



## **AMT***direct* Annual User Conference

AMT *direct* is pleased to announce that our 2012 User Conference will be held May 9, 10 and 11 at the historic Grove Park Inn Resort & Spa in beautiful Asheville, NC. The conference is a unique opportunity to learn more about AMT *direct*, participate in hands-on training, network with peers and share ideas and tactics with the AMT *direct* community. We look forward to seeing you this spring!

### **WHEN:**

**May 9 – 11, 2012**

Early Bird Registration: \$995 now through 2/29/12

Regular Registration: \$1,095 from 3/01/12 through 3/21/12

Group Discounts Offered!

### **WHERE:**

**The Grove Park Inn Resort & Spa**

290 Macon Avenue, Asheville, NC 28804

(800) 438-5800

[www.groveparkinn.com](http://www.groveparkinn.com)

### **WHY:**

Hands-on training, including Report Builder and other new enhancements

Roundtable discussion formats for sharing best practices

Interactive leader-led breakout sessions

AMT *direct* product roadmap review and feedback

Private meetings with key AMT *direct* personnel and decision makers

All food and activities included

### **WHO:**

Lease Administrators, Property Managers, Real Estate Executives, Accounting Professionals, Facility Managers... And YOU!

## REGISTRATION

The AMTdirect 2012 Users Conference price is \$1,095 per person and includes access to all sessions, meals and activities during the conference. **Early bird discounts are available now through February 29, 2012.** Discounts are also available for 3 or more registrations from the same company.

Registration includes:

- Welcome Reception held Wednesday, May 9th from 6:00-9:00 p.m.
- Dinner and Special Event held Thursday, May 10th from 6:00-9:00 p.m. (transportation provided)
- Two breakfasts, two lunches, two dinners and refreshments
- Complete access to all conference breakout and hands-on training sessions

<b>Early Bird Registration (Deadline: February 29, 2012)</b>	
\$995 per person	Individual Rate
\$895 per person	Group Rate – 3 or more registrations from same company
<b>Regular Registration (Deadline: March 21, 2012)</b>	
\$1,095 per person	Individual Rate
\$995 per person	Group Rate – 3 or more registrations from same company

## PAYMENT OPTIONS

Conference fees must be paid in U.S. dollars by credit card or check (payable to Asset Management Technologies, Inc.). Checks should be mailed to 17039 Kenton Drive, Suite 200, Cornelius, NC 28031. If you are paying by check, a printable invoice in PDF format will be provided.

## HOTEL ACCOMMODATIONS

Hotel accommodations and travel expenses are not included and are the responsibility of each conference attendee. You may reserve your conference hotel room with our special rate of \$169 per night at the same time you register for the conference or by calling the Grove Park Inn reservations desk at (800) 438-5800.

**Discounted Hotel Rate:** ..... \$169.00 per night

## CANCELLATION POLICY

If you need to cancel your registration or substitute another member of your organization if you are unable to make it, you must notify us in writing by sending an email to Karly Schriber at [kschriber@amtdirect.com](mailto:kschriber@amtdirect.com). The following cancellation fees and dates apply:

100% refund now through 2/29/12  
50% refund 3/01/12 through 3/21/12  
0% refund 3/21/12 and after

## **ATTIRE**

Attire is business casual for the entire conference, although some attendees choose to dress up a bit for the dinners and reception. Remember to always wear comfortable shoes and bring a light sweater in the event the session rooms feel chilly.

**CALL NOW TO REGISTER!!**

**704.896.3118**

We look forward to seeing you in May!

Team AMT*direct*  
704.896.3118



## 2012 AMTdirect User Conference | Conference Sessions

Conference sessions for the 2012 User Conference are listed below. Please indicate the sessions you plan to attend by placing an "X" adjacent to each class and returning this with your registration via email ([kschriber@amtdirect.com](mailto:kschriber@amtdirect.com)) or fax (704-896-3908).

	<p><b>Developing Reports in AMTdirect (Report Builder Level 1 Workshop)</b>          Get an introduction to Report Builder that includes the basics of report writing, modifying existing reports and managing report folders. This course also explains the AMTdirect data model (how fields are organized and related to one another in the database) and teaches you how to quickly find and pull any data element into a custom report.</p>
	<p><b>Advanced Report Development (Report Builder Level 2 Workshop)</b>          Build on your working knowledge of AMTdirect's Report Builder by learning to group data, apply subtotals, and utilize advanced filtering and scheduling. Dazzle your colleagues and superiors with customized reports "made to order" and delivered on time, anytime.</p>
	<p><b>Introducing AMTdirect's New Contract and Property Entry Forms</b>          Learn to use our newly enhanced data entry forms. Understand the validations performed by the Date Manager. Take advantage of time-saving automation when entering rent escalations, manage document uploads directly from the form, automatically manage suites, and more.</p>
	<p><b>Taking AMTdirect's Dashboard to the Next Level: Quick Links, Embedded Reports and More</b>          Learn to configure your dashboard by managing its layout and taking advantage of Quick Links and Recent Records. Unlock its full potential when you explore creative uses for embedded reports and put your most critical data right at your fingertips.</p>
	<p><b>Understanding Date Manager and Date Validations in the New Contract Entry Form</b>          AMTdirect's Date Manager ensures continuity between the beginning and ending dates of leases, suites, recurring charges and options. This class will explain Date Manager's validation process and explore a variety of commonly encountered scenarios when entering or editing lease data.</p>
	<p><b>Accounting in AMTdirect (AP/AR and more)</b>          Get introduced to AMTdirect's most widely used accounting modules, AP Manager and AR Manager. Learn more about the accounting setup process, including chart of accounts creation, vendor setup, account number linkage, aged receivables and cash mapping. Know your options when choosing front-end or seamless integrations, and avoid some of the most common implementation mistakes.</p>



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	<p><b>System Administration: Beyond Usernames and Passwords</b>          One of the keys to long term success in AMTdirect is effective system administration. Go beyond basic usernames and passwords and embrace the role of administrator. Learn to set up and manage effective system security policies. Learn to control users' access and environment to ensure the data is properly aligned and easy to find for even the novice user. Master the administrative toolset and master your domain.</p>
	<p><b>Managing Critical Dates in AMTdirect</b>          With AMTdirect, you should never miss lease expirations, notice dates or other critical dates. Learn to utilize the many tools in AMTdirect to ensure that you, your colleagues and superiors stay on top of your portfolio's most critical dates.</p>
	<p><b>System Configuration and Optimization</b>          New to AMTdirect and wondering how to best configure your system? Or...been with AMTdirect for a while and wondering if your original configuration still fits? Understand the many ways to customize the AMTdirect experience for yourself and your colleagues. Explore easy customizations for the dashboard, field labels, drop menus, data groupings, the Client Profile and more.</p>
	<p><b>Managing Your Data in AMTdirect: Data Entry Best Practices</b>          Learn best practices for quickly and accurately entering data, hear the ins and outs of lease abstraction the AMTdirect way and uncover how the system interacts with some of the most commonly used (but misunderstood) data fields.</p>
	<p><b>Through the Looking Glass: Advanced Tips for Finding Information Quickly in AMTdirect</b>          You've loaded AMTdirect with your portfolio's most critical real estate data. Make sure you know how to retrieve that information at a moment's notice using Global Search, Doc Search, Lease List and more. If you've ever been asked to give a quick answer and wondered about the best way to find it in AMTdirect, then this is the class for you.</p>
	<p><b>Beyond the Basics: Extending AMTdirect with Facility Manager and Project Manager</b>          Learn more about the Facility Manager and Project Manager modules, and see how to extend AMTdirect's benefits well beyond lease administration.</p>



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	<p><b>AMTdirect Product Roadmap Townhall</b>          It's no secret we've been busy. Recent releases of Report Builder, enhanced dashboards and the overhaul of Property and Contract entry areas make it clear we are working hard to take our product to new levels. These development items are also evidence that we listen to the feedback from our customers, and we use it when setting product direction. The annual conference is a unique opportunity to make your voice heard, and for that reason, the Product Roadmap discussion is always one of our most popular sessions.</p>
	<p><b>FASB Townhall: An Overview of FASB Lease Accounting Changes</b>          In recent years, anticipated lease accounting changes have been a hot topic of discussion throughout the industry. In this session, we will provide an overview of the proposed changes and our thoughts on their impact to you.</p>
	<p><b>Co-tenancy During Turbulent Times</b>          Guest Speaker/Panelist: TBD          Many retailers are faced with the challenge of identifying and tracking co-tenancy conditions, quantifying rights and obligations, and responding to executives and landlords alike. Use this interactive forum to discuss co-tenancy and benefit from the exchange of ideas with your peers.</p>
	<p><b>Retail Roundtable</b>          Join representatives from fellow retailers in an open discussion of the challenges facing retail real estate professionals and how AMTdirect is helping to overcome those challenges.</p>
	<p><b>Higher Education Roundtable</b>          Join representatives from fellow institutions of higher learning in an open discussion of the challenges facing university real estate professionals and how AMTdirect is helping to overcome those challenges.</p>
	<p><b>Healthcare Roundtable</b>          Join real estate professionals from the healthcare industry in an open discussion of the challenges they face and how AMTdirect is helping to overcome those challenges.</p>



Asset Management Technologies, Inc.  
17039 Kenton Drive, Suite 200  
Cornelius, NC 28031  
Tel: 704.896.3118 Fax: 704.896.3908

## Registration Form

AMTdirect User Conference: May 9-11, 2012  
Early Registration Fee: \$995\*

*\* Deadline for Early Registration discount is February 29, 2012*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Company: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

### **Credit Card Information (optional)\*\*:**

Name as it appears on Credit Card: \_\_\_\_\_

Total Amount to be charged: \_\_\_\_\_

Additional Attendees Included in this Payment of Registration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Card Number: \_\_\_\_\_ 3/5 Digit Code: \_\_\_\_\_  
Card Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Billing Address:  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

*\*\* Contact the AMTdirect office at 704.896.3118 if you wish to pay via check and require an invoice.*