Join us for the 6th Annual US:IT Summit!

Pass IT On!

This year's theme 'Pass IT On' focuses on how we communicate with one another individually, as well as across departments, throughout our organization. Join us to discuss how we benefit from productive communication and learn innovative ways to collaborate with each other!

Event Details

**Summit Agenda**

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>June 14, 2019</td>
<td>Jeff's Catering</td>
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<tr>
<td>9:00 a.m. - 4:00 p.m.</td>
<td>15 Littlefield Road</td>
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<tr>
<td>(check in begins at 8:30 a.m.)</td>
<td>Brewer, ME 04401</td>
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**Direction to Jeff’s Catering**

Please RSVP!

Add this to my google calendar!

Games & prizes throughout the day!

**Awards & Recognition**

Is there an individual or a team you’ve worked with over the last year that you feel deserves special recognition? Please take a moment to nominate them for the CIO Award, the Extra Mile Award, and/or the Team Impact Award!

**Guest Speaker: Kirk Weisler**

IT Professionals have awarded Kirk with “The Speaker of Highest Merit Award” and organizations tweet him as the “People Whisperer” for his exceptional way of connecting with people individually and collectively wherever he goes. ([Full Bio](#))

For questions or other suggestions about the summit, please contact ittraining@maine.edu

**Information Sessions**

**US:IT 2019 Summit Info Session Sign-up**

**Communication: Incorporating Workplace Styles**

This workshop session will explore communication types and styles, and workplace styles, and how they intersect to improve communication with coworkers and clients.

**IT Cost Allocation**

John Grover and Mike Cyr will explain how IT developed and calculates service costs.

**Documentation: 5Ws & an H**

You know documentation is important, but why does it have to be so hard? Learn to identify what is important to document, and ways to make consistent documentation easier and better using the tools available to us in Confluence, JIRA and Google.

**All Aboard**

Learn about the UMS new onboarding process for new employees. Help to create an IT Information Booklet for every new employee in the System.