

# IMERGE InSights Newsletter



IMERGE Consulting, Inc.'s education focus is on conducting live classroom workshops for AIIM's ERM Certificate programs; live preparation workshops for the ICP Certification and the CDIA+ designation; and e-Discovery training. We also provide downloadable eBooks on specific electronic records management topics, and offer free educational webcasts from our website. IMERGE focuses on records management, enterprise content management, business process optimization, document and data capture, collaboration and compliance advisory services. We can help you improve ROI, clearly define requirements and business case, evaluate software and deploy systems faster. We do not sell software or systems.

**In Today's Edition:**

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## ***IMERGE Training Programs: Helping You To Enhance Your Career!***

Hundreds of people from dozens of organizations have taken IMERGE-taught workshops across the US and Canada.

Register for any of these outstanding programs to enhance your career today! And remember: if these dates/places don't work for you, we'll be happy to come to your chosen venue on the dates you select, for a private workshop geared specifically to your needs. Call 815-398-0492 for details.

### ***AIIM ERM Certificate Live Workshops***

In conjunction with AIIM, IMERGE offers live-classroom workshops for certificate programs in Electronic Records Management (ERM).

**AIIM ERM Practitioner (erm<sup>P</sup>) Certificate (2 days):** Covers RM concepts, lifecycle of a record, classification schemes, controls and security, retention and disposal, and metadata. After successful test completion, participants receive the ERM Practitioner (erm<sup>P</sup>) certificate.

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#### *US Workshops*

Date	Location
Nov 5-6, 2007	Honolulu, HI
Nov 12-13, 2007	Madison, WI
Dec 3-4, 2007	San Francisco, CA
Dec 11-12, 2007	Dallas, TX
Feb 11-12, 2008	Chicago, IL
Feb 25-26, 2008	Los Angeles, CA

#### *Canada Workshops*

Date	Location
Nov 5-6, 2007	Ottawa, ON
Nov 19-20, 2007	Edmonton, AB
Mar 10-11, 2008	Vancouver, BC
Apr 7-11, 2008	Toronto, ON
Apr 21-22, 2008	Calgary, AB
May 26-27, 2008	Ottawa, ON

Mar 31-Apr 1, 2008	Las Vegas, NV	Jun 9-10, 2008	Edmonton, AB
Apr 14-15, 2008	Houston, TX		
May 12-13, 2008	Denver, CO		
May 27-28, 2008	Chicago, IL		
Jun 16-17, 2008	San Francisco, CA		

**AIIM ERM Master (erm™) Certificate (4 days):** This program includes the above certificate workshops and adds real-world experience through the use of case study experiences. After completion of this workshop, exam and case study approval, participants will receive the ERM Master certificate.

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*US Workshops*

*Canada Workshops*

Date	Location	Date	Location
Nov 5-8, 2007	Honolulu, HI	Nov 19-22, 2007	Edmonton, AB
Dec 3-6, 2007	San Francisco, CA	Mar 10-13, 2008	Vancouver, BC
Dec 11-14, 2007	Dallas, TX	Apr 7-10, 2008	Toronto, ON
Feb 11-14, 2008	Chicago, IL	Apr 21-24, 2008	Calgary, AB
Feb 25-28, 2008	Los Angeles, CA	Jun 9-12, 2008	Edmonton, AB
Mar 31-Apr 3, 2008	Las Vegas, NV		
Apr 14-17, 2008	Houston, TX		
May 12-15, 2008	Denver, CO		
May 27-30, 2008	Chicago, IL		
Jun 16-19, 2008	San Francisco, CA		

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***e-Discovery Live Workshop (1 day)***

IMERGE Associated Consultant Amy Girst, J.D., is holding an eDiscovery workshop in Chicago this February.

Date	Location
Feb 15, 2008	Chicago, IL

Amy will cover the Federal Rules of Civil Procedure, what they mean to you and your organization, and how to avoid the significant penalties that result from noncompliance.

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**Articles**

Bruce MacKenzie, IMERGE Partner, wrote an informative article on coupon and envelope.

The expense of processing retail payments becomes uppermost in the treasurer's mind periodically as decisions are forced about outsourcing the function or when events, such as price increases and expensive upgrades, occur. Concern also rises when paper volumes fall and their unit costs inch upwards. Then, in what would otherwise be a quiet interlude of tranquility between these crosses, there are the daily concerns around late or inaccurate reports, posting errors and, consequently, irate customers.

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## Events

### ***Vigi Gurushanta To Speak at the AIIM ECM & Information Governance Conference***



Vigi Gurushanta, IMERGE Principal, will speak at the ECM & Information Governance conference hosted by AIIM Calgary on November 1, 2007.

[CLICK HERE TO LEARN MORE](#)

### ***Charmaine Brooks To Speak at Hawaii ARMA Seminar***

Charmaine Brooks, IMERGE Principal, will speak at ARMA's Hawaii Chapter seminar on ERM and Taxonomy/Classification on November 9, 2007.

[CLICK HERE TO LEARN MORE](#)

### ***Barb Blackburn To Speak at AIIM 2008***



IMERGE Consultant Barb Blackburn will speak at AIIM 2008 on "Document and Records Classification: Developing a Taxonomy," on March 05, 2008. [CLICK HERE TO LEARN MORE](#)

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Sincerely,

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