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# Sandia National Laboratories

## Conference Management



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# Event Tracker Tool

- Event Tracker (ET) was developed jointly by Sandia National Laboratories(SNL) Conference Management team and IT group and went live 2/14/14.
- The goal for the ET tool was to create transparency and assign responsibilities to our technical partners.
- ET is used by Sandian's to request attendance to events.
- SNL's Conference Management team uses ET to approve, disapprove, and manage events.
- Data provided in ET allows SNL to tailor our reporting for events.
- ET has the capability to download events from iPortal.

# Key Roles in ET

## ➤ **Technical Partners**

- Conference Portfolio Owners (CPO) – Individual responsible for the oversight and management of events within a given Conference Category, usually Directors.
- Deputy CPO – A designated user with permission to act on behalf of the CPO in ET.
- Event Owner (EO) – The CPO can delegate someone authority to exercise decision-making at the event and request level, review estimated costs and attendance requests, and partner with SNL's Conference Management on package creation and submission.

## ➤ **SNL's Conference Management**

- Admin Function allows team to:
  - Enter ET information into iPortal
  - Based on specific criteria ET will auto approve requests
  - Manually approve requests
  - View and generate ET Reports

# SNL's Travel & Conference Management POC's

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