First UIC Administrative Staff Leadership Conference:

Striving For Excellence

UIC

March 8 & 9, 2007

Student Center East

First UIC Administrative Staff Leadership Conference: *Striving* for *Excellence*

March 8 & 9, 2007

Student Center East

I. ABOUT THE CONFERENCE

We have an exciting conference planned for you! As the first professional development event of this type at UIC, the UIC Administrative Staff Leadership Conference will provide you with the knowledge, resources and networking opportunities to enable you to pursue excellence in your role at the university. Through a variety of workshops and a roundtable session, you will have the chance to learn new tips and tools to make your job easier, develop ideas for solutions to some of the most challenging issues you face in your day-to-day-work, and network and collaborate with peers across the institution. The conference is also designed to acknowledge the important work you do. Chancellor Manning will make opening remarks and Provost Tanner will update us on the state of the campus.

If you have any questions about this conference, please contact Kim Laczynski, OBFS Assistant Director for Change Management and Conference Coordinator at (312) 996-2860 or KBL1@uic.edu.

SPONSORS

The conference is sponsored by Provost R. Michael Tanner, the Vice Chancellor for Research Eric Gislason, the Vice Chancellor for Human Resources John Loya, and the Executive Assistant Vice President for Business and Finance Heather Haberaecker.

REGISTRATION

There are no registration fees for this conference. Because the rooms in the Student Center East have space limitations, you must register your first and second choices for each workshop session you plan on attending. Please also register your lunch choice for Friday. Registration will be handled on a first come, first serve basis. The sooner you register, the better chance you will have of getting your first choice of workshops. The registration deadline is Friday, February 16 at 5 pm. Please visit the conference website to register. Your workshop selections will be confirmed when you sign in on the first day of the conference.

TRANSPORTATION & PARKING

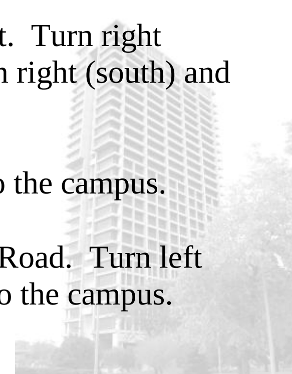
The conference website contains a link to additional information on directions, parking, and public transportation. The Student Center East is located at 750 South Halsted Street (on Halsted just south of Harrison). The campus shuttle and the CTA #8 South Halsted Bus provides services to the Student Center East. Driving directions are as follows:

From the north/O'Hare Airport: Take the Kennedy Expressway, I-90 east. Continue on the Kennedy to the Dan Ryan, I-90/94 east. Exit at Taylor. Turn right (west) and travel one block to the intersection of Taylor and Halsted. Turn right (north) onto Halsted and travel one-half block.

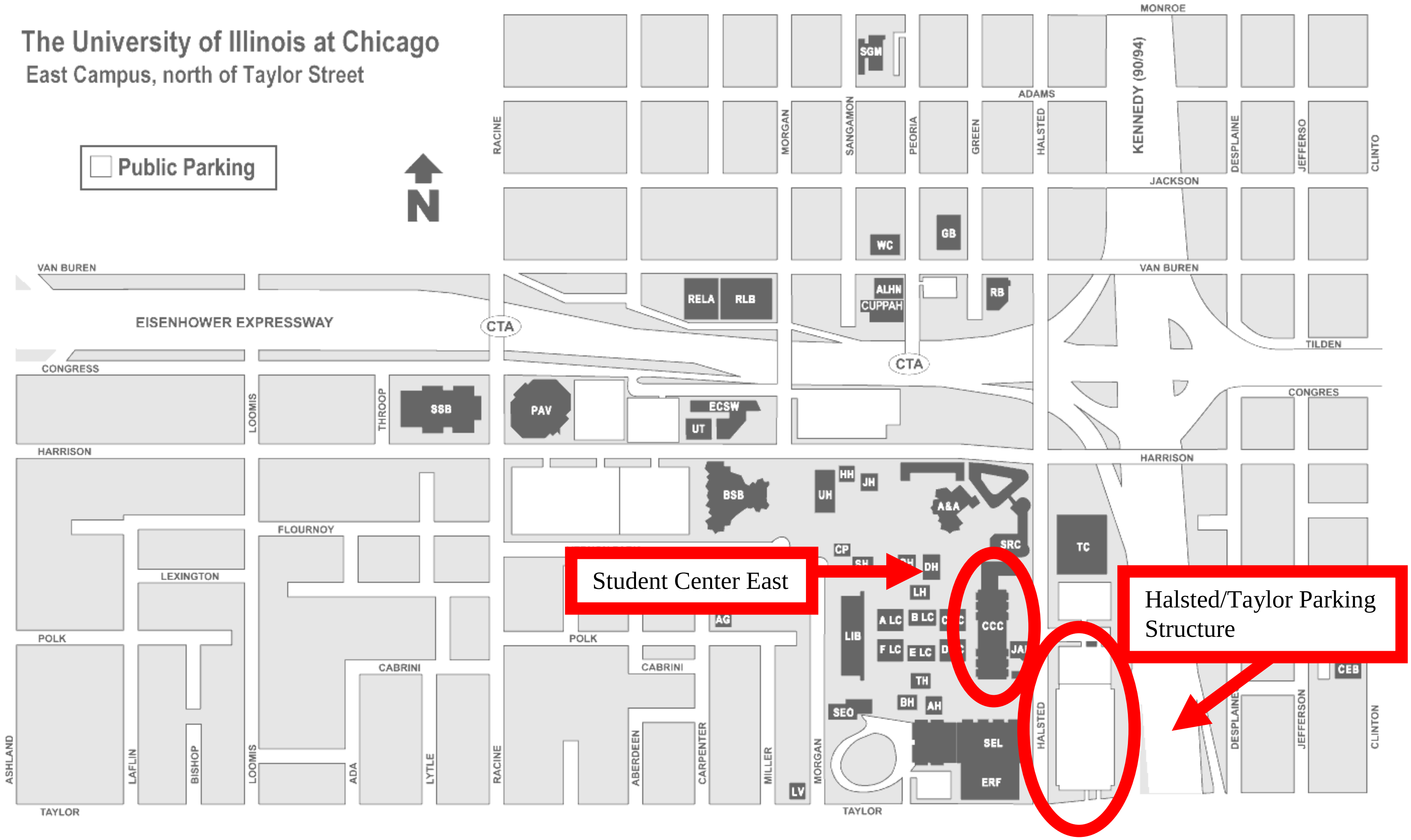
From the west: Take the Eisenhower Expressway (I-290) to the Racine Avenue exit. Turn right (south) to Harrison Street. Turn left (east) onto Harrison and proceed to Halsted. Turn right (south) and go one block.

From the east: Take Harrison Street west to Halsted Street and turn (left) south into the campus.

From the south: Take the Dan Ryan Expressway (I-90/I-94) and exit on Roosevelt Road. Turn left (west) on Roosevelt Road to Halsted Street; then turn right (north) on Halsted Street to the campus.



The closest parking lot to Student Center East is the Halsted/Taylor Parking Structure (HTPS), located just east of the building at 801 South Halsted (at the intersection of Halsted & Taylor). Parking at HTPS will cost $11.00 per day. Cash, debit cards, credit cards and pre-paid parking stickers are accepted at this lot. Relocations for staff members who currently pay to park on campus will also be accepted (you must take a ticket upon entering the garage and present your valid parking hang tag to the cashier when you exit).



II. PROGRAM SCHEDULE AT A GLANCE

Thursday, March 8, 2007		
12:00 - 1:00	Sign In & Pick Up Registration Packet	SCE Lobby
1:00 - 1:30	Welcome, Chancellor's Remarks	Illinois Room
1:30 - 1:45	Break	
1:45 - 3:00	Workshop Session 1	TBA
	○ How to Get Expenditure Contracts Processed Smoothly	
	○ Best Practices for Self-Supporting Units	
	○ Motivating and Rewarding Your Employees	
	○ Demystifying the ORS Contracts Approval Process	
	○ Using Banner's Budget Module to Meet Your Management and Reporting Needs	
	○ NEW Guidelines for Real Estate Leases	
3:00 - 3:15	Break	
3:15 - 4:30	Workshop Session 2	TBA
	○ Strategic Procurement Initiative: Maximize Your Budget & Time by Utilizing University-Wide Contracts & I-Buy	
	○ Accounting FUNdamentals for Non-Accountants: What You Need to Know to Do Your Job	
	○ Re-engineering the Payroll Adjustment Process	
	○ Virtual Research Administration: Grants.gov, UI eRA, and More	
	○ Maximizing Existing Financial Reporting Tools: EDDIE and More	
	○ How to Accurately Report Time and Effort for Faculty Using the Activity Reporting System	

Friday, March 9, 2007		
8:30 - 9:00	Sign In & Pick Up Registration Packet	SCE Lobby
9:00 - 10:00	Provost Tanner, State of UIC Presentation	Illinois Room
10:00 - 10:15	Break	
10:15 - 11:30	Workshop Session 3	TBA
	○ How to Develop Revenue Generating Contracts	
	○ Maintaining Your Sanity While Maintaining Your Fixed Assets	
	○ Rules Governing Payment Processing for Foreign Nationals	
	○ Best Practices for Sponsored Project Closeout	
	○ Expense Reporting with Business Objects & the Data Warehouse	
	○ P-Card Pitfalls and Audit Concerns	
11:30 - 1:00	Catered Lunch	Illinois Room
1:00 - 2:15	Workshop Session 4	TBA
	○ Policies that Cause Angst: Human Subjects, Paying Students, and Allowable Expenditures Among Others	
	○ Developing Internal Controls to Prevent Fraud	
	○ Achieving Excellence Through Customer Service	
	○ How to Manage Cost Transfers to Meet Federal Guidelines	
	○ What Schools and Colleges are Doing to Develop Effective Management Reports	
	○ Faculty Search and Appointment Processes	
2:15 - 2:30	Break	
2:30 - 3:30	Hot Topics / Ask the Experts Session	Illinois Room
3:30 - 4:00	Wrap Up	Illinois Room

III. WORKSHOPS BY CATEGORY

This page groups the workshops into functional categories to assist you with deciding which workshops you should attend based on your functional area of responsibility. Read vertically to see all the workshops within one category. Read horizontally to see the workshops offered during each session. You do not need to pick a category and go to all the workshops in that category. You can sample from more than one category depending on your job responsibilities and professional development needs.

	FINANCIAL I	FINANCIAL II	HUMAN RESOURCES	RESEARCH	REPORTING	OTHER
Session 1 Thursday 1:45 - 3:00	How to Get Expenditure Contracts Processed Smoothly	Best Practices for Self-Supporting Units	Motivating & Rewarding Your Employees	Demystifying the ORS Contracts Approval Process	Using Banner's Budget Module to Meet Your Management and Reporting Needs	NEW Guidelines for Real Estate Leases
Session 2 Thursday 3:15 - 4:30	Strategic Procurement Initiative: Maximize Your Budget & Time by Utilizing University-Wide Contracts & I-Buy	Accounting FUNdamentals for Non-Accountants: What You Need to Know to Do Your Job	Re-engineering the Payroll Adjustment Process	Virtual Research Administration: Grants.gov, UI eRA, and More	Maximizing Existing Financial Reporting Tools: EDDIE and More	How to Accurately Report Time and Effort for Faculty Using the Activity Reporting System
Session 3 Friday 10:15 - 11:30	How to Develop Revenue Generating Contracts	Maintaining Your Sanity While Maintaining Your Fixed Assets	Rules Governing Payment Processing for Foreign Nationals	Best Practices for Sponsored Project Closeout	Expense Reporting with Business Objects & the Data Warehouse	P-Card Pitfalls and Audit Concerns
Session 4 Friday 1:00 - 2:15	Policies that Cause Angst: Human Subjects, Paying Students, and Allowable Expenditures Among Others	Developing Internal Controls to Prevent Fraud	Achieving Excellence Through Customer Service	How to Manage Cost Transfers to Meet Federal Guidelines	What Schools & Colleges are Doing to Develop Effective Management Reports	Faculty Search and Appointment Processes

IV. WORKSHOP DESCRIPTIONS

WORKSHOP SESSION 1: THURSDAY, MARCH 8, 2007 FROM 1:45 TO 3:00

How to Get Expenditure Contracts Processed Smoothly
Sue Sturmon, Associate Director of Purchases, Purchasing

This workshop will provide step-by-step guidelines for the development and timely processing of expenditure contracts. The session will include information on appropriate lead times, who to contact and when, and key components for timely contract execution prior to commencement of services.

Best Practices for Self-Supporting Units
Sherri Faith, Assistant Director, Accounting Information Management, University Accounting & Financial Reporting
Jason Bane, Financial Specialist, University Accounting & Financial Reporting
Denise Stanley, Director, Accounting Information Management, University Accounting & Financial Reporting

This session will provide an overview of the types of self-supporting funds, considerations of accounting expenditures/costs in calculating charge rates, guidelines on billing customers and issues concerning unrelated business income. The importance of year end FACT sheets will be discussed along with information relating specifically to service plans. The question, "Where do I find my balance?" will be answered.

Motivating and Rewarding Your Employees
Jacqueline Berger, Director, Special Programs and Communications, UIC Human Resources
Ami McReynolds, Associate Director, Training & Development, UIC Human Resources

To motivate employees, enhance productivity and boost morale, employee recognition should be a permanent part of your management strategy. Join us for a new look at tried and true techniques for motivating and rewarding your staff. Brainstorm ideas and share best practices about informal recognition and rewards that support UIC Core Values.

Demystifying the ORS Contracts Approval Process
Patti Manheim, Associate Director, Office of Research Services

This session will provide an overview of negotiation strategies and discussion of the approval process for award documents that require a signature acceptance. UIC, as a public university, is subject to state and federal regulations unique to higher education. This session explores those constraints and explains how ORS works with faculty, sponsors, UIC Legal Counsel and the Office of Technology Management to reach agreement while protecting the rights of UIC and the PI.

Using Banner's Budget Module to Meet Your Management and Reporting Needs
Russ Biskup, Director of Budget and Financial Analysis, OBFS Budget and Financial Analysis

This session will examine the Banner Executive Summary Form (FGIBDSR) and provide tips for state and institutional fund queries. The Banner Trial Balance Summary Form (FGITBSR) will be also be reviewed as a tool for determining current cash and fund balance positions for self-supporting and practice plan funds. In addition, the session will cover the "Budget Queries" (Operating Ledger) tools that are available throughout the year to authorized users of the Budget Development module. Tips will be provided on how to run budget queries by account or organizational hierarchy and how to quickly export the results to Excel.

NEW Guidelines for Real Estate Leases
Ellen M. Hamilton, Director of Real Estate and Auxiliary Enterprise Support, Real Estate Planning and Services
Tomeiko Windham, Real Estate Specialist, Real Estate Planning and Services

Leases are specialized contracts governed by policies and statutes of both the Board of Trustees and the State of Illinois. These regulations change from time to time and often conflict with standard commercial leasing provisions, causing tension for all parties and delays in executing a lease. In this workshop, we will make you aware of specific requirements and timelines to minimize stress and maximize success when submitting a lease for approval. Discussion will include the lease of off-campus space for University use, as well as the licensing of University space for use by third parties.

Strategic Procurement Initiative: Maximize Your Budget & Time by Utilizing University-Wide Contracts & I-Buy
Brad Sheriff, Administrative Director, University Procurement

This session will provide an overview of the University's Strategic Procurement Initiative and its history, objectives, and major components. One of those components, iBuy (e-procurement), will be discussed in detail. Attendees will gain insight into the benefits of using iBuy for their procurement needs.

Accounting FUNdamentals for Non-Accountants: What You Need to Know to Do Your Job
Sherri Faith, Assistant Director, Accounting Information Management, University Accounting & Financial Reporting
Jason Bane, Financial Specialist, University Accounting & Financial Reporting

This session will provide basic accounting concepts and definitions, such as debit vs. credit, fund types and sources, and the relationship among FOAPAL segments. Also included will be a discussion about rogue FOAPALs, the Banner Accounting string, and how expense and revenue account codes affect reporting. This session will also discuss how to find your accounting string balance and interpretation of standard reports.

Re-engineering the Payroll Adjustment Process
Laurie Pitner, Executive Director, University Payroll
Gloria Keeley, Director, OBFS Business Information Systems
Melissa Rubik, Systems Analyst, OBFS Business Information Systems

This session will provide an overview of the activities underway to rewrite the Adjustment Notification Application (ANA) to streamline the payroll adjustment process. The project to rewrite ANA includes eliminating the need for the Adjustment Processing Form (PZAADJT) and providing one application to report adjustments to pay. Another objective of the session will be to get feedback from departmental representatives on the direction and progress of the project to date.

Virtual Research Administration: Grants.gov, UI eRA, and More
Mike Anderson, Senior eRA Coordinator, Office of Research Services
Cennetta Walker, UI eRA Module Administrator, Office of Research Services

Electronic research administration (eRA) is the future of sponsored project activity allowing a grantee to electronically search, apply, and submit proposals to varied sponsors. Consistent with this evolution, Grants.gov is the e-government initiative designed to improve access to the 26 federal grant-making agencies accounting for over $400B in annual awards from 1000+ grant programs. In response to these changes, the University has implemented UI eRA to administer its pre-award eRA system which employs both a Proposal Tracking and Proposal Development module. This session provides an overview and guidance on how to transition to using UI eRA and Grants.gov.

Maximizing Existing Financial Reporting Tools: EDDIE and More
Denise Stanley, Director, Accounting Information Management, University Accounting & Financial Reporting
Bruce Hammerberg, Director, OBFS Business Information Systems
Sri Ranganathan, Enterprise Applications Specialist

This session will provide an overview of the EDDIE reporting tool and examine some of the current financial reports that are available in EDDIE. There will be a discussion about gaps in reporting needs and future reporting options. There will also be an opportunity to provide input to an OBFS reporting initiative that is underway.

How to Accurately Report Time and Effort for Faculty Using the Activity Reporting System
Julie M. Smith, Director, Office of Data Resources

This session will provide an overview of the Activity Reporting System (ARS), which collects time and effort data for all academic staff. The session will include an introduction to the web ARS system; a review of the compliance requirements for time and effort reporting (both state and federal); a review of the types of activities that are included in reporting; and a discussion on fund sources, salaries and activity types and how these factors impact reporting. It will also include discussion on what is required of faculty in certifying time and effort.

WORKSHOP SESSION 3: FRIDAY, MARCH 9, 2007 FROM 10:15 TO 11:30

How to Develop Revenue Generating Contracts
Patricia Menguito, Assistant Director of Purchases, Purchasing

Take away a checklist of points to consider in developing your unit's revenue generating agreements (RGA). This workshop will provide an overview of the policies and procedures for revenue generating activities and guide you through the development, review and completion of a revenue contract.

Maintaining Your Sanity While Maintaining Your Fixed Assets
Sherri Faith, Assistant Director, Accounting Information Management, University Accounting & Financial Reporting
Jason Bane, Financial Specialist, University Accounting & Financial Reporting
Denise Stanley, Director, Accounting Information Management, University Accounting & Financial Reporting

This session will provide an overview of the property accounting processes. It will focus on common challenges such as equipment disposals and transfers and loaned equipment requirements, and will provide tips and tools for taking an accurate physical inventory.

Rules Governing Payment Processing for Foreign Nationals
Melvin Fason, Assistant Payroll Manager, University Payroll
Kassaundra Hester, Associate Director of Payroll Operations, University Payroll

This session will provide an overview of the process for making payments to foreign nationals in compliance with government regulations. It will define the roles of University Payroll and sponsoring units in this process and provide a basic understanding of the rules regarding an individual's payment eligibility, tax withholdings, and required support documentation.

Best Practices for Sponsored Project Closeout
Mee Mee Lee-Choi, Associate Director, Grants and Contracts
Fuller Lyons, Associate Director, Grants and Contracts

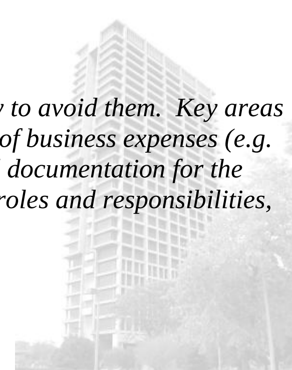
This session will provide general guidelines to follow in facilitating the closeout process on a timely basis. The presentation will include an overview of the report of expenditure(ROE) worksheet that the Office of Grants & Contracts prepares to assist the academic units as part of project closeout, the various activities involved in the closeout process, and the roles and responsibilities of all parties involved in this process.

Expense Reporting with Business Objects & the Data Warehouse
Beth Ladd, Functional Area Coordinator-Finance, Decision Support
Mark Pollard, Functional Area Coordinator-HR, Decision Support

This session will seek to expand awareness of and provide an introduction to Decision Support's Solution Library. The Solution Library contains DS authored step-by-step instructions and sample Business Objects reports designed to meet specific reporting needs. This session will highlight existing expense reporting solutions utilizing data warehouse data as well as provide information about custom reporting opportunities.

P-Card Pitfalls and Audit Concerns
Marsha Hardman, Corporate Card Customer Resource Specialist, Corporate Card Office
Stephen Wiggs, Director, Corporate Card Operations, Corporate Card Office

This session will focus on common pitfalls that will put your P-Card process into non-compliance and how to avoid them. Key areas to be addressed are: separation of duties, sharing of P-Cards or account information, and documentation of business expenses (e.g. business meals) and other sensitive areas (e.g., payment for services) that require detailed accounting and documentation for the separation and reimbursement of personal usage charges. The session will also include a review of user roles and responsibilities, do's and don'ts when purchasing, and ways to monitor and maintain a compliant program.



WORKSHOP SESSION 4: FRIDAY, MARCH 9, 2007 FROM 1:00 TO 2:15

Policies that Cause Angst: Human Subjects, Paying Students, and Allowable Expenditures Among Others

Jim Martinie, Director, University Payables
Sandy Ehler, Executive Director, University Payables

This session will provide an overview of expenditure policies such as payments to human subjects, payments to students, establishing both domestic and international vendors for payment, and allowable expenditures using University funds. It will also include a brief discussion on business travel expenditures.

Developing Internal Controls to Prevent Fraud

Neal Crowley, Director, University Audits

This session will provide an overview of the design and implementation of internal controls in University business processes with emphasis on the consideration of fraud. We will discuss fraud indicators, traits and characteristics of fraud perpetrators, and the internal control breakdowns that conceal fraud. We will then cover the various internal control procedures that management can introduce into the business process to mitigate the occurrence of fraud.

Achieving Excellence Through Customer Service

Ami McReynolds, Associate Director, Training & Development, UIC Human Resources
Julius Rhodes, SPHR Founder and Principal, mpr group

How satisfied would you be if you were a customer of your operations? In this session we will examine customer requirements and the ability of the unit to deliver upon those requirements. In addition, we will reevaluate the manner in which complaints are viewed and how building stronger relationships is fundamental to any continuous improvement efforts. At the end of the session attendees will have a better understanding of the impact on the customer service equation and how to meet and exceed customer needs.

How to Manage Cost Transfers to Meet Federal Guidelines

Fuller Lyons, Associate Director, Grants and Contracts
Mee Mee Lee-Choi, Associate Director, Grants and Contracts

This session will provide an overview of compliance and administrative requirements for cost transfers (i.e., what is allowable and appropriate versus unallowable), and how to avoid having to process cost transfers to meet sponsor guidelines. This session will also briefly cover the types of cost transfers, timing requirements and implications, and documentation required to be maintained by the department.

What Schools and Colleges are Doing to Develop Effective Management Reports

Arnim Dontes, Associate Dean-CFO, College of Medicine
Robert McAuley, Associate Dean-CIO, College of Medicine
Mary Jo Kuffner, Assistant Director-Administration, School of Public Health, Center for the Advancement of Distance Education (CADE)
David Pustek, Finance Manager, CADE

This session provides an overview of some of the tools that have been developed in the College of Medicine and School of Public Health's Center for the Advancement of Distance Education (CADE) to query and generate management reports from the data warehouse. COM will discuss connectivity, query methods, and report generation. Emphasis will be placed on levering the integrated Banner Oracle database to provide consistency across financial, HR, and payroll reporting. CADE will present their quick loading, and live web-based finance and human resources reporting tools. Handouts will include pros and cons of working with View Direct, EDDIE, and Business Objects.

Faculty Search and Appointment Processes

Angela Yudt, Acting Director, Faculty Affairs HR
Patricia Gill, Associate Chancellor, Office for Access & Equity and Interim Director, UIC HR
Elizabeth Bunte, Assistant Vice Chancellor for Academic Affairs & Director, Faculty Affairs HR

This session will provide an overview of the position search process and its requirements, as well as the process for initiating the appointment process (i.e., what actions and documentation are required for the various types of faculty appointments and faculty/administrative appointments). Included will be a discussion on Provost and Board of Trustees required approvals.

HOT TOPICS / ASK THE EXPERTS SESSION

The purpose of the “Hot Topics / Ask the Subject Matter Experts” session is to give participants the opportunity to ask “experts” on a certain topic anything they want and to listen in on conversations that are occurring between the experts and other participants. There will be one table per topic and one to two experts at each table. Participants can casually move from table to table during this session. Participants should use this session to get their questions answered and / or to raise concerns they have about the topic. Each hot topic table, the table’s sponsoring office, and the table’s subject matter experts are listed below.

1 Budgeting and Program Analysis
Office of Budgeting & Program Analysis
Todd Van Neck, Director, Budgeting & Program Analysis
Mary Ellen Korman, Associate Director, Budgeting & Program Analysis

2 College of Medicine Mission-Based Budgeting
College of Medicine
Arnim Dontes, Associate Dean - CFO, COM
Larry Kloc, Director of Fiscal Services, COM at Peoria

3 Gifts Versus Grants
UI Foundation & Office of Business and Financial Services
Christine C. Devocelle, Assoc. Vice President for Accounting and Gift Administration, UI Foundation
Vanessa Peoples, Director, Grants & Contracts

4 Managing K-Awards
Grants and Contracts
Fuller Lyons, Associate Director, Grants and Contracts
Mee Mee Lee-Choi, Associate Director, Grants and Contracts

5 Conflict of Interest / Commitment
Office of the Vice Chancellor for Research
Rebecca Ann Lind, Assistant Vice Chancellor for Research, OVCR

6 Creating Accurate and Complete PAF's
Office of Research Services
Amneh Kiswani, Assistant Director, ORS
Luis R. Vargas, Executive Director, ORS

7 Subcontracts & Consultant Agreements
Office of Research Services
Patti Manheim, Associate Director, ORS
Luis R. Vargas, Executive Director, ORS

8 Sub-recipient Contracts (ORS) vs. Purchase of Service
Office of Research Services & Purchasing
Frank Paink, Assistant Director, ORS
Lourdes Nur, Director, Purchasing

9 Strategic Procurement / I-Buy Initiative
University Procurement
Brad Sheriff, Administrative Director, University Procurement
Barb Roemer, Assistant Director, Purchasing

10 Creating Reports Against the Data Warehouse
Decision Support
Beth Ladd, Functional Area Coordinator-Finance, Decision Support
Mark Pollard, Functional Area Coordinator-HR, Decision Support

11 Fixing and Avoiding Rogue C-FOAPALs
University Accounting & Financial Reporting
Glenn Meeks, Director, Accounting Compliance, UAFR
Ron Miner, Associate Director, Accounting Compliance, UAFR

12 Needed Department Financial Reports
University Accounting & Financial Reporting and OBFS Business Information Systems
Pat Patterson, Controller, UAFR
Denise Stanley, Director, Accounting Information Management, UAFR
Bruce Hammerberg, Director, OBFS BIS
Sri Ranganathan, Enterprise Applications Specialist, OBFS BIS

13 Internal Controls/Best Business Practices
Office of University Audits
Neal Crowley, Director, University Audits
Lataunia Green, Enterprise Wide Auditor, University Audits

14 Vendor Payment Issues
University Payables
Darren Strater, Manager of Direct Pay Operations, University Payables
Sandy Ehler, Executive Director, University Payables

15 Real Estate Issues
Real Estate Planning and Services
Ellen M. Hamilton, Director of Real Estate and Auxiliary Enterprise Services, Real Estate Planning and Services

16 Payroll Adjustment Processing Issues
University Payroll
Laura Barnett, Assistant Director, University Payroll
Lawrence Hanyzewski, Assistant Director, University Payroll

17 University Student Financial Services & Cashier Operations
University Student Financial Services & Cashier Operations
Charmaine Daniels, Associate Director of Customer Service, USFSCO
Joe Creek, Director, Customer Service and Cashier Operations, USFSCO

18 Faculty Sabbatical and Emeritus Processes
Academic Affairs & Faculty Affairs Human Resources
Kathy Jones, Assistant Director, FAHR
Laura Stempel, Assistant to the Vice Provost for Faculty Affairs, OFA

19 HR Training Resources
Human Resources
Ami McReynolds, Associate Director, Training & Development, HR
Allison Bell, Staff Development Manager, HR

20 OBFS Training Resources
OBFS Training, Perf Dev, & Communications
Mary Malcolm, Training Manager, OBFS Training
Marietta Walton, Director, OBFS Training

21 Conference Feedback Table
OBFS Training, Perf Dev, & Communications
TBA

V. CONFERENCE PHONEBOOK

Keep the Network That You Built Today at Hand!

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