



Infocentrik

Infocentrik Limited

Presents

infocenTRIM 2009

Your HP TRIM get-together

Your place to learn about HP TRIM

Your place to share experiences

24 & 25 September 2009

Brentwood Hotel

Wellington



Proudly Sponsored by Hewlett Packard



INFORMATION MANAGEMENT CONSULTANTS

Infocentrik Limited

Phone **(+64) 04 238 2888**
Email **info@infocentrik.co.nz**
Web **www.infocentrik.co.nz**
PO Box **50416 Porirua 5240**

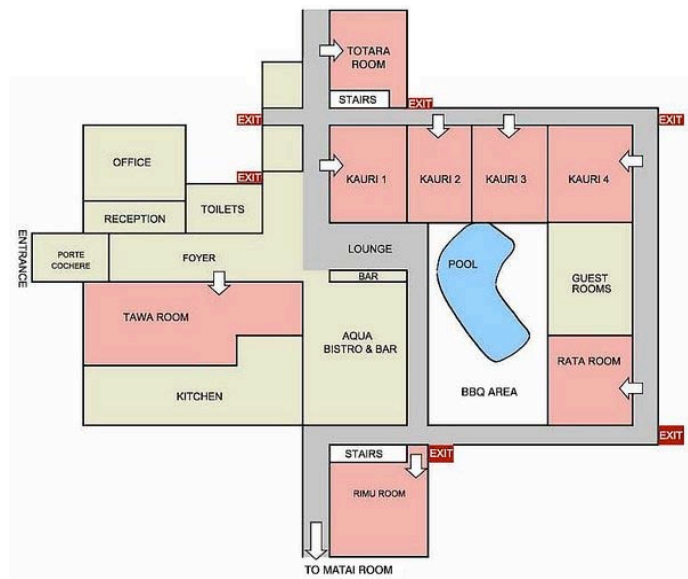
Conference Information

Infocentrik Limited is very pleased to invite you to our very first infocenTRIM conference in New Zealand. This unique event is proudly sponsored by Hewlett Packard and is aimed at all TRIM users in New Zealand and will hopefully be the annual vocal point where we can all get together, learn about HP TRIM and share our experiences with each other. With an attendance fee of only \$500.00 per delegate for two fantastic days it will be hard to find an excuse not to be there.

In the lead up to this conference we have gauged your preferences for an event like this and discovered that you have a clear desire for a local event with a high value but preferably low in cost. Denise Thompson has been the driver behind the recent (re-)establishment of a formal New Zealand TRIM User Group. Adding all that to the mix made us decide to seek support in organising this year's conference focussed on HP TRIM. There are a growing number of TRIM customers in New Zealand and with everyone's support we believe this could be the first of many to come.

The 1st infocenTRIM Conference will be held from the 24th to the 25th of September 2009 at the fantastic Brentwood Hotel in Wellington, where we have secured the Kauri 3 room.

Even though we don't have a formal theme for the conference, we aim it to be all about Integrated Information Management. This is a fantastic opportunity to learn about possibilities with TRIM that you might have thought of but never saw or never thought of to date. We have aimed to put an agenda together that is a good mix of presentations by HP, **Infocentrik**, 3rd party vendors and you.



We look forward to see you there.

Peter, Chris, Simon, Ruth and Jocelyn
The TRIM Team



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Frequently Asked Questions

Where do I go for more information?

If you have any questions about the conference, your booking, the latest agenda, etc., please contact Jocelyn on 04 – 238 2888 or email her at Jocelyn@infocentrik.co.nz

What do I have to pay for myself?

- Accommodation, Brentwood Hotel offers rooms for 146.25 per night
- Travel
- Other disbursements

How do I get from the airport to the conference venue?

Brentwood Hotel has a complimentary shuttle service which operates 24 hours on demand. On arrival into Wellington, conference attendees can call free phone 0508 273 689 to be picked up.

I have special dietary needs. What can you do for me?

Please inform us when you return the Registration Form and we will accommodate your request

What is the dress standard?

For your increased comfort the dress code is business casual

Will there be free internet access available at the Conference?

Wireless broadband internet is available in all conference and accommodation rooms

What do I do if I need help?

If you require help, a staff member of **Infocentrik** or Brentwood Hotel will be available to assist you

Do I need to wear my name badge?

These will be provided and we would appreciate if you could wear at all times.

How do I get to the venue if I was travelling to the conference by car?

Use Google Maps ([Brentwood Hotel](#)) for directions to Brentwood Hotel in Kilbirnie, Wellington



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Agenda (draft)

 Day 1 Thursday 24 September 2009		
9:00 a.m.		
Welcome and Registration		
10:00	Opening	Infocentrik
10:10	1 st Presentation	tba
10:45	HP-Changes to you?	HP
11:30	Customer 1	TRIM User
12:15 p.m.		
Lunch		
1:15	Saffron	Infocentrik
2:00	EzeScan	Infocentrik
2:45	Retention and Disposal	Archives NZ/SWIM
3:30 p.m.		
Afternoon Break		
4:00	tba	tba
4:45	TRIM User Group	Denise Thompson
6:00	Free Time	
7:30 p.m.		
Dinner		

 Day 2 Friday 25 September 2009		
8:00 a.m.		
Wake-up Call		
8:30	HP Trim Roadmap	HP
9:15	Customer 2	TRIM User
10:00	tba	Tba
10:30 a.m.		
Morning Tea		
10:45	CRM with HP TRIM	Infocentrik
11:30	SharePoint	HP
12:15	InfoCouncil	
1:00 p.m.		
Lunch		
2:00	tba	Tba
2:45	Onstream	Onstream
3:30	Support and Maintenance	Infocentrik
4:00 p.m.		
Finish		



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infocenTRIM 2009 - Registration Form

RSVP before Friday 28 August 2009

Attendee Details

Organisation	
Address	
Town/City	

Registration Fee \$500.00 per person

	Attendee 1	Attendee 2	Attendee 3
Title			
Surname			
First Name			
Position			
Email			
Telephone			
Fax			
Dinner Day 1			
Dietary Requests			

Accommodation

For attendees requiring accommodation, please contact the Brentwood Hotel directly and mention infocenTRIM 2009 or use the attached Brentwood Hotel Accommodation Request Form.
This booking or form must be received by them on or before 10 September 2009.

Please email your registration form to jocelyn@infocentrik.co.nz before Friday 28 August 2009

Upon receipt of registration, you will receive an invoice for the amount payable.



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Please check out Brentwood Hotel website for all they have to offer.

<http://www.brentwoodhotel.co.nz>

INFOCENTRIK LIMITED (infocentRIM 2009 conference)
ACCOMMODATION REQUEST
GROUP REF: 70931 - CONFERENCE DATES 24 & 25 September 2009
(Accommodation held 24 September 2009)
TARIFF PER ROOM PER NIGHT
\$146.25 (incl. GST)

PLEASE FAX TO: Reservations
(04) 9200 401
OR EMAIL TO: reservations@brentwoodhotel.co.nz
OR MAIL TO: Reservations
Brentwood Hotel
PO Box 14 045
Kilbirnie
WELLINGTON

NAME/S _____

REQUEST Double/Single (1x queen bed) * on availability
 Twin (1x queen, 1x single bed) * on availability

ARRIVAL DATE _____ **DEPARTURE DATE** _____

ETA _____ **ETD** _____

We will require a \$50.00 deposit per room to secure the booking. Alternatively, a current credit card number is quite sufficient (note we do not takes funds from these accounts, merely use it as security against the booking). Cheques can be made out to the 'Brentwood Hotel'.

PAYMENT DETAILS: Visa Diners Mastercard Amex

CREDIT CARD NUMBER _____

EXPIRY DATE: _____

We have a complimentary shuttle service which operates 24 hours on demand. For a pick-up, guest can call us on free phone 0508 273 689 and we will pick up outside the 'Arrivals Terminal' (downstairs). For a drop off, guest can arrange this with Reception.

ALL RESERVATIONS MUST BE RECEIVED BY 10 September 2009
Cancellations must be made to the hotel directly prior to 1 day of arrival to ensure cancellation or 'no show' fee (equivalent to one night's accommodation)

THIS SHEET WILL BE RETURNED TO YOU WITH YOUR CONFIRMATION NUMBER

CONFIRMATION NUMBER: _____



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