

Laboratory Managers Conference 2012

Laboratory Management Masterclass: Insight from Experts

Are you ready?

- For your next audit
- To improve the efficiency of your laboratory
- To create a safer workplace
- To become an employer of choice

If you manage a laboratory or a technical facility and you and your organisation are ready to take the next step to becoming world class, you must attend this conference.

Sebel & Citigate Hotel, Melbourne
November 19-21, 2012



Why **YOU** should attend:

- Increase your personal & professional development in the “non-technical” aspects of your role
- Refresh your regulatory knowledge & understanding to avoid non-compliance
- Network and learn from peers to share & solve common problems
- Stay calm and confident in the face of an audit
- Successfully motivate and reward your staff
- Update at the comprehensive trade exhibition – don't get left behind

Why your **ORGANISATION** should send you:

- Increase productivity with better motivated and focused staff
- Save money and reputation with state of the art risk assessment and management
- Enhance status with world's best practice laboratories
- Minimise downtime with superior asset and people management
- Build recognition as an employer of first choice
- Minimise exposure to litigation by diligent regulatory compliance

PROGRAM HIGHLIGHTS

Theme

The theme of the conference is *Insights from Experts Masterclass – Using the Right Tools*:

- People
- Technology
- Business
- Regulatory

The program will include presentations on the latest regulatory updates; handling scientific and technical staff; being aware of the legislative changes and learning about technology that will benefit laboratory managers in their workplace.

Keynote speakers include

Prof Brian Schmidt – Nobel Laureate

Prof David De Kretser – Ex Governor of Victoria

Prof Graham Mitchell – Chief Scientist Victoria



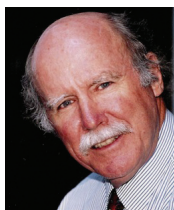
Brian Schmidt is a Laureate Fellow at the Australian National University's Mount Stromlo Observatory. In 1994 he and Nick Suntzeff formed the High- Z SN Search team, a group of 20 astronomers on 5 continents who used distant exploding stars to trace the expansion of the Universe back in time. This group's discovery of an accelerating Universe was named Science Magazine's Breakthrough of the Year for 1998.

His work on the accelerating universe was awarded the 2011 Nobel Prize in Physics, jointly with Adam Riess and Saul Perlmutter. Brian is continuing his work using exploding stars to study the Universe, and is leading Mt Stromlo's effort to build the SkyMapper telescope, a new facility that will provide a comprehensive digital map of the southern sky from ultraviolet through near infrared wavelengths.



David De Kretser is an infertility and andrology expert, and a long-serving academic. He began working at Monash University in 1965, in the university's department of anatomy, and previously worked as both foundation director of the Monash Institute of Reproduction and Development (recently renamed the Monash Institute of Medical Research) and as Associate Dean of the Faculty of Medicine, Nursing and Health Sciences.

In April 2006, he took office as the 27th Governor of Victoria. He left the post on 8 April 2011. He still works at Monash University in the Faculty of Medicine, Nursing and Health Sciences.



Graham Mitchell is Chief Scientist for the Victorian Departments of Primary Industries (DPI) and Sustainability and Environment (DSE)

He is recognised as one of Australia's leading biological scientists. His expertise extends over a wide range of science and technology. He has detailed knowledge of the academia-industry interface, has worked in many overseas countries and been involved with tropical disease programs of the World Health Organisation for many years. He is an author of more than 350 publications, has received numerous awards for scientific achievements and, in 1993, was appointed an Officer in the Order of Australia for services to science.

Optional workshops

Three one day optional workshops will be held on Monday 19th November

Laboratory Productivity – Adapting Your Space and Self to the New World

This workshop offers an overview of the skills and technologies of Lean Operations and 6 Sigma Problem Solving that have brought radical performance improvement to thousands of companies worldwide, both manufacturing and service, such as Toyota, Motorola and GE as well as major banks and pharmaceutical companies.

It adopts “the production perspective”, seeing your operation as a chain of value creating activities for serving consumers needs efficiently and profitably. This approach and the range of tools used is often an eye opening experience for employees, leading them to see new opportunities for radical change and improvement.

Outcomes

- Tools for:
 - Scheduling activities
 - Planning work
 - Organizing the layout of laboratories’ and store rooms
- Measuring productivity in time and people, and
- Reporting tools to inform management

Managing Laboratory Staff – An Empowered Workplace

Staff supervision is a core activity in laboratory management, requiring significant effort and diligence. It is potentially also a source of major improvement in the daily operations of many labs, particularly relating to efficiency, productivity, staff turnover, and organisational resilience and adaptability. Difficult staff, conflict between staff, technical versatility and adaptability, employee engagement, and organisational systems and culture all have an impact. The following issues and

more will be considered in an interactive, participative format:

- The role of a good position description
- Setting and modelling staff behaviour expectations
- Strategies for recruiting, retaining and removing staff
- Staff reviews: the good, the bad and the ugly
- Motivation and alignment.

Outcomes

This workshop will help you set up a consistent system, where everyone has the aligned goals, suitable skills and motivation to achieve an excellent laboratory. You will have a plan for interviews, reviews and difficult discussions and the tools to achieve a satisfactory outcome for all parties.

Risk Management – Towards a Safer Workplace

Risk Management is often a ‘Buzz Phrase’ in today’s risk adverse environment. In this environment of litigation, reduced staff levels and increased complexity of laboratories equipment and processes, Risk Management is an ever-changing minefield.

To those who ask (or have been asked) “Will the Laboratory ever be SAFE?”, this workshop will give you the tools to be more confident in answering:

- Types of risk
- Elements of risk: Definition, Identification, Assessment, Mitigation, Documentation
- Defining the levels of risk
- Tools for reducing risk

Outcomes

To be proficient in a range of activities that will allow the full range of inherent risks in the laboratory to be identified, monitored, and reduced.

To be capable of reporting the risks, processes used and demonstrate the reduction in hazards achieved.

Laboratory Tours

Monday 19 November 2012 at 4pm

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

Melbourne Centre for Nanofabrication

OR

Victoria Police Forensic Services Department

Accommodation

Discounted accommodation has been arranged at the venue.

To book please phone 1800 633 888 and quote Lab Managers Conference or on-line at www.mirvachotels.com and use the event code LABM1112



Tel: (03) 9872 5111
Fax: (03) 9872 5566
Email: sia@scienceindustry.com.au
Web: www.labmanagers.org.au

For the program and to register, go online to www.labmanagers.org.au or turn over for a registration form.

Laboratory Managers Conference 2012



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: conferences@scienceindustry.com.au By Fax: +61 (0)3 9872 5566 By Mail with payment to: Science Industry Australia
 Please photocopy if more than one delegate attending P O Box 337, Hawthorn VIC 3122 Australia

Early bird rate closes 19 October 2012

Delegate Details

Name:
 Job Title: Email:
 Company/Institution Name:
 Phone : () Mobile : Fax: ()

STEP 1

Conference Registration	Early Bird Before October 19	After October 19	Subtotal
<input type="checkbox"/> LABORATORY MANAGERS CONFERENCE <i>Tuesday and Wednesday</i>			
ALMA members	\$950.00	\$1,160.00	\$.....
Non-member	\$1,180.00	\$1,395.00	\$.....
<small>(All prices include conference dinner, all lunches, coffee breaks and GST)</small>			

STEP 2

Workshops Registration (whole day) <i>Monday</i>			
<i>Select one only</i> Managing Laboratory Staff <input type="checkbox"/>	Laboratory Productivity <input type="checkbox"/>	Risk Management <input type="checkbox"/>	
ALMA members	\$560.00	\$650.00	\$.....
Non-member	\$735.00	\$850.00	\$.....

STEP 3

Optional

Laboratory Tour <i>Monday at 4pm</i> <i>Select one only</i>	Melbourne Centre for Nanofabrication <input type="checkbox"/>	No charge
	Victoria Police Forensic Services <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 =	\$.....
<small>(One ticket is included in registration)</small>		
TOTAL PAYABLE =		\$.....

Special Dietary Requirements

Accommodation Discounted accommodation has been arranged at Sebel and Citigate Hotel

Phone: 1800 633 888 or on-line at www.mirvachotels.com Event code LABM1112

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 19 October 2012. If written notification is received between 19 October and 3 November 2012, you will receive a 50% refund and conference documents. No cancellation requests will be accepted after 4 November 2012. 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.