

Gartner Agenda Builder at a Glance

Agenda Builder is a powerful online planning tool designed to help you organize, view and schedule sessions and meetings to enhance your onsite experience.

1. Login* to Agenda Builder

Do you have a gartner.com username and password?

That is all you need to get into Agenda Builder.

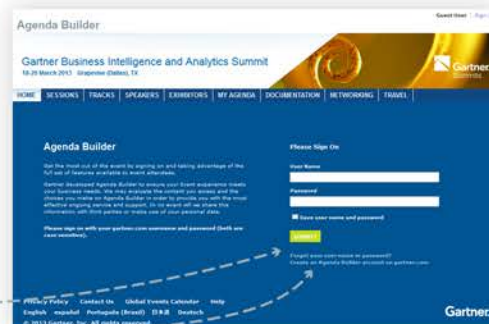
Don't remember your gartner.com username and/or password?

Choose the 'Forgot your user name or password?' on the login page.

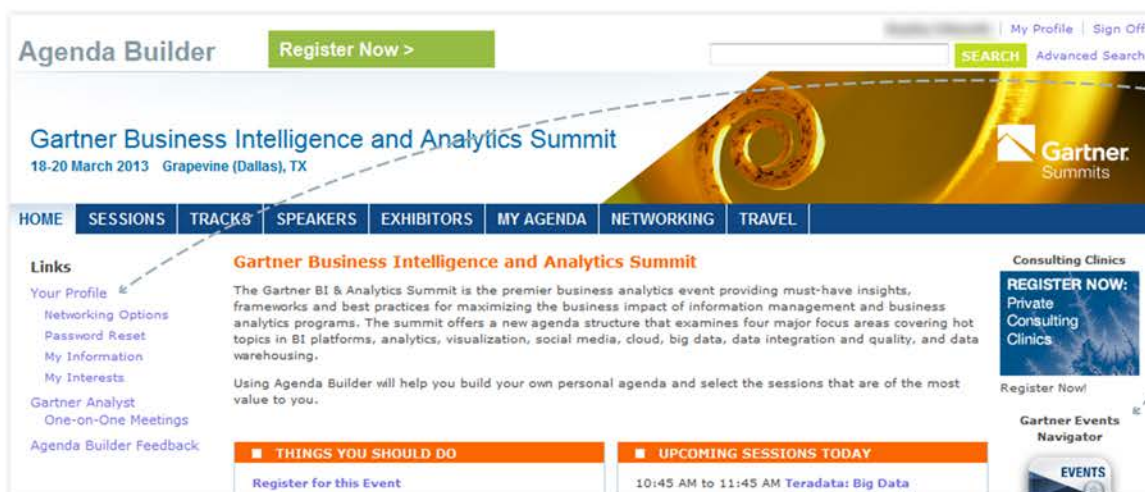
Don't have a gartner.com username and password?

Create a Username and Password by clicking on 'Create an Agenda Builder account on gartner.com' on the login page.

*Note: this username and password is the same as your 'My Gartner' account.



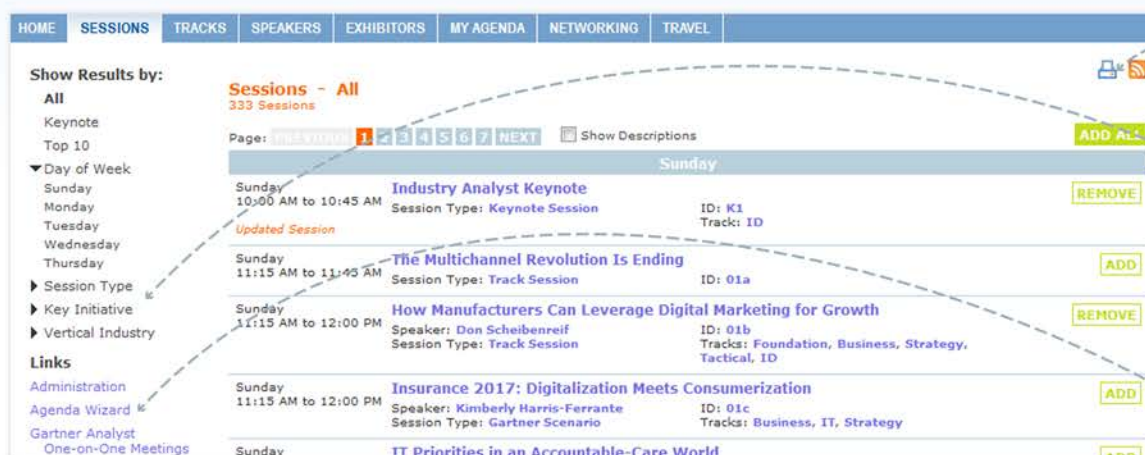
Agenda Builder Homepage



Opportunity to update your contact information and networking options to make the best connections with analysts, attendees and exhibitors.

Use the Events Navigator app to manage your customized agenda on your iPhone, iPad or Android device.

2. Creating and Printing an Agenda



Print out sessions and your agenda

Add and remove sessions

Filter by 1) Session Type 2) Day of Week and 3) Key Initiative or Vertical Industry (for Symposium only). To filter by analyst/speaker – click on the 'Speaker' tab of agenda builder.

Agenda Wizard is a tool to help you match your interests to sessions and exhibitors at an event.

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3. Pre-Registration Sessions (i.e. Analyst User-Roundtables, Workshops)

The screenshot shows the 'Sessions' tab in the Agenda Builder. It displays a list of sessions for 'Sunday, 18-20 March 2013'. A specific session is highlighted: 'Roundtable: Facebook — Everyone's Favorite Store (Pre-registration Required) (End-users only)'. The session details include the speaker 'Robert Hieto', session type 'Analyst/User Roundtable', and tracks 'ID, Business, IT, Strategy, Tactical'. A 'REGISTER' button indicates that 15 seats are left.

To register for sessions that have limited capacity, click on the register button to reserve your seat.

You will be sent confirmation when your registration is confirmed.

These sessions will open at the same time as the Gartner Analyst One-on-One meetings registration opens. Pre-registration sessions are typically available to end-users only.

4. Networking Opportunities (i.e. Gartner Analyst One-on-One meetings)

The screenshot shows the 'Networking' tab with three sections: 'Contact Analysts', 'Contact Attendees', and 'Contact Exhibitors'. Each section features a photo of people in a meeting and a 'Schedule a Meeting' button. The 'Contact Attendees' section also includes a 'Send a Message' button.

Under the networking section, you can schedule Gartner Analyst One-on-One meetings, set up meetings with other attendees and contact exhibitors.

You can view the exhibitors that are attending the conference by clicking on the 'Exhibitors' tab

5. My Agenda

The screenshot shows the 'My Agenda' tab. It displays a list of sessions added to the user's personal calendar. A session is highlighted: 'Tutorial: Basics of Data Warehouse and Data Integration for Business Intelligence'. The session details include the speaker 'Carlie J. Idoine', session type 'Tutorial Session', and tracks 'HIA, F'. Buttons for 'ADD TO CALENDAR', 'REMOVE ALL SESSIONS', and 'REMOVE' are visible.

To add your agenda to your personal calendar click 'Add to Calendar'.

You can either subscribe to Agenda Calendar or export your agenda to your calendar manually. Instructions on how to do this will be given when you click 'Add to Calendar'.

6. Download Presentations (Documentation)

The screenshot shows the 'Documentation' tab. It features a 'DOWNLOAD' button and a description: 'Click on the button below to download a compressed file of PDFs containing all currently available session presentations for this event. Presentations will remain available for downloading six months after the event. Please note that this can be a rather large file. By viewing the documentation, you agree to the Terms and Conditions.' Below the button, there is a note: 'Downloaded by Alix White, Outsourcing & IT Services Summit, 15 June 2009 - 16 June 2009, London, UK. The Gartner Outsourcing and IT Services Summit examines the solutions, advice, real and tangible strategies, cutting edge of best practices, latest tools and technology that will help you develop a more effective outsourcing strategy and improve the performance of your business! Please extract all the files before using the links below.'

- Documentation will be available two weeks prior to the event
- Click on 'Download'
- A zip file of all presentations will be downloaded
- Extract zip file
- Refer to the read me file
- Documentation is available to registered attendees only