

Let's Talk Scheduling 2024

Let's Talk Scheduling 2024 – Conference Program

Monday, September 30th

8:30 am - 5:00 pm – Pre-Conference Training Day

Coffee Breaks: 10:30-11:00, 15:00-15:30. Lunch on your own: 12:00-13:30

On the first day of Let's Talk Scheduling, four interactive classroom training sessions are provided for attendees to learn in the company of schedulers from a variety of institutions and led by experienced Infosilem subject-matter experts.

Introduction to Academic Aimed at clients who have not yet licenced Academic but are interested in learning what it is and how it works. Essentially a demo and discussion of workflow and potentially migration steps.	Room: St Antoine A	Presenter: Marc-Antoine, Jason
Academic Beginner Training Session During this session, topics such as data definitions, scheduling, change processing and reporting will be covered. Appropriate for those with some knowledge of the Academic software or those who are new to scheduling.	Room: St Antoine B	Presenter: Stephane
Academic Advanced Training Session Building on your significant exposure to Infosilem's course scheduling product, this training will explore more advanced concepts and techniques for using the software. Ample time is allocated for interaction with the Infosilem trainer if trainees have specific questions. Appropriate for those with advanced knowledge of the software.	Room: Ville Marie B	Presenter: Cecilia
Campus Scheduling Training Session During this session learn all that Campus and the Portal have to offer. See firsthand how to use the application to create reservations, run reports and how to incorporate new features and functions into your existing workflow.	Room: Ville Marie A	Presenter: Alexandru

Let's Talk Scheduling 2024

Tuesday, October 1st

Time	Description	Room
7:30 am – 9:00 am	Registration	Foyer
9:00 am – 10:00 am	Opening General Session	Fortifications
General Opening Session Welcome to Montreal! Introductions, Review of the Year, Look Forward to What Is in the Works, Agenda Review and Housekeeping Items		
10:00 am – 10:30 am	Coffee Break	Foyer
10:30 am - 11:30 am	Concurrent Sessions	
Success Story – Rutgers, The State University of New Jersey Presenter: Amy Brainard , MLIS Director, Office of Academic Scheduling and Instructional Space The course scheduling process at Rutgers, The State University of New Jersey, has changed dramatically over the last seven years. We have employed a variety of curricular tools within the Infosilem suite to manage the course sections in our complex, multi-campus system. Come learn about our evolving use of course combinations and academic blocks, and how we framed the concept of scheduling ties for our departmental colleagues. Discover how we answered the political pressures of collecting instructor teaching preferences, applying blockoffs, and managing accommodation needs. Experience the change request process that we built to manage 2000+ change requests within two weeks each semester. With a focus on data-driven insights, the restructured Office of Academic Scheduling and Instructional Space is excited to teach anyone who will listen all about scheduling!		Fortifications 10:30 am - 11:30 am
Campus Solution Session Satisfying User Needs Planning on deploying Campus to a larger community or internally to other units? We will walk you through the things to consider and will provide a refresher on the configuration needed to make this happen.		Ville Marie B 10:30 am - 11:30 am

Let's Talk Scheduling 2024

Learning Lab All Infosilem Products Moderator: Infosilem Team Whether you have general questions about Academic, Campus, or Exam scheduling, want to explore a specific topic, get software solutions, review user options, or want to discuss specific issues within your institution as they relate to course and exam scheduling, please register for some one-on-one time with an Infosilem Expert.		Ville Marie A 10:30 am - 11:30 am
11:30 am - 12:00 pm	Self-care break	
12:00 pm – 1:00 pm	Lunch	Fortifications
1:00 pm – 1:30 pm	Self-care break	
1:30 pm – 2:30 pm	Concurrent Sessions	
Success Story - SAIT Presenter: Lee-Ann Bainbridge , M.Ed., Associate Registrar, Learner Progression, Office of the Registrar We are keen to present on all the enhancements and improvements we've implemented over the past year. These include both rolling out system functions as well as business process enhancements. Specifically, we are rolling more elements of the schedule now, we are using MS forms for change requests and preliminary sign off. We also created a "T-Reps Community of Practice" (Timetabling Reps) to unite the community of individuals who load the data for networking, information sharing, and support. These initiatives have created efficiencies and allowed us to move our entire timeline forward in the cycle, ultimately letting us open registration sooner, increasing registration uptake by 30%! We really want to share our success story with the specific tactics we deployed to get there 😊		Fortifications 1:30 pm – 2:30 pm
Solution Session Academic: Streamlining Student Demand Representation Join us for a focused session where you'll gain practical tools and strategies to effectively represent student demand to ensure that course offerings align with student interests and requirements.		Ville Marie B 1:30 pm – 2:30 pm

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2:30 pm – 3:00 pm		Coffee Break
3:00 pm – 4:00 pm		Foyer
3:00 pm – 4:00 pm		Concurrent Sessions
Academic Scheduling Focus Group This session provides you with the opportunity to give us application feedback and discuss wish-list items with your peers and Infosilem experts.		Fortifications 3:00 pm – 4:00 pm
Campus Scheduling Focus Group This session provides you with the opportunity to give us application feedback and discuss wish-list items with your peers and Infosilem experts.		Ville Marie B 3:00 pm – 4:00 pm
Learning Lab All Infosilem Products Moderator: Infosilem Team Whether you have general questions about Academic, Campus, or Exam scheduling, want to explore a specific topic, get software solutions, review user options, or want to discuss specific issues within your institution as they relate to course and exam scheduling, please register for some one-on-one time with an Infosilem Expert.		Ville Marie A 3:00 pm – 4:00 pm
5:00 pm – 6:00 pm		Welcome Reception
After a day of productive conference sessions, come join us for some wine & cheese and socializing from 5:00-6:00 PM. Make the most of this opportunity to mingle with friends and colleagues.		Reporter

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Wednesday, October 3rd

Time	Description	Room
7:00 am – 8:30 am	Breakfast	Fortifications
8:30 am - 9:00 am	Self-care break	
9:00 am – 10:00 am	Concurrent Sessions	
Product Infosilem Academic: Version 23.1/24.0/25.0 preview Join this product session to: <ul style="list-style-type: none"> • Get a better understanding of features and enhancements released this year; • Get a glimpse of what new elements we are planning to release in version 25.0 and future versions; • Provide us with any suggestions or wish-list items you may have for the products 		Fortifications 9:00 am – 10:00 am
Learning Lab All Infosilem Products Moderator: Infosilem Team Whether you have general questions about Academic, Campus, or Exam scheduling, want to explore a specific topic, get software solutions, review user options, or want to discuss specific issues within your institution as they relate to course and exam scheduling, please register for some one-on-one time with an Infosilem Expert.		Ville Marie A 9:00 am – 10:00 am
10:00 am – 10:30 am	Coffee Break	Foyer
10:30 am – 11:30 am	Concurrent Sessions	
Learning Lab All Infosilem Products Moderator: Infosilem Team Whether you have general questions about Academic, Campus, or Exam scheduling, want to explore a specific topic, get software solutions, review user options, or want to discuss specific issues within your institution as they relate to course and exam		Ville Marie A 10:30 am – 11:30 am

Let's Talk Scheduling 2024

scheduling, please register for some one-on-one time with an Infosilem Expert.		
Solution Session: Let's start over Getting ready for your new scheduling run can be quite an undertaking. Let us guide you through the different options available to you in Academic in setting up your workspace for your next scheduling run.		Ville Marie B 10:30 am – 11:30 am
Success Story – University of Lethbridge Presenter: Emily Demyen <i>Curriculum & Scheduling Specialist</i> Over the past five years, uLethbridge has been expanding our use of the Infosilem suite of products. Like many institutions, we are trying to maintain the same level of service with less resources and staff. We had an archaic way of doing things before and are so proud of the configurations and change management that we've accomplished over the years! We have successfully rolled out various tools like custom portal views, allocated-space lookup, and scheduled reporting. Join our session to explore strategies for maintaining service excellence while empowering your stakeholder groups. Gain valuable insights and suggestions to effectively use the variety of tools from Enterprise/Campus.		Fortifications 10:30 am – 11:30 am
11:30 am - 12:00 pm	Self-care break	
12:00 pm – 1:00 pm	Lunch	Fortifications
1:00 pm - 1:30 pm	Self-care break	
1:30 pm – 2:30 pm	Concurrent Sessions	
Solution Session: Fixing Your Rejects Let us improve your efficiency in solving your scheduling rejects but also your allocation issues. The different tools available to you will be reviewed in depth as well as tips and tricks from our experts.		Ville Marie B 1:30 pm – 2:30 pm

Let's Talk Scheduling 2024

Current Issues in Course Scheduling (Part 1) Join this moderated session to meet attendees with common interests. This session provides an opportunity to gather, discuss and collaborate on some of the most current course, exam, and student scheduling topics of the day facing your institution.		Fortifications 1:30 pm – 2:30 pm
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2:30 pm – 3:00 pm	Coffee Break	Foyer
3:00 pm – 4:00 pm	Concurrent Sessions	
Current Issues in Course Scheduling (Part 2) For those that wish to continue the discussion, this is an extension of the session before.		Ville Marie B 3:00 pm – 4:00 pm
Learning Lab All Infosilem Products Moderator: Infosilem Team Whether you have general questions about Academic, Campus, or Exam scheduling, want to explore a specific topic, get software solutions, review user options, or want to discuss specific issues within your institution as they relate to course and exam scheduling, please register for some one-on-one time with an Infosilem Expert.		Ville Marie A 3:00 pm – 4:00 pm
Success Story – Queen's University Presenters: Joanne (Jo) Brett , Manager, Timetabling. Kaveesha Jayawardena , Lead Timetable Analyst Queen's Coordinated Scheduling 20 Years Later It has been 20 years since Queen's University, Kingston, implemented centralized undergraduate course scheduling. We		Fortifications 3:00 pm – 4:00 pm

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have come a long way since then! We now have the following Infosilem products: Timetabler DCU, Assigner, Exam, Campus Event and Campus Portal.

Please join us to find out from our experience what worked, what didn't, how we have evolved and improved many policies, processes, committees and staffing resources such that we now produce a timetable three weeks ahead of schedule!

6:30 pm – 10:00 pm

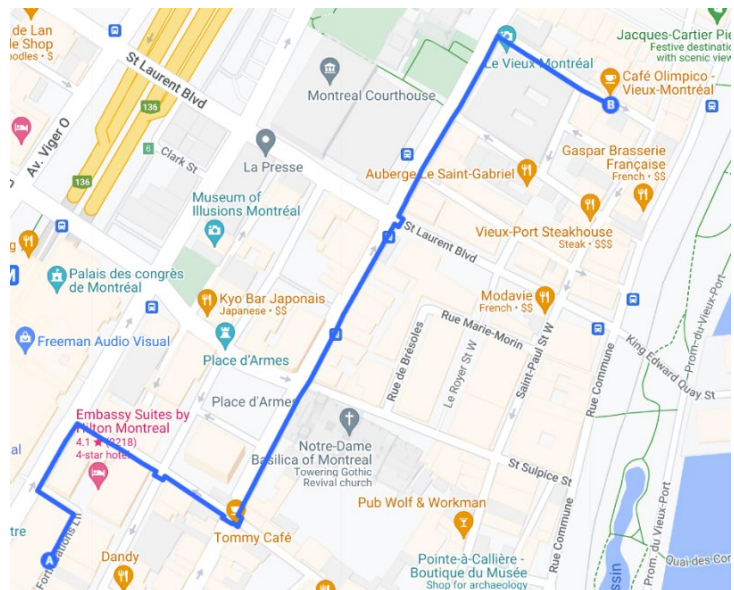
Dinner and Social Event

Restaurant Bevo Montréal

Please come and participate in what promises to be a lovely social gathering in a unique and vibrant setting. We look forward to seeing you there!

Restaurant Bevo Montréal
 410 Saint-Vincent, Montréal, QC H2Y 3A5
 514 405-1967 | info@bevopizza.com

- ↑ Head northeast on Rue Saint-Antoine O toward Rle des Fortifications
120 m
- ↪ Turn right onto R. Saint-François-Xavier
160 m
- ↶ Turn left onto Rue Notre Dame/R. Notre Dame O
i Continue to follow Rue Notre Dame
500 m
- ↪ Turn right onto R. Saint-Vincent
i Destination will be on the right
120 m



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Thursday, October 3rd

Time	Description	Room
7:00 am – 8:30 am	Breakfast	Fortifications
8:30 am - 9:00 am	Self-care break	
9:00 am – 10:00 am	Concurrent Sessions	
	<p>Product Session Infosilem Campus: Version 23.1/24.1</p> <p>Join this session to:</p> <ul style="list-style-type: none"> • Get a better understanding of features and enhancements • View a product demo of version 24.1 • Get a glimpse of what new elements we are planning to release in version 24.1 and future versions • Provide us with any suggestions or wish-list items you may have concerning the products • Discuss and collaborate on some of the most current campus scheduling topics facing your institution 	<p>Fortifications</p> <p>9:00 am – 10:00 am</p>
	<p>Learning Lab</p> <p>All Infosilem Products Moderator: Infosilem Team</p> <p>Whether you have general questions about Academic, Campus, or Exam scheduling, want to explore a specific topic, get software solutions, review user options, or want to discuss specific issues within your institution as they relate to course and exam scheduling, please register for some one-on-one time with an Infosilem Expert.</p>	<p>Ville Marie A</p> <p>9:00 am – 10:00 am</p>
	<p>Exam Focus Group</p> <p>The new Exam application is in the works and this session provides you with the opportunity to discuss issues in Exam scheduling that you face each session so that we can evaluate what solutions might be possible in the future with the new technology.</p> <p>There might even be a sneak peek at the upcoming Exam version...</p>	<p>Ville Marie B</p> <p>9:00 am – 10:00 am</p>
10:00 am – 10:30 am	Coffee Break	Foyer
10:30 am – 11:30 am	Concurrent Sessions	

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<p>Learning Lab</p> <p>All Infosilem Products</p> <p>Moderator: Infosilem Team</p> <p>Whether you have general questions about Academic, Campus, or Exam scheduling, want to explore a specific topic, get software solutions, review user options, or want to discuss specific issues within your institution as they relate to course and exam scheduling, please register for some one-on-one time with an Infosilem Expert.</p>	<p>Ville Marie A</p> <p>10:30 am – 11:30 am</p>	
<p>Migration Suite to Academic</p> <p>Look ahead to your move from Infosilem's Suite timetabling product to the new Academic application. Things to consider and plan for, put all the pieces together for a smooth implementation and migration.</p>	<p>Ville Marie B</p> <p>10:30 am – 11:30 am</p>	
<p>Current Issues in Campus Scheduling</p> <p>Join this moderated session to meet attendees with common interests. This session provides an opportunity to gather, discuss and collaborate on some of the most current campus scheduling topics of the day facing your institution.</p>	<p>Fortifications</p> <p>10:30 am – 11:30 am</p>	
<p>12:00 pm – 12:30 pm</p>	<p>Closing Assembly</p>	<p>Fortifications</p>