

## AGENDA

### DAY ONE, WEDNESDAY 1 APRIL 2020

12:00 – 12:30	<b>REGISTRATION – TEA, COFFEE AND LUNCH</b>		
12:30 – 12:45	<b>Welcome and Introductions</b> <i>Frank Griffiths, Head of UKI and Europe, Symplicity</i>		
12:45 – 13:05	<b>Welcome Message from the CEO</b> Company update and how we are supporting universities across the globe and in UK. <i>Matt Small, CEO and President, Symplicity</i>		
13:05 – 13:20	<b>Update on the Business in UK</b> We have been making changes behind the scenes in how we operate to enable us to better support our customers. This update we will detail how we will be providing better support in 2020 & beyond. <i>Frank Griffiths, Head of UKI and Europe, Symplicity</i>		
13:20 – 13:50	<b>Where are we right now?</b> A dive into the most recent 4.7 and 4.8 releases highlighting key functionality to come through and bring us up to date with current development. <i>Christian Jara, Director of Strategic Client Services, Symplicity</i>		
13:50 – 14:35	<b>Best Practice User Session</b> <i>Stuart Marriott, Associate Director, Careers and Employability Service, University of Nottingham</i>		
14:35 – 15:15	<b>NETWORKING BREAK</b>		
15:15 – 16:00	<b>Best Practice User Session</b> <i>Jo Earl, Business Systems and Data Manager, University of the West of England</i>		
16:15 – 17:00	<b>BREAKOUT 1</b>		
	<b>Smarter Reporting: Get more out of the Reporting Tools</b>  Getting information out of CareerHub is a must for every careers department. We'll take you through how to get the most out of the reporting tools available to you.  <i>James Mears, Client Support &amp; Impl. Manager, Symplicity</i>	<b>Making the Most of Workflows</b>  The use of workflows will be explored in this session. We'll walk you through general usage as well as showcasing some extensions that are not widely used providing examples.  <i>John McMenamin, Product Support Specialist, Symplicity</i>	<b>Review of the Service Catalogue</b>  We will take you through the new services catalogue. Explore which services you can take advantage of right now.  <i>Frank Griffiths, Head of UK &amp; Europe   Christian Jara, Director of Strategic Client Services Symplicity</i>
17:00 – 17:45	<b>BREAKOUT 2</b>		
	<b>Creating complex forms with Form Builder</b>  Learn how to create more complex forms using the form builder, with examples given of how universities are taking advantage of them.	<b>Filters: What's new?</b>  Did you know we recently expanded the capability and usage of filters? Come along to this interactive session to find out what's new.	

	<i>James Mears, Client Support and Implementation Manager, Symplicity</i>	<i>John McMenamin, Product Support Specialist, Symplicity</i>
From 17:45	NETWORKING DRINKS AND DINNER	

DAY TWO, THURSDAY, 2 APRIL 2020

08:30 – 09:00	REGISTRATION, TEA AND COFFEE		
09:00 – 09:05	<b>Welcome back</b> <i>Frank Griffiths, Head of UKI and Europe, Symplicity</i>		
09:05 – 10:15	<b>What's around the corner in 2020?</b> <i>Louise Bench, Solutions Architect, Symplicity</i> <i>Christian Jara, Director of Strategic Client Services, Symplicity</i>		
10:15 – 11:00	BREAKOUT 3		
	<b>Managing pre-arrival of students with a disability</b>  Hear how Leeds Beckett have successfully ran a program this year with significant success in engaging with students with disabilities.  <i>Mark Burns, Systems and Technology Co-ordinator Leeds Beckett University</i>	<b>Automation: Making Processes More Efficient</b>  Automation is key in the modern world. We'll showcase how you can achieve automation across CareerHub to include feedback emails following interactions and using email as an approval process amongst others.  <i>John McMenamin, Product Support Specialist, Symplicity</i>	<b>Review of the Service Catalogue</b>  We will take you through the new services catalogue. Explore which services you can take advantage of right now.  <i>Frank Griffiths, Head of UK and Europe   Christian Jara, Director of Strategic Client Services, Symplicity</i>
11:00 – 11:15	NETWORKING BREAK		
11:15 – 12:00	BREAKOUT 4		
	<b>Advanced Calculations Workshop</b>  Many universities struggle with the use of advanced calculations. In this session we will walk you through the lesser known capabilities of the calculations field.  <i>James Mears, Client Support &amp; Implementation Manager, Symplicity</i>	<b>Best Practice User Session</b>    <i>University tbc</i>	
12:00 – 12:45	<b>Best Practice User Session</b> <i>CareerHub Client Presentation</i>		
12:45 – 14:00	NETWORKING LUNCH		
14:00 – 14:45	<b>Best Practice User Session</b> <i>Suki Clayer, Placement Manager, De Montfort University</i>		
14:45 – 15:25	<b>A Successful Future - What does the Future hold for CareerHub?</b> <i>Louise Bench, Solutions Architect, Symplicity</i> <i>Frank Griffiths, Head of UK and Europe, Symplicity</i>		
15:25 – 15:55	<b>Feedback and Listening Session</b> <i>Hosted by Frank Griffiths, Head of UK and Europe, Symplicity</i>		
15:55 – 16:00	<b>Closing Remarks</b> <i>Frank Griffiths, Head of UK and Europe, Symplicity</i>		
16:00	EVENT CLOSE		

Agenda is subject to change