

*U.S. Department of Housing and Urban Development
Washington, D.C. 20410-3000*

COURSE ANNOUNCEMENT

Course Title

The Integrated Real Estate Management System (**iREMS**) Release 1.0 Broadcast.

Course Description

This course is intended to present the newly designed Integrated Real Estate Management System (**iREMS**) to Multifamily Housing staff, Departmental Enforcement Center (DEC) staff and Performance Based Contract Administrators (PBCA). The course will be divided into two broadcasts. The first broadcast will focus on navigating and accessing both the Asset Management business functional area and the Subsidy Administration business functional area. The new design and features will be included in this broadcast.

The second broadcast will cover navigation in more detail, a review and specific system functionality. Frequently asked questions received prior to the second broadcast will be addressed as well. There will be ample time to ask questions concerning **iREMS** in both broadcasts.

Course Agenda

First Broadcast

Introduction

PowerPoint Presentation on new System Design and Navigation

System Demonstration on Navigation

PowerPoint Presentation on Subsidy Administration

System Demonstration on Subsidy Administration

Review

Questions and Answers

Second Broadcast

Welcome

Summary of Navigation

PowerPoint Presentation on System Functionality

System Demonstration

Review

Questions and Answers

Wrap-up

Course Objective

The training objective is to provide distance learning to transition users from existing REMS navigation to the new **iREMS** navigation and processes.

Method of Delivery: Two Satellite Broadcast Sessions

Course Date: May 8, 2008 and June 3, 2008

Course Time: 2:00 – 4:00 PM EST

Course Materials: Course materials will be posted on the **iREMS** homepage by COB May 1, 2008.

To access the **iREMS** homepage:

HUD staff : <http://hudatwork.hud.gov/po/h/hm/rem/rem.s.cfm>

PBCA's: <http://www.hud.gov/offices/hsg/mfh/rem/rem.s.cfm>

Target Audience:

Any staff member in the Office of Multifamily Housing (MFH), Departmental Enforcement Center (DEC) and Performance Based Contract Administrators (PBCAs) tasked with using **iREMS** to manage multifamily housing portfolios.

The broadcast is available via web cast for both internal and external users. To access web cast use the following links to view the broadcast:

HUD staff: <http://hudatwork.hud.gov/services/webcasts/index.cfm>

PBCA's <http://www.hud.gov/webcasts/schedule/index.cfm>