



Special Edition

This is a special edition of the ASTD Middle Tennessee Chapter. There have been a number of changes recently in the Chapter that we would like to mention to you. Our Chapter Assistant, Melanie Grand has resigned. The board has decided not to recruit a replacement until next year. In the interim board and committee members have agreed to provide the services of the Chapter Assistant.

Cvent Event Management

We are now using the Cvent system to manage our membership records and our monthly meetings and other events. **You must register** now for attendance at all events. There is no charge for paid up members for monthly meetings. Guests will soon be able to pay online via credit card. If you use Microsoft Outlook you can automatically post the meeting and details to your calendar when you register.

Invitations will be sent out via email announcing each meeting. Just click on the YES button if you wish to attend and follow the simple instructions. If you are unable to attend please click the NO button. You can also tell us why you are unable to attend by clicking on a box. In this way we can learn more about our members' preferences.

Remember to go all the way through to the very end of the registration process when using Cvent. Stopping before the last page, even though you receive a registration number, will not register you for the event. Also, Cvent automatically sends you an e-mail message when the registration process has been successfully completed.

Cvent is being used successfully by at least two other organizations in Nashville; SHRM, and the Nashville AMA.

You can also register for meetings by going to the website www.astdtn.org and clicking on Events>Event Calendar.

When you register for a meeting, you can make any required changes to your name, address, email and telephone number in our database.

New Corporate Memberships

While the Chapter has had corporate memberships for a number of years, only the primary member at the organization was listed as a member and received invitation to meetings. Now the primary member will be asked to list up to 4 other employees that would like to receive information and be considered as full chapter members. In the event a member is unable to attend they will be able to designate another employee to attend in their place.

Next Meeting

Local Inspiration - Healthways' Learning Technologies

WHEN

Thursday, August 17, 2006 4:00 PM -
6:15 PM

WHERE

National Federation of Independent
Business
#53 Century Blvd.
Nashville, TN 37214
USA



*American Society for Training
and Development
Middle Tennessee Chapter*

New Website

Joining the Society, renewing membership, or registering for meetings has been a problem for many of you. Your board has made some major changes in order to improve. In July a complete restructuring of our website was accomplished.

All **new memberships and renewals** should be accomplished through the website rather than bringing checks to the meetings. If you have a chapter membership only and not a national membership, you should renew via the Join button and not the Renew button.

At the same time we have contracted with the online Cvent Event Management System. Cvent now holds the chapter membership records and will be used to distribute the newsletter and meeting invitations. You will need to use Cvent to register for meetings. There is no charge for members but guests will be able to charge their \$20 guest fee. Cvent will print your meeting badges and has let us put an up-to-date member directory with the membership roster on the website in the Members Only section. You can update your record with address changes, etc. when you register for a meeting.

To access the Members Only section you are required to enter a Username: "member". The password remains as "astdyes".

Visitors can go to the website at www.astdtn.org and sign up for meetings on the calendar. Past and future meetings will appear on the calendar. We will be reworking the Resources section of the website in the near future. These changes are saving the chapter significant administrative expenses and will let us do more interesting things for you with your membership fees.

Bob Duthie
Co-VP Membership

New Job Postings

Job Postings are important to many members: both employers and job seekers. The new website allows employers to send postings to us and to manage the duration of the posting via pre-formatted emails. Jobs will be shown both on the website and in the newsletter. There is no charge for this service but all postings will be screened before they are displayed and we reserve the right to reject a posting for any reason.

JOBS

Duthie Associates, Inc. is seeking a full-time Project Manager for an immediate opening. If you've managed training projects successfully, especially for e-learning, then we want to talk to you! You realize that the success of your projects reflects upon you directly, which is why you always do what it takes to keep them on track. You know your way around Windows and use your computer on a daily basis, and you believe strongly that e-learning is an effective way to train corporations. You have worked for large companies in the past but would now prefer to be with a smaller, more flexible business where everyone feels like an owner. Salary range is \$39,000 to \$50,000, commensurate with experience. Benefits include health insurance, flexible hours, telecommuting (when appropriate), 401(k), and more. www.duthielearning.com



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Charlotte Chapter Invitation

Middle Tennessee Members are invited to join the Charlotte Chapter for their 2006 Fall Workshop. They will be bringing in one of the experts in Human Performance, **Dana Gaines Robinson, President of Partners In Change, Inc.**

Engaging Managers to Want Performance Solutions

Date: Friday, November 17, 2006

Time: 9:00 AM - 4:30 PM

Location: TIAA-CREF

8500 Andrew Carnegie Blvd.

Charlotte, NC 28262 (North

Charlotte/University Area)

Early Bird Registration Available Now until September 17, 2006. We are offering Member and Non-Member Discounts. Your members would be extended our member rates.

For further information or to register, please visit our web site, www.astdcharlotte.org. You can also register by completing the attached registration form and mailing it along with your payment to:

ASTD Charlotte
PO BOX 3523
Huntersville, NC 28078

If any member would like more information or has questions, please direct them to send an email to info@astdcharlotte.org or call 704-845-8119. Feel free to forward this email on to anyone else you feel would benefit from this awesome workshop.

Thank you!
Sal Buffa
President, ASTD Charlotte Area Chapter