

Agenda/Schedule/Room Numbers

****Agenda Update Alert - see changes highlighted in RED below****

Day 1 – May 12 - Monday	Session Topic AGLS = Agriculture & Life Sciences Building 600 John Kimbrough Blvd., Bldg #1535*	Room Number
1:00 – 5:00 p.m.	Canopy	*AGLS 111 B/C
1:00 – 5:00 p.m.	Laserfiche for Unit Administrators	*AGLS 111 A

Day 2 – May 13 - Tuesday	Session Topic Sessions in TAMU's MSC* Bethancourt 2300 D & E unless otherwise noted *MSC = Memorial Student Center, Bldg #0454	Room Number
7:30 – 8:15	Registration	MSC 2300 D/E
8:15 – 8:30	Greetings/Housekeeping	MSC 2300 D/E
8:30 – 9:15	Export Controls	MSC 2300 D/E
9:15 - 9:45	International Travel	MSC 2300 D/E
9:50-10:35	Concur	MSC 2300 D/E
10:35-10:50	Break	MSC 2300 D/E
10:50–11:20	IBC/IRB/IACUC/AACUC	MSC 2300 D/E
11:25-11:55	Contracts	MSC 2300 D/E
12:00-1:30	Luncheon Presentation: 10 Proven Keys to Success	MSC 2300 D/E
1:35-2:50	HR Benefits & Payroll	MSC 2300 D/E
2:55-3:15	Texas A&M AgriLife Extension Conference Services	MSC 2300 D/E
3:15-3:45	Break	MSC 2300 D/E
3:45-4:45	SRS [Sponsored Research Services]	Rudder 601
5:00 – 7:30	Texas A& M AgriLife Social	MSC 2300 D/E

Day 3 – May 14 - Wednesday	Session Topic AGLS = Agriculture & Life Sciences Building 600 John Kimbrough Blvd., Bldg #1535*	Room Number*
8:00 – 9:30	Budgets Overview & Budgets Templates * <i>*choose Budgets or Laserfiche</i>	AGLS 114
8:00 – 9:30	Laserfiche* <i>*choose Budgets or Laserfiche</i>	AGLS 116
9:35 – 10:05	Accounts Receivable	AGLS 115
10:05 - 10:20	<i>Break</i>	AGLS 115
<i>10:20 - 10:50</i>	Cash Management	AGLS 115
10:55 -11:25	Inventory/Fleet	AGLS 115
11:30-12:15	Records Management	AGLS 115
<i>12:15 – 1:15</i> <i>Concurrent Sessions</i>	<i>Section Meetings – Boxed Lunch</i>	AGLS 114/116
	<i>Buy A&M: A Single Electronic Procurement Solution</i>	AGLS 115
<i>1:15 – 2:00</i>	<i>Time & Effort/Gifts</i>	AGLS 115
2:05 – 2:35	Maestro	AGLS 115
2:35 – 3:05	FCOIR	AGLS 115
<i>3:05-3:20</i>	<i>Break</i>	AGLS 115
3:20 – 4:05	Everything You Always Wanted to Know About Retirement* <i>*starts at the same time as Laserfiche – choose one</i>	AGLS 114
3:25 - 4:50	Laserfiche* <i>*starts at the same time as Everything You Always Wanted to Know About Retirement – choose one</i>	AGLS 116

Day 4 – May 15 - Thursday	Session Topic All Sessions in TAMU's MSC 2400 unless noted	Room Number
8:00	Welcome	MSC 2400
8:15-9:15	Procurement & HUB	MSC 2400
9:20 - 9:50	REReport [Research, Education & Extension project online reporting tool]	MSC 2400
9:55-10:40	Management Review	MSC 2400
<i>10:40-10:55</i>	<i>Break</i>	MSC 2400
10:55-11:40	Workers' Compensation	MSC 2400
11:45-1:00	Lunch: Q&A with AgriLife Administration	MSC 2400
1:30-3:00	Maestro	*AGLS 111A
1:30-5:00	FAMIS	*AGLS 111 B/C