for students and teachers, as easily does it slip out of mind when working in the advanced interface.

During this session, we want to show the common interface as students and teachers use it. We will discuss best practices for setting up the common interface and displaying information to boost clarity and efficiency in the common interface.



# Break-out session overview

## Event Management, Event CMS, Ensemble Planning

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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 respective 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, box office system, etc.

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



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





# Break-out session overview

## iCalendar Feed, Door Locking System Integration, API

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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 access control systems. Schedules and bookings are translated into access rights, so users can only open relevant doors. In combination with the reconfirmation module, and if desired, it automatically cancels 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.

## Attendance, Reconfirmation and Touch/Info Displays

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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 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.



# 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

Former chef turned lawyer, 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.



**Carolin Eisele**

Customer Relations & Marketing

Communication enthusiast, steering ASIMUT software even closer to their customers.



**Veronika Poulsen**

Customer Relations

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



**Andreas Pedersen**

Media Development

Visual content creator with a deep passion for theater.



**Maarten Vrugink**

Development

Developer to the core, enhancing and innovating features tirelessly.



**John Kjøller**

Development

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



**Ádám Horváth**

Development

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



**Tine Mogensen**

Product Language

Language enthusiast with a fresh focus on product translations.



# About our host this year

Founded by Royal Napoleonic Decree on September 3, 1808, the Conservatorio di Musica “Giuseppe Verdi” is located in the former convent of the Church of Santa Maria della Passione, offering a prestigious setting for musical studies.

With over 1600 students, 250 teachers, and 150 study courses covering everything from ancient music to pop-rock, the conservatory is a diverse learning space. It offers first and second-level masters, master classes, and seminars with internationally renowned teachers. Students also have the opportunity to participate in the “Premio del Conservatorio”, Prize of the Conservatory, a competition showcasing the talents of the best students.

The conservatory hosts numerous artistic productions like the teachers’ season, “Musica Maestri!”, and features ensembles such as the Symphony Orchestra, Verdi Jazz Orchestra, rhythmic-symphonic Verdi, MLOrk Lap top Orchestra, Youth Orchestra.

Their library houses over 500,000 bibliographic units. Additionally, its collection of historical instruments includes an Amati viola, Guadagnini violins and a Maggini cello. Join a guided tour and discover the Conservatorio di Musica “Giuseppe Verdi” during the User Group Meeting 2024!



## The host at a glance



**1808**

Year of foundation



**2015**

Year of ASIMUT implementation



**150**

Courses available



**250**

Teachers in total



**1600**

Students in total



**274**

International students



**42**

Different nationalities represented



**200**

Public events per year



**500,000**

Bibliographic units in library

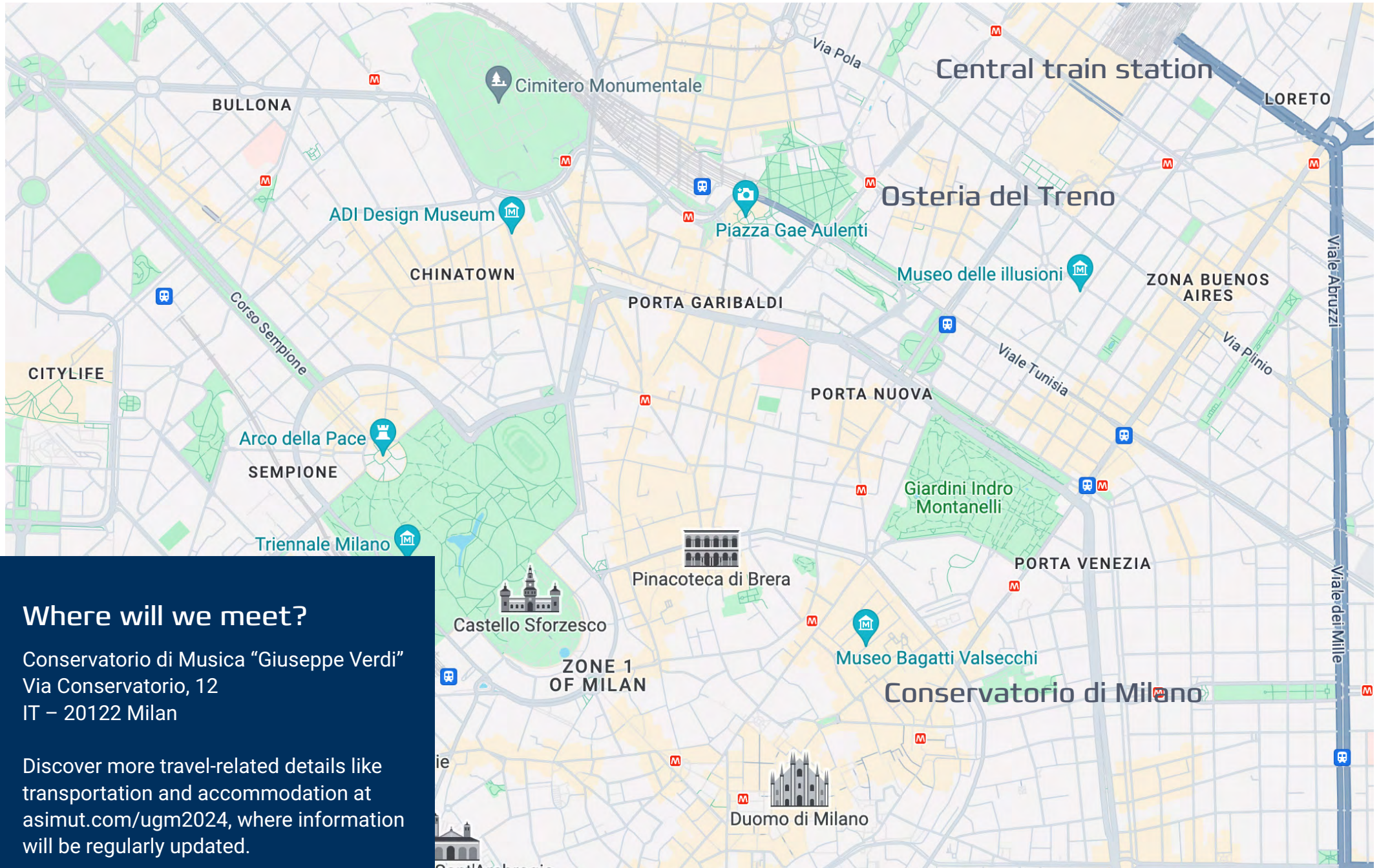


**71**

Rooms available to students



# Map of Milan



## Where will we meet?

Conservatorio di Musica "Giuseppe Verdi"  
Via Conservatorio, 12  
IT – 20122 Milan

Discover more travel-related details like transportation and accommodation at [asimut.com/ugm2024](https://asimut.com/ugm2024), where information will be regularly updated.