

## Blood Center – Recruitment Track (Hemasphere®)

Tuesday, August 31, 2010

Time	Session Name / Description
7:30AM	<b>Registration Opens</b>
8:00AM	<b>Continental Breakfast (provided)</b>
9:00AM	<b>General Plenary Session</b>
10:45AM	<b>Break</b>
11:00AM	<b>Hemasphere General Plenary Session</b> <ul style="list-style-type: none"> <li>• Acquisition / Transition - One year in</li> <li>• Hemasphere - New version               <ul style="list-style-type: none"> <li>- Features and updates</li> <li>- Roll-out dates</li> </ul> </li> </ul>
12:00 Noon	<b>Lunch (provided)</b>
1:00PM (Select One)	<b>Take Control of Your Hemasphere Sign-up Sheet– Group Discussion</b> The Sign-up sheet is the single most important document in the success or failure of your blood drive. Customize it to handle automated collections, large amounts of no shows or other drive elements. Learn best practices from your fellow Hemasphere users for topics including Employee Lunch Breaks, Walk-ins, No-shows, Drives with Automation, Community Drives, and High School Drives.
	<b>What to Expect with the Hemasphere Database Schema Changes</b> Learn the New Columns, Table Changes and View Updates. New features include how to report on new data in Hemasphere and how to utilize other schema
	<b>Hemasphere 101</b> Refresh your knowledge of what makes Hemasphere great! Review the basic features and tools that will maximize your use of Hemasphere. Topics will include Dashboards, Managing your Favorites, Drive List, Calendar Icons and what they mean, Goals, Goals and more Goals, Managing Daily Constraints by day or date range, Loading Reports, views and functions and why does my report require a login?
3:00PM	<b>Break</b>
3:15PM (Select One)	<b>Block Scheduling</b> It's finally here! The fall release of Hemasphere will incorporate the full ability to group drive and staff resources into pre-defined blocks. Block scheduling can provide a more consistent drive scheduling environment and help reduce collection staff turn-over.
	<b>New Functional Administration Tools for Hemasphere</b> Learn about the Custom Goal Tool, adding attachments within Hemasphere and your reports, Maximizing Security Roles and Templates, and Data Import options to maximize Hemasphere information.
5:00PM	<b>Personal Time</b>



**Wednesday, September 1, 2010**

<b>Time</b>	<b>Session Name / Description</b>
<b>8:00AM</b>	<b>Continental Breakfast (provided)</b>
<b>9:00AM</b>	<b>Are We Normal? Industry-wide Recruitment Statistics</b> The most anticipated information of the conference! Learn the average recruitment benchmarks for the industry and compare them to your own center's individual results.
<b>10:15PM</b>	<b>Break</b>
<b>10:30AM</b>	<b>Organizing and Managing High School Drives – Group Discussion</b> Best practices for advertising and educating, managing sign-ups, getting permission slips signed, and working with school administrators. Discussion will also cover how to manage day of drive logistics (donor flow, room setup, volunteers, canteen management, etc). Learn how to use Hemasphere tools to develop high school campaigns, improve efficiency and engage leaders.
<b>12:00 Noon</b>	<b>Personal Time</b>
<b>1:30PM</b>	<b>Recruitment Module Update</b> New features have been added! For example, streamline your publicity process by performing a full merge of your drive data with your publicity templates without running a Hemasphere report. Capture valuable donor and chairperson feedback by using Hemasphere tools.
<b>3:15PM</b>	<b>Break</b>
<b>3:30PM</b>	<b>Hemasphere/eDonor Integration</b> Whether you are an existing eDonor user or considering using an online donor scheduling tool, this session will cover the integration between Hemasphere and your online tools.
<b>6:00PM</b>	<b>Host City Event</b>





## Thursday, September 2, 2010

Time	Session Name / Description
8:00AM	<b>Continental Breakfast (provided)</b>
9:00AM	<b>Hemasphere Plenary Session</b>
	<b>Top Ten Help Desk Calls and How to Avoid Them</b> Learn what the most common challenges for Hemasphere users are and what your organization can do to avoid costly mistakes or time-consuming calls to correct them.
	<b>2010 Hemasphere Report/Dashboard Review</b> You put the data in, but are you getting it out? See what's new with the latest updates in reports and dashboards for both recruitment and collections.
	<b>Hemasphere Optimization Audit</b> Are you underutilizing Hemasphere? Are there current processes that could be streamlined by adjusting your Hemasphere configuration? We will provide a self-auditing document to ensure that you are getting most out of your Hemasphere investment.
11:30AM	<b>Closing Session</b> Wrap-up and event survey
12:00 Noon	<b>Conference Ends</b>

