



# 2023 ACEware Regional Meetings Clayton State University May 9-10, 2023

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## Meeting Location Information

Harry S. Downs Center, Room 203  
2000 Clayton State Boulevard  
Morrow, GA 30260

Complimentary Parking in Lot J. Avoid parking in faculty and student spaces. They are colored blue and orange. Thank you!

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## Tentative Agenda

### Day 1

8:30 AM	Check in & Continental Breakfast
9:00 AM	Welcome! What's New in 2023
10:00 AM	What You Need to Know About Preferences
11:00 AM	Managing Users
12:00 PM	Lunch & Networking
1:00 PM	Registration Tips
2:00 PM	Payment Tips
3:00 PM	Break
3:15 PM	Data In & Data Out- Import and Export Tools
4:15 PM	Wrap Up – Final Q and A
4:30 PM	Dinner On Own

### Day 2

8:30 AM	Continental Breakfast
9:00 AM	Keeping Your Data Healthy
10:30 AM	Break
10:45 AM	Staff Web Access
12:00 PM	Lunch & Networking
1:00 PM	Tips for Opening Registration
2:00 PM	Email Templates
3:00 PM	Break
3:15 PM	Introducing the ACEware Cloud Environment
4:15 PM	Wrap Up – Final Q and A



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## \*Menus

Continental breakfast will be available each morning. Morning and afternoon breaks provided.

### Day 1- Lakeside Deli Buffet

Salads  
Assorted Breads  
Sliced Roasted Turkey, Ham, and Roast Beef  
Sliced Swiss, Provolone, and American Cheeses  
Lettuce, Tomatoes, Onions, Pickles, Mayo, and Dijon Mustard  
Iced Tea or Water

### Day 2- Italian Pasta Buffet

Penne and Bow Tie Pastas  
Marinara and Alfredo Sauces  
Chicken Strips, Meatballs, and Italian Sausage  
Steamed Broccoli  
Sautéed Mushrooms  
Garden Salad  
Fruit Salad  
Garlic Bread or Rolls  
Iced Tea or Water

\*Please Indicate any dietary requirements at time of registration\*

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## Clayton State University Partner Hotels

If you plan to travel and spend the night, Clayton has shared the following partner hotels. Each hotel provides a special rate to Clayton State University's guests.

- [Comfort Suites Morrow-Atlanta South](#) 1444 Southlake Plaza Drive Morrow, GA 30260 678-674-1300 (1.4 miles to meeting location)
- [Comfort Suites](#) 3540 Cameron Parkway Stockbridge, GA 30281 770-507-0444 (6.2 miles to meeting location)
- [Country Inn & Suites –Atlanta I-75 South](#) 2192 Mount Zion Pkwy Morrow, GA 30260 770-603-3232 ( 4 miles from meeting location)
- [Courtyard Atlanta North/Virginia Avenue](#) 3399 International Boulevard Hapeville, GA 30354 404-559-1043(10 miles to meeting location)
- [Drury Inn & Suites –South Atlanta](#) 6520 South Lee Street Morrow, GA 30260 (1.3 miles to meeting location)
- [Hampton Inn Atlanta – Southlake](#) 1533 Southlake Parkway Morrow, GA 30260 770-968-8990 (1.7 miles to meeting location)