

Laboratory Managers Conference 2008



10 – 12 November 2008

Dockside, Cockle Bay Wharf
Darling Harbour, Sydney NSW 2000

- **Network** with other laboratory managers
- **Learn** the latest thinking in laboratory management
- **Discover** new productivity tools at the Trade Exhibition
- **Improve** your laboratory's performance



Principal sponsor



Laboratory Managers Conference 2008

Dockside Cockle Bay Wharf Darling Harbour, Sydney

Conference Overview

Science Industry Australia is proud to present the third Laboratory Managers Conference to be held 10-12 November 2008 at Cockle Bay Wharf in Sydney.

This two-day conference, which will be preceded by a choice between two optional, concurrently held, one day and two half day workshops, will feature a group of top interstate and local speakers, all of whom are highly experienced in specific elements of laboratory management or laboratory service delivery.

The conference content will be of relevance to all people who are involved in laboratory, scientific, technical and facilities management. The program is relevant to all research, life science, educational, pathology and industrial quality control laboratories.

Numbers are limited to ensure maximum interaction between attendees during lunch and coffee breaks. The conference dinner will provide additional networking opportunities and a chance to talk informally with many of the speakers and trade exhibitors.

Conference Themes

- Employing and Managing People
- Laboratory Design
- OHS – Regulation and Dangerous Goods
- Automation and Systems
- Knowledge sharing

To ensure interactivity and to maximise the learning experience, a session of the conference has been devoted to knowledge sharing and networking. Delegates will be divided into groups of similar industry background and will share experiences on various aspects of laboratory and technical management in these smaller groups, then report back to the whole conference for all delegates to gain an understanding of all group discussions.

Conference Dinner

A Conference Dinner will be held at the Star Room above the IMAX theatre at Darling Harbour adjacent to the conference venue on Tuesday 11th November. The conference fee includes a ticket for the dinner which will also be attended by the trade exhibitors.

The Master of Ceremonies will be Paul Martell, a highly entertaining comedian, who will set the tone for a fun filled evening.

Additional tickets are available at \$120 per person which includes pre-dinner drinks, three course dinner, wine, beer and soft drinks.



Trade Exhibition

The Conference will be supported by a trade exhibition that will be staged next to the conference hall and will run for two days (11th and 12th November). The exhibition booths are offered exclusively to Science Industry Australia member companies and a small number of invited organizations.

Delegates will be able to view the latest productivity and analytical tools. All exhibitors are members of SIA and are committed to keeping your laboratory up-to date with the latest in techniques, tools and services.

Workshops

OPTIONAL WORKSHOP 1

Running a Compliant Laboratory

This workshop will focus on the practical management of laboratories subject to regulatory authorities in domestic and international markets. This includes an introductory overview of Australian regulatory systems (federal and state), audit survival strategies, key providers of information and assistance, best-practice case studies, and steps required to meet international compliance. The session provides substantial opportunity for discussion and workshopping of regulatory issues currently faced by participants, before breaking into two groups to focus on the regulatory frameworks governing either life science labs (eg TGA, OGTR, AQIS) or physical science labs (eg NATA, EPA). The workshop is designed to provide senior staff of laboratories with the opportunity to develop solutions to regulatory problems through facilitated peer group discussions.

Key Terms: Regulatory Roadmaps; Standards; Audits; OH&S; GLP/GMP; International Operations, WorkSafe; EPA; NATA; FDA; TGA; AQIS; Service Provision.

OR

OPTIONAL WORKSHOP 2

Recruiting, Motivating and Managing Staff - half day morning

Staffing is a crucial aspect of all laboratory operations, and is becoming generally more difficult to manage in the increasingly dynamic business environment. Layered on top of this are the changing attitudes, expectations, capabilities and backgrounds of the workforce as the baby-boomers are supplanted by the Gen Xs and Ys. This workshop will lead participants through group discussions of issues of common interest, with reference to recruitment, team management, team focus, change management and current HR Best Practice methods.

Key Terms: Hiring, Selecting, Interviewing Staff; Writing a Position Description; Leadership; Rostering staff; Developing and Motivating staff; Conflict Resolution and Performance Management; Managing Up; Succession Planning; Time Management; Staff Competency; Meeting Training and Qualifications Requirements

Financial Controls in the Laboratory: Metrics and Budgets - half day afternoon

This workshop will attempt to identify and address problematic aspects of the financial management of a laboratory or laboratory project. Key issues such as consumables purchase, cost allocation, billing, and instrument replacement or procurement will be discussed in a facilitated group setting, harnessing the joint experience and expertise of the group.

Key Terms: Basic Finance; Budget Statements; Managing Suppliers and Debtors; Business Activity Tracking; Service costing; Time Allocation; Equipment Depreciation; Performance metrics; Introduction to Contracts and MOUs; typical problems in financial management and how to respond.

Conference

Presentations will include:

Employing and Retaining Staff
Managing Upwards
Mineral Laboratories – Management Issues
Technician Training
Recent Trends in Laboratory Design
Dangerous Goods – Documentation and Regulation
Risk Assessment
Developments in Laboratory Automation
Integrated Risk Management and SOPs
Developments in Laboratory Standards
Environmental Aspects of Lab Design – Greening the Laboratory
Laboratory Safety, Chemical Safety
Information Management - Architecture
Commercial Databases – Keeping Them Compliant and Viable

To view the latest program,
go to www.labmanagers.org.au

Optional Laboratory Tours

Following conference conclusion on Wednesday 12th November, tours of the Garvan Institute and the National Measurement Institute will be available.

Buses will be provided from the conference venue to these laboratories and will continue on to the airport.

Laboratory Managers Conference 2008



Registration Form and Tax Invoice

This document is your receipt for GST purposes when you make your payment.

ABN 61 792 378042

Complete and return

By Email
sia@scienceindustry.com.au

By Fax
+61 (0)3 9872 5566

By Mail with payment to:
Science Industry Australia
P O Box 337
Hawthorn VIC 3122

Please photocopy if more than one delegate attending
Early bird rate closes 26 September 2008

Delegate Details

Date:

Name:

Job Title: Email:

Company/Institution Name:

Company/Institution Address:

Suburb: State: Post Code:

Phone : () Mobile : Fax: ()

| | | |
|---|-----------|----------|
| <input type="checkbox"/> Conference Fee (All prices include conference dinner, all lunches, coffee breaks and GST) | | |
| ALMA members Early Bird Rate (before 26th September 2008) | \$820.00 | \$ |
| Non-member Early Bird Rate (before 26th September 2008) | \$995.00 | \$ |
| ALMA members Normal Rate (after 27th September 2008) | \$995.00 | \$ |
| Non-members Normal Rate (after 27th September 2008) | \$1245.00 | \$ |

| | | |
|--|-----------|----------|
| <input type="checkbox"/> Conference + One Workshop Fee (All prices include conference dinner, all lunches, coffee breaks and GST) | | |
| <input type="checkbox"/> "Running a Compliant Laboratory" | | |
| OR | | |
| <input type="checkbox"/> "Recruiting, Motivating and Managing Staff" and "Financial Controls in the Laboratory: Metrics and Budgets" | | |
| SIA/ALMA members Early Bird Rate (before 26th September 2008) | \$1420.00 | \$ |
| Non-member Early Bird Rate (before 26th September 2008) | \$1745.00 | \$ |
| SIA/ALMA members Normal Rate (after 27th September 2008) | \$1595.00 | \$ |
| Non-members Normal Rate (after 27th September 2008) | \$1995.00 | \$ |

| | | |
|---|-----------------------------|-----------------|
| <input type="checkbox"/> Join ALMA today and receive ALMA member discounted rates | \$350.00 per annum | \$ |
| <input type="checkbox"/> Extra Conference Dinner Tickets (One free ticket per delegate) | \$120.00 xAttendees = | \$ |
| TOTAL PAYABLE = | | \$ |

For accommodation requirements contact Group Reservations at Novotel Rockford Darling Harbour on 02 8217 4081 or email Sydney@rockfordhotels.com.au and ask for the special rates for the Laboratory Managers Conference.

Payment Details: CREDIT CARD (Visa or MasterCard only)

Card Number

Name on Card: Expiry date

Cardholder signature:

CHEQUE Payable to Science Industry Australia Inc. and mailed to: Science Industry Australia, P.O. Box 337, Hawthorn VIC 3122

Cancellation Policy

Your registration will be confirmed in writing when full payment has been received. We will refund your registration in full, less \$150 administration fee if notification is received in writing of cancellation by 26th September 2008. If written notification is received between 27th September and 24th October 2008, you will receive a 50% refund and conference documents. No cancellation requests will be accepted after 24th October 2008. A replacement attendee is acceptable, but no refund will be made. The organizer reserves the right to amend/change the program, venue, speaker replacements and/or topics, if warranted by circumstances beyond its control.