**IQS User Group Meeting Invitation and Flyer**

**Scope of Project:** Faxable/printable/emailable/downloadable flyer/invitation to our User Group Meeting including a registration form. This User Group Meeting is tool we use to better communicate with our customers as to the changes in the software and to hear and learn from other customers and their use of the software. It is a 3 day event where our customers come to us to learn and share. We will NOT be professionally printing this flyer/invite.

**Design:**

* Design in a Microsoft or Adobe tool. We will also need a pdf file for download from landing page.
* Colors must be easy to print (especially in registration form area) as this flyer will NOT be a mailer with professional printing
* You have creative license with design and layout
* IQS logo attached.

**About IQS:** IQS is a software and consulting services company specializing in quality management in a manufacturing environment including automotive, medical device and aerospace & defense. We have been in business since 1988 which is the longest in the industry.

**Possible themes** – use artwork as needed with the focus on moving forward (this will be an area for more of your creativity)

* Amplify
* Trail Blazing
* Accelerating

IQS colors are (in case you need them):

Dark Blue: (PMS 5405)

R: 60 G: 113  B:144

Gold: (PMS 125)

R: 197 G: 150  B:11

Light Blue: (PMS 644)

R: 137 G: 171  B:191

Tan: (PMS 7530)

R: 217 G: 209  B:196

Burnt Orange: (PMS 471)

R: 182 G: 85  B:24

**Title:** IQS User Group Meeting

**Theme**: One of the three choices above.

**Dates**: Sept. 19-21, 2012

**Location**: Cleveland, OH

**Text**:

You will experience:

* Our new product roadmap strategy
* Hands-on system training
* Technology and consulting support
* A forum for communication

Who Should Attend?

* All IQS System Users
* Quality Professionals
* IT Professionals
* Operations Professionals

Why you should attend:

Gather with IQS at this year’s User Group Meeting to learn more about upcoming IQS software advancements, have the opportunity to learn from other system users and have personal time with our technology and implementation staff. Attendees will learn how to maximize their investment in IQS with the training, one-on-one consultations and roundtable discussions with other users and staff. This User Group Meeting offers a tremendous value with the focus on moving forward in this fast-paced industry. Come learn about key advancements in what IQS has to offer and be a part of the future.

Agenda\*:

|  |  |  |
| --- | --- | --- |
| Wed. Sept 19, 2012 | 6:30-8:30pm | Welcome Reception |
| Thurs. Sept 20, 2012 | 8:30am | Kick-off  IQS Product Roadmap  New Feature Overview |
|  | 10:45am-12:15pm | Break Out Session #1 (choose one when registering)   * Technical: Managing and Configuring your IQS system (part 1 of 2) Introduction… * General overview of deployment models for IQS * Configuring Internet Explorer * Viewing current sessions. * Adjusting time out limits for the application * Adjusting password requirements * SPC and Analytics Tool   + *NEED TO ADD POINTS HERE* * IQS Portal * how to improve communication with suppliers * how to decrease the time to process a supplier NCM / CAPA * how to provide pertinent documentation to suppliers |
|  | 12:15-1:30 | Lunch included |
|  | 1:30-2:45 | Break Out Session #2 (choose one when registering)   * Technical: Managing and Configuring your IQS system (part 2 or 2) Advanced * Introduction to the report server * Changing context root * Installation and configuring the IQS Scheduler Service * Configuration of the Document Mover * Integration with ERP, CMM etc   + *NEED TO ADD POINTS HERE* * IQS Quiz * how training and competency is validated * how tests are administered * how document revisions are verified and accepted * how employee skills are automatically updated * how integration makes these functions easier |
|  | 3:00-4:30 | New Features: More Detailed Review and Discussion |
|  | 5:30 | Optional Evening Event to include transportation, dinner and a professional comedy show. |
| Fri. Sept 21, 2012 | 8:30am-12:00pm | * Roundtable Discussions * One-on-one consultations with implementation & technical staff (sign up will available on-site) * Software enhancements open forum * Customer case study presentation |

\*Agenda is subject to change.

Contact Info:

IQS, Inc.

25000 Country Club Blvd. #400

North Olmsted, OH 44070

Main 440-333-1344

Fax 440-801-1236

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

Registration Options

Register on-line: http://info.iqs.com/2012UserGroupMeeting.html

Registration Form (one form per attendee please):

Name \_\_

Company Name \_\_

Phone \_\_

Fax \_\_

Email \_\_

Address \_\_

\_\_\_\_

Please choose:

🞐 $149 for IQS User Group Meeting, or

🞐 $229 for IQS User Group Meeting with Special Event on Thursday Night (space is limited; first come first served for this event). Reservations must be made in advance for this event so please register early!

Payment is due prior to the user group meeting.

🞐 Purchase Order #\_\_\_\_\_\_\_\_\_

🞐 Credit Card (an IQS representative will contact you for this information)

Mail to:

IQS, Inc. Attn: Karleen Radke 25000 Country Club Blvd. #400, North Olmsted, OH 44070

Fax to:

Attn: Karleen Radke 440-801-1236

Cancellation of Registration: All cancellations must be made in writing and received by IQS no later than September 7, 2012. Registrants are solely responsible for canceling hotel reservations. IQS is not responsible for any fees charged by the hotel.

Please indicate your meeting choices:

Wed. 9/19

🞐 I will attend the Welcome Reception

Thurs. 9/20

Session #1 Break Out (choose one)

🞐 Technical: Managing and Configuring your IQS system (part 1 of 2)

🞐 SPC and Analytics Tool

🞐 IQS Portal

Session #2 Break Out (choose one)

🞐 Technical: Managing and Configuring your IQS system (part 2 of 2)

🞐 Integration with ERP, CMM etc

🞐 IQS Quiz

🞐 I will attend the optional dinner and comedy show event (additional charge).

🞐 I would like transportation to the evening event.

🞐 I will be driving myself to the evening event.

Travel Information

Hotel:

Radisson Hotel Cleveland Airport

25070 Country Club Blvd, North Olmsted OH 55080

440-734-5060

www.radisson.com/clevelandoh\_aiport

IQS, Inc. block of rooms for $85 per night including breakfast at the hotel

Deadline for Hotel reservations is August 22, 2012 in the IQS room block.

This hotel offers a free shuttle from the Cleveland Hopkins Airport and is located next to the IQS offices in the Great Northern Corporate Center Building.

Nearest Airport: Cleveland Hopkins Airport (CLE), Cleveland OH