

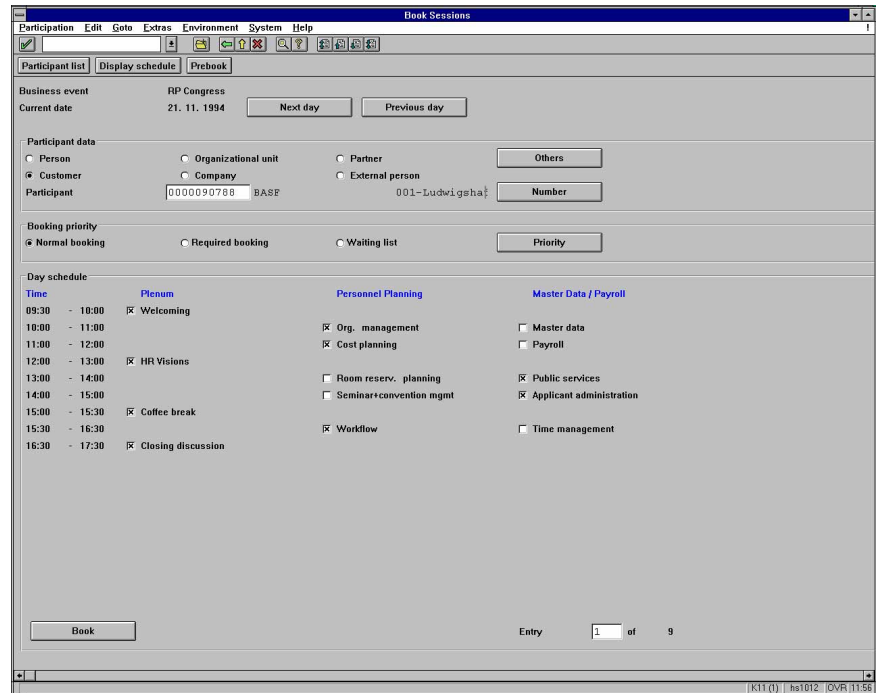
## R/3 SYSTEM

The R/3 Seminar and Convention Management component can help you save time, cut costs and increase your competitiveness. Take advantage of this efficient tool to monitor all phases of the business event process, from planning through administration right down to billing. The component also includes a comprehensive information system.

# IN FOCUS...

## PD-SCM SEMINAR AND CONVENTION MANAGEMENT

### BREAK NEW GROUND WITH AN INTEGRATED SEMINAR AND CONVENTION MANAGEMENT SYSTEM



### IF BUSINESS EVENTS ARE PART OF YOUR DAY-TO-DAY BUSINESS...

Consider the diverse requirements involved in the processing of internal and external business events. Our Seminar and Convention Management solution provides you with an efficient tool for handling the further training of your employees through internal business events, as well as a cost-effective way to manage external events. No longer do you need several different software packets to meet your various requirements.

SAP®'s all-in-one solution covers everything from data processing to billing.

On top of this, as of R/3 release 3.0, Seminar and Convention Management can support the areas of marketing, billing, business event planning, as well as participant and profile administration.

### MARKETING: THE R/3 SYSTEM LAYS THE GROUND-WORK

Profit from our user-friendly customer and address administration function for your mailing campaigns. Make target-

group oriented selections according to different criteria: sales, region, or branch. Take account of customer histories, agreements and conditions when planning, thus improving your overview when managing quotas and budgets.

### BILLING: QUICK AND EASY

The billing feature enables you to handle cancellation deadlines, different pricing scales, discounts and package prices with ease and efficiency. You can create credit memos, keep an eye on payment targets and deadlines, and

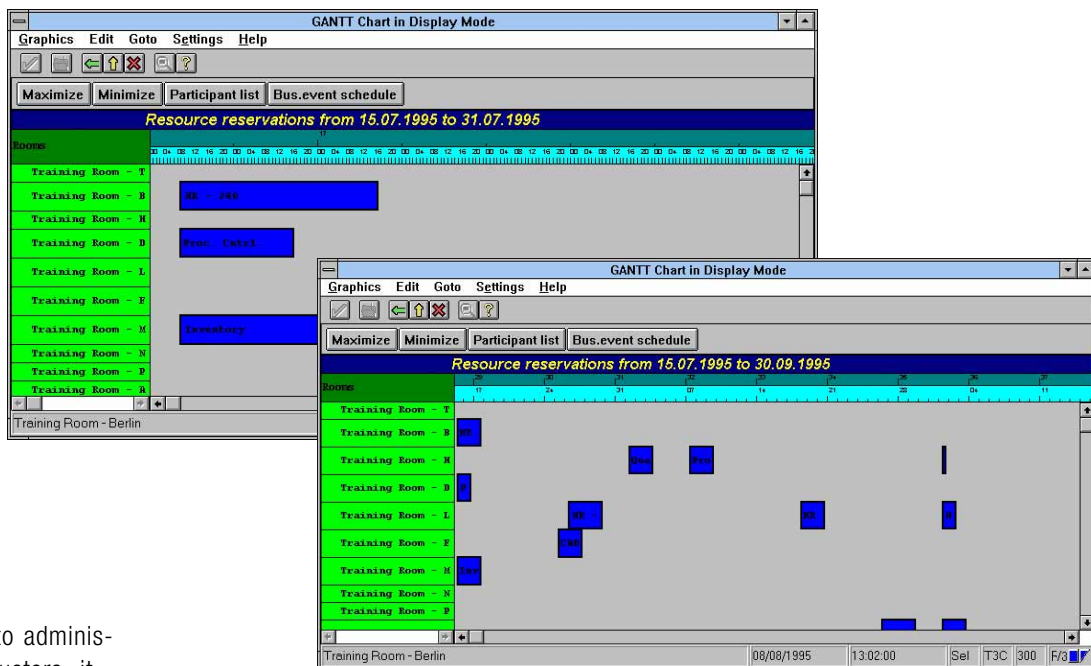


# PD-SCM SEMINAR AND CONVENTION MANAGEMENT

process quotas.

## BUSINESS EVENT ADMINISTRATION: SCHEDULING MADE EASY

Whether you have to consider multinational participants, different language requirements, or country and region-specific features such as different public holidays, the business event administration system guarantees that your business events will run smoothly.



What's more, in addition to administering resources and instructors, it contains information on time schedules, costs, and prices.

## BUSINESS EVENT PLANNING: QUALIFIED SUPPORT

Business event planning is designed to help you manage budget and requirement specifications and to optimize your resources (rooms, instructors etc.) and costs. With Seminar and Convention Management, you can rebook a complete business event, making allowances for changed dates and resources. You can even schedule subsequent events, if required.

## PARTICIPANT ADMINISTRATION: CLEAR AND SIMPLE

Simplify participant administration with a system that not only processes bookings, rebookings and cancellations, but also manages waiting lists and prebookings. The associated correspondence, including appraisals and

confirmation of participation, is handled via MS-Word and Fax interfaces. You can make no-name (N.N.) bookings, ensure that there are no attendance and capacity overlaps and retrieve participants' training and certification records. These are just some of the features available to you.

## INFORMATION SYSTEM: COMPREHENSIVE INFO AT A GLANCE

Profit from a system that helps you to enhance your services in personnel development. We can support you in the area of profile administration with the following information about your employees:

- qualifications profiles
- employee potential
- determination of team profiles
- determination of the need for individual training

- automatic profile matchups (suitability profiles)

With our comprehensive information system, you can keep track of costs, prices and business events per customer or per participant. You can list business events by sales or by participant number. You can create business event schedules and reserve resources for time units which you specify.

## TECHNOLOGY AND SERVICE

R/3 software is based on client/server architecture. R/3 is designed as an open system for use on operating systems from a variety of vendors. Along with the software, SAP offers a complete range of services: professional consulting in organizational and technical issues ranging from project planning to system implementation; qualified staff training, and 24-hour hotline support.

Find out more. Call or write to us.

SAP HEADQUARTERS: SAP AG • P.O. Box 1461 • 69185 Walldorf • Germany • Tel.: +49.6227.343838 • Fax: +49.6227.343227

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