

# Meeting Closer

## Close Events, Keep the Detail

**Meetings In iMIS** Show  Meetings  Expos

Code	Title	Status	Begin	Regis	Max	Avail
BAMS	Boston Annual Meeting in the Spring	A	6/7/1999	8	0	0
ANNUAL	Annual Conference	A	4/3/2001	0	50	50
DISC_09	NiUG Discovery 2009	A	9/28/2009	4	0	0

View all open and closed meetings and expos from one simple screen. Code  Title  Type  View:  All  Active Close/Hide Meeting

**Hidden Meetings**

Code	Title	Status	Begin	Regis	Max	Avail
TECHX	Technology Expo	C	12/2/1998	7	0	0
EXHIB	Exhibition in Atlanta	C	6/7/1999	0	0	0
FALLCONF	Fall Conference	C	10/23/2000	1	0	0
NEWYR2009	New Year's Bash	C	1/1/2009	0	0	0

Sort:  Date  Status  Code  Title  Type Show for Cloning

**Included Activities**

Meeting	Code	Title
DISC_09	CRUISE	Harbor Cruise
DISC_09	CRYSTAL	Crystal Reports Full Day Training
DISC_09	EF	Executive Forum
DISC_09	SSRS	SQL Server Reporting Services

Choose which functions will have activities associated with them. Exclude

**Excluded Activities**

Meeting	Code	Title
DISC_09	MAIN	Main Registration

**Options**

- Generate Meeting Activity  Purge Registration Detail
- Generate Function Activity  Backup & Close Meeting Definition (report)
- Generate Speaker Activity
- Generate Certification
- Use Meeting/Function End Date
- Move to Hidden Meetings

Warning! Excluded Show Function Activity Window

Options allow users to customize Meeting Closer according to their needs.

**Hidden Meetings**

Code	Title	Status	Begin	Re
TECHX	Technology Expo	C	12/2/1998	7
EXHIB	Exhibition in Atlanta	C	6/7/1999	0
FALLCONF	Fall Conference	C	10/23/2000	1
NEWYR2009	New Year's Bash	C	1/1/2009	0

Re-open meetings/expos at any time for cloning and/or reporting

Sort:  Date  Status  Code  Title  Type

### Meeting Closer closes events and expos without losing data.

- Prompts for the creation of event, function, speaker, and certification activities!
- Allows closed events and expos to be re-opened
- Allows you to leverage detailed event history for future events
- Keeps your events window clean and uncluttered

"I don't worry about closing old meetings anymore. Meeting Closer allows me to close the meetings without deleting the actual data!"

Rajesh Joshi, Georgia Hospital Association

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