



We spend much of our day here at PODI on the phone with clients who are overwhelmed. There is too much to do in your day and not enough hours to do it all. Just staying on top of emails can be a full-time job, then add in all the other projects that are actually part of your job description and your lunch hour is long gone.

Well, we get it.

And we want to help.

Here are five simple ways we can help make your work life just a bit easier.

1. **Simplify the creation of the meeting program.** There are so many pieces involved in creating a meeting program: the Call for Abstracts, the abstract submission, abstract review and acceptance, more uploads of presenter materials, posting the program online, allowing attendees to sign up for sessions, it's a never-ending process. But what if you could use one online system to handle all those steps? Even allow the attendees to add personal calendar items and print a name badge-sized version of their personal schedule? Let us help make the entire process easier and save you the steps of transferring data from one platform to another.
2. **Maintain one web site for all devices/platforms.** Are you still maintaining a separate mobile-friendly web site? You can save hours in duplicated work by simply converting your existing web site into a responsive design framework. This will allow you to post information \*one time\* and then display it properly on desktop, tablet, and phone.
3. **Let us assist with your updates.** While it's often quicker to make simple web updates yourself, let the experts at PODI help you out with the more time-consuming ones, assist during busy times, or provide back-up for staff vacations and illnesses. We're standing by to take those complicated meeting schedule pages, photo re-sizing projects, and growing update backlog off your plate.
4. **Move elections online.** If you're still printing, collating, mailing, and manually counting ballots, an online election can save you time and money while streamlining the process for your members. And just about any type of ballot can be converted to an online version with little effort. PODI can save you time by integrating with your back office to display the right candidates to each member and providing administrative features which allow you to open and close the election, see real-time tallies, and create board-ready reports.
5. **Launch single sign-on.** One of the complaints we hear most from clients is the number of calls they get from members who can't remember their various passwords for the web sites. Which one do they use for the web site? Which one do they use for communities? Which one for the education platform? Which one for the event registration? The list goes on and on... By implementing a single-sign on, your members will have an easier time logging in and will remain logged in as they navigate across platforms.

## Other News and Notes

The **International Society of Pharmacoepidemiology** went through an AMS upgrade this month and their web site features a new integration with Impexium. [Visit their web site](#) to see more.

Membership in the **Wyoming Engineering Society** is open to individuals who have an appreciation for, and are supportive of, the engineering profession. [Click here to visit](#) their brand new web site.

Our long-term client, the **National Business Group on Health**, just updated their very active National and Global Employer forums. Both forums provide a great way to post and respond to questions across the community. Over time each becomes a valuable resource as member exchanges build on the base of knowledge stored there. NBGH's new forum software platforms provide responsive design and many new features for contributors and readers of the forums. And best of all, the years of topics, questions, and responses from the old forums were imported into the new service and the community continues to benefit from past postings.

Thank you for your time and look for more valuable tools and tips from Potomac Digitek next month!

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