

OpenClinica Open Enrollment Training

Course Registration Form *OpenClinica Intensive End-User*

2009 Schedule

Please print and complete the following form to register for the 3-day *OpenClinica Intensive End-User* Training course in Cambridge, Massachusetts. You can register up to 5 people for each instance of the course offered per the schedule below. The cost for each student is \$3,698 USD.

Note: Registrations will be accepted on a first come, first serve basis and there is a *maximum of 5 students* per course. Since these courses are 'open enrollment' the course(s) you choose will likely have attendees other organizations. We will contact you if there are scheduling conflicts when we receive your registration form.

- Customer is responsible for participant's travel and accommodations. Lunch will be provided on each day of training. Customer is responsible for all other meals.
- Cancellation policy: 75% credit for cancellations less than two weeks and more than one week before course date. 50% credit for cancellations less than one week before course date. No credit for cancellations less than 48 hours before start of course.

Training Materials will be provided to Customer in electronic form upon completion of training. Akaza extends to customer a limited, non-exclusive license to modify and reuse these specific materials for internal reference purposes by course students only. Customer may not use, distribute, or produce derivative works of these materials for any other purpose.

Please enter your organization information in the following boxes:

Organization Name:

Organization Address:

Billing Contact:

Below please enter the name, job title, and email address of each student you wish to enroll for the available course dates:

Course Dates	Participant Name(s)	Job Title(s)	Email Address(es)
Jan 13 – Jan 15	1.		
	2.		
	3.		
	4.		
	5.		
Feb 10 – Feb 12	1.		
	2.		
	3.		
	4.		
	5.		
Mar 10 – Mar 12	1.		
	2.		
	3.		
	4.		
	5.		
Apr 14 – Apr 16	1.		
	2.		
	3.		
	4.		
	5.		
May 12 – May 14	1.		
	2.		
	3.		
	4.		
	5.		
Jun 16 – Jun 18	1.		
	2.		
	3.		
	4.		
	5.		
Jul 14 – Jul 16	1.		
	2.		
	3.		
	4.		
	5.		
Aug 11 – Aug 13	1.		
	2.		

	3.		
	4.		
	5.		
Sep 15 – Sep 17	1.		
	2.		
	3.		
	4.		
	5.		
Oct 13 – Oct 15	1.		
	2.		
	3.		
	4.		
	5.		
Nov 10 – Nov 12	1.		
	2.		
	3.		
	4.		
	5.		
Dec 8 – Dec 10	1.		
	2.		
	3.		
	4.		
	5.		

<p>Enter Total → \$</p> <p>Please calculate your total (\$3,698 USD x total # participants)</p>
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Payment is due upon receipt of registration form. Please mail, fax, or email this completed form (pages 1-3) along with payment for total amount due to:

Akaza Research, LLC
 Attn: Enterprise Services
 One Kendall Square
 Building 400, 4th Floor
 Cambridge, MA 02139 USA

Fax: 617-621-0065
 Email: enterprise@openclinica.org

To make payment via bank transfer, please email enterprise@openclinica.org for instructions.

Whom should we contact if we have questions about this order?

Name:	
Email:	
Phone:	

Akaza will contact you within 2 business days of receiving your registration form to confirm you reenrollment.

Course Description

The OpenClinica *Intensive End-User* course is designed to make you an expert in using all aspects of OpenClinica oriented towards end-users. Students will learn how to:

- Set-up different types of studies in an optimal way within the OpenClinica software
- Use OpenClinica in a regulatory compliant manner
- Create simple-to-complex electronic Case Reports Forms (CRFs)
- Create and manage a library of case report forms
- Develop CRF edit checks / validation expressions
- Set-up automatically calculated values on CRFs
- Conduct bulk import of study data
- Manage research sites and study subjects
- Manage multiple, diverse types of studies through a single instance of the software
- Create useful data sets for analysis
- Use OpenClinica for effective study monitoring and query management
- Apply best practices for creating and managing user access
- Utilize free support resources available to the OpenClinica community

This course is ideal for someone who wants to become an OpenClinica super user or will be responsible for training/teaching/supporting their colleagues. Classes are highly interactive and incorporate exercises and tailored instruction.

Location & Travel Information

The training will occur at:

One Kendall Square
Building 400, 4th Floor
Cambridge, MA 02139

The following hotels are within a walking distance of the training facility.

Residence Inn-Boston Cambridge

6 Cambridge Ctr
(617) 349-0700

<http://www.marriott.com/hotels/travel/boscm-residence-inn-boston-cambridge/>

Marriott-Boston Cambridge

2 Cambridge Ctr
(617) 494-6600

<http://www.marriott.com/hotels/travel/boscb-boston-marriott-cambridge/>

Kendall Hotel

350 Main St
(617) 577-1300

<http://www.kendallhotel.com/>

For a map of the area, see: <http://tinyurl.com/255wv4>

For questions, please email enterprise@openclinica.org or call 617-621-8585 x.22.