

Laboratory Managers and Laboratory Design Conferences 2011

14-17 November 2011

**Rosehill Gardens Event Centre
James Ruse Drive, Parramatta, Sydney**

All people working in laboratory, scientific, technical and facilities management in all areas, including *life science, analytical testing, education, research, pathology, food, construction, mining, pharmaceutical and quality control* must attend to

- **Update** to the latest thinking in laboratory management
- **Network** with other laboratory, facility, research, scientific and technical managers
- **Discover** new productivity tools at the trade exhibition

***Are you prepared for a safety audit...?
Do you know how to motivate your staff...?
Have unexpected events caught you unawares...?
Is regulatory compliance an issue for you...?
How do you measure your performance...?
When was the last time you asked for help...?***

Our program of outstanding national and international experts will allow you to answer all of these questions positively and provide insights, tools and ideas that you can take with you to implement back in your workplace.

For the first time since 2005, you can also attend the Laboratory Design conference focusing as it will on BOTH the user and designer/builder perspectives to give you the complete picture.

Laboratory Managers Conference

RISK: The storms and floods around Australia and other world disasters such as Fukushima, serve to highlight the importance of risk awareness and mitigation in running a laboratory. Risk, if left unchecked can shut you down.

REWARD: Best practice. The knowledge that you are doing the right thing, keeping your operation solvent, compliant and vibrant.

The conference is preceded by three (3), optional one day workshops designed to complement and enhance the content of the conference. The workshop facilitators are highly skilled practitioners in their chosen fields and bring a wealth of expertise to the table.

Networking is a key feature of the conference and to maximise interaction numbers are limited.

The conference program, dinner, morning and afternoon teas provide ample opportunity for networking amongst other delegates and the trade exhibitors.

Conference Program

The conference content will be centered around four (4) major themes:

- People and Productivity
- Identifying Risk
- Risk Management and Mitigation,
- Green Laboratory Design and Practice

There will be an emphasis on understanding your laboratory risk profile – physical and personnel, asset management and compliance, and minimising your laboratory carbon footprint. These issues will have increased impact as time goes by.

Prof. Mary O’Kane – the New South Wales Chief Scientist and Scientific Engineer will open the conference and give a keynote address.

Presentations will include the following:

- Planning for Obsolescence
- Reducing Employee Churn
- Coping with Under-resourcing
- Employment Agreements
- Regulatory Updates
- Chemical and Biosecurity issues
- Green Laboratories
- Insurance, Contracts and Safety
- Case studies: Laboratory Design from the User’s Perspective

Laboratory Tours Monday 14 November 2011 at 4pm

These tours offer a unique opportunity to visit other laboratories and gain inspiration from seeing different workplaces.

Australian Racing Analytical Laboratories Randwick
OR
Victor Chang Cardiac Research Centre

Laboratory Design Conference

This year we are offering the option of an additional day at a greatly reduced rate to bring you up to speed with the latest in green design, services and regulations for laboratories.

Featuring case studies on renovation, new builds and reduced environmental impacts both locally and from overseas, this day will be of benefit to those planning, undertaking or considering infrastructure investment in the future.

The theme of the day will be “Laboratory Design from a Built Environment Perspective – addressing the challenges”.

For workshop details see back page.

Laboratory Managers Conference 2011 and Laboratory Design Conference 2011



Registration Form and Tax Invoice

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

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 Australia

ABN 61 792 378042

Please photocopy if more than one delegate attending

Early bird rate closes 14 October 2011

WNLT 1

Delegate Details

Name:

Job Title: Email:

Company/Institution Name:

Phone : () Mobile : Fax: ()

STEP 1

Conference Registration	Select one only	Early Bird Before October 14	After October 14	Subtotal
<input type="checkbox"/> LABORATORY MANAGERS CONFERENCE (only)	Tuesday and Wednesday			
ALMA members		\$950.00	\$1,160.00	\$.....
Non-member		\$1,180.00	\$1,395.00	\$.....
<input type="checkbox"/> LABORATORY MANAGERS & LABORATORY DESIGN CONFERENCE	Tuesday, Wednesday and Thursday			
ALMA members		\$1,250.00	\$1,625.00	\$.....
Non-member		\$1,475.00	\$1,920.00	\$.....

(All prices include conference dinner, all lunches, coffee breaks and GST)

STEP 2

Workshops Registration (whole day) *Monday*

Select one only **Personality Profiling** **Mentoring and Measurement** **Productivity**

ALMA members	\$560.00	\$650.00	\$.....
Non-member	\$735.00	\$850.00	\$.....

STEP 3

Optional

Laboratory Tour Monday at 4pm	Select one only	Australian Racing Laboratory <input type="checkbox"/>	No charge
		Victor Chang Cardiac Research Institute <input type="checkbox"/>	

STEP 4

Optional

<input type="checkbox"/> Join ALMA today and receive ALMA member discounted rates	\$350.00 per annum	\$.....
<input type="checkbox"/> Extra Conference Dinner Tickets	\$120.00 x Attendees =	\$.....
(One ticket is included inww registration)		
TOTAL PAYABLE =		\$.....

Special Dietary Requirements

Accommodation Discounted accommodation has been arranged at Rydges Parramatta.

Phone: 02 8863 7600 or email: reservations_parramatta@rydges.com and quote Laboratory Managers Conference.

STEP 5

Payment Options

- EFT:** Science Industry Australia St George Bank BSB: 112-879 Account No: 043-349-991
- CHEQUE:** Payable to Science Industry Australia Inc. and mailed to: Science Industry Australia, P.O. Box 337, Hawthorn VIC 3122
- CREDIT CARD:** (Visa or MasterCard only)

Card Number:

Name on Card: Expiry date:

Cardholder signature:

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 20 October 2011. If written notification is received between 20 October and 4 November 2011, you will receive a 50% refund and conference documents. No cancellation requests will be accepted after 4 November 2011. 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.

Accommodation

Discounted accommodation has been arranged within walking distance of the venue at Rydges Parramatta. To book please phone (02) 8863 7600 or email: reservations_parramatta@rydges.com and quote Laboratory Managers Conference

Workshops

Choice of 3 whole day concurrent workshops

Workshop 1

Management Insights Using Personality Profiling

This workshop follows on from the introductory presentation at last years' conference where delegates wanted to know and understand more.

Hillary Langford will show you how to use the profiling tool that has consistently ranked the highest in user satisfaction surveys across all of the management courses offered at the University of Queensland.

The Enneagram tool will enable you to:

- better manage the different types of people in your team;
- communicate so others truly understand what you mean to say ;
- prevent conflict and handle disputes and misunderstandings more effectively;
- give feedback so others are less defensive;
- create high performance teams that increase productivity and performance;
- tailor staff development and improve effectiveness of coaching and training;
- understand your own personality, strengths and limitations.

Workshop 2:

Mentoring and Measurement

Mentoring ourselves and others is the mark of good leadership, but is often overlooked in day to day management. During this workshop, you will learn to effectively manage and develop yourself and others using mentoring and coaching – with an opportunity to practice some key skills in these areas.

Measuring an employee's performance in a role is essential from a management perspective to understand where improvements can be made and extra training is needed. Performance appraisals can be a challenging experience for the staff member and the manager. They often result in a 10% decline in performance rather than an increase. Neuroscience provides some of the reasons why this is and what can be done to improve the performance outcomes. Research shows that in 75% of cases, the person's immediate manager is the cause of stress and 40-70% of managers will fail in providing feedback. Why? What can be done to dramatically change this statistic? Who succeeds and why?

You will be given tools for successful performance appraisals and introduced to the coaching approach to improve performance. Role plays and scenarios will form part of the learning process.

This is an interactive workshop and is limited to 25 participants, so book early to avoid disappointment

Workshop 3:

Productivity - Tools for Yourself and the Laboratory

Productivity is now expected in all facets of life and increasingly you are expected to do more with less. In this workshop, you will learn how to organize yourself to find those "hidden" moments. Learn how to establish routines, schedule yourself and use project management techniques including the triple scope and RACI charts to maximize your personal productivity.

In the afternoon, examine your laboratory workplace and discover tools for measuring productivity and options for improvement to get more out of what you currently have. Look at case studies of productivity improvement and see what can be applied in your industry's laboratory environment. This will be a workshop with practical "take home tools" facilitated by an experienced practical laboratory professional.

This is an interactive workshop and is limited to 25 participants, so book early to avoid disappointment.



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Web: www.labmanagers.org.au

For more information and to register online go to: www.labmanagers.org.au