

Seminar Management System

Introduction

The Faculty of Engineering and Information Technology (FEIT) run a number of seminars. These can be by distinguished researchers, visiting scholars, researchers preparing for or returning from a conference, students.

UTS uses Eventbrite and, occasionally, Ungerboek for many of its conferences, workshops, seminars and anything else that needs to register attendees. Ungerboek (<https://ungerboek.com/>) is used for larger events like conferences that run for several days, have hundreds of attendees, need to maintain an even web site, deal with conference fees and more. Eventbrite (<https://www.eventbrite.com.au>) is also used, particularly for small events like workshops where the main concern is to register attendees.

Capterra maintains a list of commercially available event management systems, their reviews and links to the vendors' web sites at <https://www.capterra.com/event-management-software/> There you can see what full featured event management systems are. These are not what we want. We want a small, simple system that requires minimal effort by occasional users to plan and run a seminar on campus.

Although UTS has an event management system available to help with running conferences, it is more than a simple seminar needs. Rather than have users try to provide all the information for a small conference it would be better if there was a small system that made it easier to arrange and hold simple seminars.

Features

Basic seminar management

Basic functionality for this application serves the seminar organiser's interests. At a minimum the organiser needs to record the speaker's biography (there may be more than one speaker), and the topic of the presentation (there may be more than one presentation). Most of the difficulty of organising seminars is knowing how many people will attend because this affects room bookings. In this basic version, room booking is done manually and is not an expected feature of the system.

- Add/Change/Delete seminar

- Add/Change/Delete user (Role based access. Users will be system admins, seminar organisers, seminar hosts. Attendees do not become registered users.)

- Add/Change/Delete seminar attendee.

- Display summary of seminars by date range or venue (or both)

- Display seminar details

- Display seminar attendees.

- Print name tags for attendees.

Optional features

These features are not required. They are recorded only to show how the system might grow in the future so that your designs can provide for their later implementation.

Subscriber maintenance

Subscribers are those people who want to hear about planned seminars. They may be individuals or representatives of a research centre, faculty or school. Each subscriber will have a range of topics of interest so that planned conferences can be matched to subscribers.

- Register a subscriber with selected interests.

- Maintain subscriber.

- Email notices to subscribers.

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Template management

When composing notices that promote a planned seminar, it would be useful to have and use a collection of templates. These templates would provide the layout, formatting and contents of well-designed notices that provide all the necessary information in an attractive and easily understood manner.

- Record template

- Maintain template

- Select template

Room Booking

There is more than one room booking system used at UTS. The UTS Library manages room booking mostly for study spaces. UTS Timetabling manages room bookings for classrooms, labs, lecture theatres and other teaching spaces. Apparently there is another system that manages rooms that are neither study spaces nor teaching spaces but that seems to be available only to the initiated.

- Find a room.

- Make a booking

- Change venue for an existing booking. This would happen if the number of attendees is more, or less, than expected.

- Delete, or cancel, a booking

Catering

If it is provided, catering depends on the type of seminar. It is seldom provided for short seminars or meetings of an hour or less. The least catering is to provide tea, coffee, cold drinks. If food is provided, the choice of food is a decision for the event organiser. There are a number of providers available who have a range of different catering menus.

- Maintain a list of caterers.

- Maintain a caterer's menus.

- Display available caterers

- Select caterer and menu for a seminar.

- Order catering (menu) for a seminar.

- Maintain a catering order.

- Cancel a seminar catering order.

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Vision Statements

Ros Sawtell, Student

Don't know if it will help, but a friend (at another uni) attended as a speaker - the person who was in control of organising accommodation/transport/food etc got sick prior to event - friend had to pay for everything then track-down reimbursement. Can your program flag major aspects as incomplete a certain period of days/week/hours to team leader/head of school so that payment/booking issues shouldn't occur. Once completed - tasks could get coded a colour so easy for anyone to see what is outstanding.

David McGloin, Director Research Programs

This is an interesting problem, and my feeling is that, in fact, the major challenge here is keeping the mailing list for the seminars up to date. If we were thinking of a simple app, I guess the core components would be a form to ask for the relevant information, which could then look at booking an appropriate room and then sending out emails to the mailing list at appropriate periods.

I could add bells and whistles, depending on how difficult you feel the above is in the context of your course, such as polling the UTS databases to populate the appropriate mailing list, writing the same to a seminar webpage, posting info to FEIT twitter and Facebook pages, and possibly building a subscriber list etc.

Margot Kopel, School of Software Manager

A lot of what happens now is an informal process that depends on personal knowledge. For example, there are two different types of rooms that require knowing about where to find rooms and how to book them. Similarly knowing how to promote a seminar is very dependent on personal knowledge. It would be good to have a system that had all that knowledge and was able to step someone through organising a seminar, promoting it and managing it.

While the system doesn't have to connect directly with catering, it would be nice to have some sort of assistance to help organise appropriate catering.

Melissa Lam, UTS Marketing and Communications Unit

We use a system called Ungerboeck. Unfortunately, we can't give your students full access due to licencing constraints, privacy issues, etc. We do however use Eventbrite as well which demonstrates what a full event management system looks like. It's very simple to create an account:

<https://www.eventbrite.com/l/event-management-software/>

If we wanted a smaller system, we could want it to simply take registrations and payments.

Elise van den Hoven – researcher

As a seminar organiser, I would like to know which rooms are available for one-off reservations. I would like to know in which building on the UTS city campus I can find them, what the technology available is and how many people they would seat in what layout. Then I would like to know how to book them and ideally there's an online diary showing the availability. This is all essential for booking an appropriate space, well in advance.

As for great additional features I have some suggestions:

Once a space has been booked I would love to receive instructions about the space, for example how to get there for external guests.

It would also be great if these instructions would include a floorplan, indicating the nearest lifts, stairs, toilets and kitchen and contact information for tech support, in case there are problems, for example with the projector, presentations, video or sound.

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Technical information

Students are able to download and use any of the software available from DreamSpark (TFS, Visual Studio, GitHub, Windows server, Azure for hosting)

<https://www.dreamspark.com/student/Software-Catalog.aspx>

Xamarin is available either through DreamSpark or directly from Xamarin

<https://xamarin.com/student>

Use Cases

Use Case	Add/Change/Delete seminar
Summary	Add/Change/Delete seminar
Actors	Seminar organiser
Preconditions	If adding, seminar must not exist. If changing or deleting, seminar must exist. Seminar organiser must exist.
Description	Maintain a seminar with; Label (name) Abstract Speaker Date, time, duration Venue
Exceptions	
Post conditions	When deleting a seminar, delete all attendee records for that seminar.

Use Case	Add/Change/Delete user
Summary	Add/Change/Delete user (Role based access. Users will be system admins, seminar organisers, seminar hosts. Attendees do not become registered users.)
Actors	Sysadmin
Preconditions	
Description	
Exceptions	Cannot delete a seminar organiser with active seminars
Post conditions	

Use Case	Display summary of seminars.
Summary	Provide a way for any interested person to find out what seminars are scheduled. Allow selection by room, by date, by speaker, or by organiser.
Actors	Attendees, Seminar organiser, speaker
Preconditions	
Description	
Exceptions	
Post conditions	

Use Case	Add/Change/Delete seminar attendee.
Summary	Provide a way for UTS staff or students to register their attendance at

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	a seminar.
Actors	Attendee, Seminar organiser
Preconditions	Seminar must exist. Seminar may not be in the past.
Description	From the seminar summary list, allow a user to check if they are registered to attend. If they are not registered, allow them to register. If they are registered, allow them to delete their registration.
Exceptions	Do not allow double registration.
Post conditions	Attendee list is maintained with no duplicate entries.

Use Case	Display seminar details
Summary	Select a seminar from the summary list then display its details.
Actors	Attendee, Seminar organiser, speaker
Preconditions	
Description	Select a seminar from the summary list then display; Seminar organiser Speaker Abstract Venue Venue capacity Number of registered attendees
Exceptions	
Post conditions	

Use Case	Display seminar attendees.
Summary	Select a seminar from the summary list then display a list of registered attendees.
Actors	Seminar organiser
Preconditions	
Description	Select a seminar from the summary list then for each attendee display; Name Phone number
Exceptions	
Post conditions	

Use Case	Print name tags for attendees.
Summary	Print name tags for all registered attendees
Actors	Seminar organiser
Preconditions	
Description	Print seminar attendee names on sticky labels 14 per page (Avery L7163)
Exceptions	

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Post conditions	
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