

OpenClinica Open Enrollment Training

OpenClinica Intensive End-User OpenClinica Advanced eCRF

2010 Schedule & Registration Form

Please print and complete the following form to register for the *OpenClinica Intensive End-User* and *OpenClinica Advanced eCRF* training courses in Waltham, Massachusetts (see below for course descriptions). You can register up to 4 people at a time using this form. The cost for each student is \$3,698 USD for Intensive End User and \$1,850 for Advanced eCRF.

Registrations will be accepted on a first come, first serve basis. Since these courses are “open enrollment” they will have attendees from other organizations. Prior to submitting your registration form, we encourage you to contact us to verify there is space available in the class (enterprise@openclinica.org). Courses typically fill up 4-6 weeks prior to the course date.

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’s information in the following boxes:

Organization Name:

Organization Address:

Billing Contact:



Please use the form below to enroll students for specific courses and dates. You may use this form to register up to 4 students:

Student #1	Select Course(s)*		
	Intensive End User	Advanced eCRF	
Name:	Jan 12-14	Jan 15	
	Feb 9-11	Feb 12	
	Apr 13-15	Apr 16	
	Job Title:	May 11-13	May 14
		Jun 8-10	Jun 11
		Jul 13-15	Jul 16
	Email:	Aug 10-12	Aug 13
		Sep 14-16	Sep 17
		Oct 12-14	Oct 15
		Nov 9-11	Nov 12
		Dec 7-9	Dec 10

Student #2	Select Course(s)*		
	Intensive End User	Advanced eCRF	
Name:	Jan 12-14	Jan 15	
	Feb 9-11	Feb 12	
	Apr 13-15	Apr 16	
	Job Title:	May 11-13	May 14
		Jun 8-10	Jun 11
		Jul 13-15	Jul 16
	Email:	Aug 10-12	Aug 13
		Sep 14-16	Sep 17
		Oct 12-14	Oct 15
		Nov 9-11	Nov 12
		Dec 7-9	Dec 10

* **Note:** March training courses will be held at the OpenClinica Global Conference in Bethesda, Maryland the week of March 22nd. For more information see <http://www.openclinica.org/globalconference>.

Student #3	Select Course(s)*	
	Intensive End User	Advanced eCRF
Name: Job Title: Email:	Jan 12-14	Jan 15
	Feb 9-11	Feb 12
	Apr 13-15	Apr 16
	May 11-13	May 14
	Jun 8-10	Jun 11
	Jul 13-15	Jul 16
	Aug 10-12	Aug 13
	Sep 14-16	Sep 17
	Oct 12-14	Oct 15
	Nov 9-11	Nov 12
	Dec 7-9	Dec 10

Student #4	Select Course(s)*	
	Intensive End User	Advanced eCRF
Name: Job Title: Email:	Jan 12-14	Jan 15
	Feb 9-11	Feb 12
	Apr 13-15	Apr 16
	May 11-13	May 14
	Jun 8-10	Jun 11
	Jul 13-15	Jul 16
	Aug 10-12	Aug 13
	Sep 14-16	Sep 17
	Oct 12-14	Oct 15
	Nov 9-11	Nov 12
	Dec 7-9	Dec 10

Enter Total → Please calculate your total (Intensive End User: \$3,698 USD x total # participants) (Advanced eCRF: \$1,850 USD x total # participants)	\$
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* Note: March training courses will be held at the OpenClinica Global Conference in Bethesda, Maryland the week of March 22nd. For more information see <http://www.openclinica.org/globalconference>.

Payment is due upon receipt of registration form. Please mail, fax, or email this completed form (pages 1-4) 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

Who 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 your enrollment.

Form of Payment

- Purchase Order *(include with registration)*
- Bank Transfer *(e-mail enterprise@openclinica.org for instructions)*
- Check *(mail with registration form)*
- Send me an invoice *(payment must be received before course registration is confirmed)*
- Credit Card *(include Credit Card Authorization below)*

CREDIT CARD AUTHORIZATION

Credit Card Type:

- American Express Visa MasterCard Discover

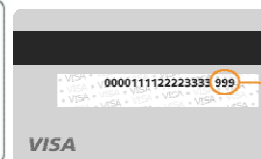
Company Name: _____

Cardholder Name: _____

Card Number _____

Expiration Date _____

Card Identification #: _____



Card Identification Number

Billing Address: _____

I authorize Akaza Research, LLC to charge my credit card the amount indicated above.

Signature

Date

Course Description: Intensive End User

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:

- Apply best practices to use OpenClinica in a regulatory compliant manner
- Set-up different types of studies with varying requirements
- Define study events and forms in ways that best support the study's protocol while facilitating the system's ease-of-use
- Configure and manage system users
- Manage research sites and study subjects
- Create and manage electronic Case Reports Forms (eCRFs)
- Develop eCRF edit checks using regular expressions and calculated values
- Conduct bulk import and export of study data both manually and using automated jobs
- Create, manage, and resolve queries and other data discrepancies
- Set-up and manage source data verification
- Utilize electronic signatures
- Create useful data sets for analysis
- Use OpenClinica for effective study monitoring and query management

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.

Course Description: Advanced eCRF

The OpenClinica *Advanced eCRF* course is designed to make you an expert in using the more advanced aspects of OpenClinica. Students will learn how to:

- Set-up complex CRFs with calculated fields, derived values, and multivariate edit checks
- Design validation using date math, operators, and compound expressions
- Develop cross-field and cross-form edit checks
- Utilize OpenClinica's Object Identifier system to create and manage Rules
- Utilize HTML to achieve more tailored layout and formatting of CRF pages
- Incorporate best practices for creating well formed xml validations that meet CDISC ODM standards
- Create eCRFs optimized for both site usage and data management/biostatistics

This course is ideal for experienced end users of OpenClinica who want to learn how to create and manage complex validations and utilize the more complex features available for advanced users.

Location & Travel Information

Unless otherwise noted, the training will occur at:

460 Totten Pond Road, Suite 200
Waltham, Massachusetts 02451 USA

For a map of the area, see:
<http://tinyurl.com/ydtz77l>

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

Hilton Garden Inn

420 Totten Pond Road
(781) 890-0100

<http://www.hiltongardeninn.com/en/gi/hotels/index.jhtml?ctyhocn=BOSWAGI>

The Westin Waltham

70 Third Avenue
(781) 290-5600

<http://www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1036>

Courtyard Marriott

387 Winter St
(866) 419-0999

<http://www.marriott.com/hotels/travel/boswm-courtyard-boston-waltham/>

For questions, please email enterprise@openclinica.org call 617-621-8585 x.722.