



The Institute of Science & Technology



Raising the Professional Profile of Technical/ Specialist Staff (A one day joint HEATED/IST Conference) Whitworth Hall, University of Manchester Tuesday, 10th June 2008

Background

We recently informed you that we had been successful in our bid to HEFCE for finances via the Leadership, Governance and Management Fund (LGMF), which will enable us to build on the HEATED Project findings. The email circulated in October also referred to a number of issues that are currently being undertaken and developed, one of which was a major national conference for technical/specialist staff and other HE colleagues with a particular interest in this area of work. We are therefore delighted to be able to circulate further details and a draft programme for this vital event. Your views are absolutely critical to the success of this project and we would urge you to sign up as early as possible to the conference, as one way of demonstrating to the wider HE community our commitment to delivering the project's key aims, is a massive turnout on 10 June 2008. To that end, we have kept the delegate fees to a minimum and assure you that any surplus from the day will be used to further the project outcomes.

Target participants

The conference has been organised for, technical managers (eg dept/lab managers, superintendents, principal/chief technicians, experimental officers, senior technical staff etc, personnel/HR officers, staff developers and IST members who have concern for issues relating to technical specialist staff in HE.

Speakers/presenters

Among the speakers already confirmed for this event are: John Perkins, (Dean and Vice President, University of Manchester/Chair of the HEATED project), Jacqueline Goodall, University of Leeds, John Robinson, (Chair IST), Bob Hardwick (HEATED Project Consultant) Matt Levi (HEATED Project Manager).

Venue: Whitworth Hall, University of Manchester.

Date: Tuesday, 10th June 2008.

Fee: £75.00 per delegate inclusive of coffee/tea and lunch.
£60.00 per delegate if nominating 5 delegates or more.

Completed nomination forms should be returned by **Friday 2nd May 2008** to:
Wendy Mason, Institute of Science & Technology, 90 Rockingham Street, Sheffield S1 4EB
or fax: 0114 272 6354

Please make every effort to attend, as your support is vital to the success of this major initiative.



Nomination Form

Raising the Professional Profile of Technical/Specialist Staff 10th June 2008

Surname: Forename:
(Dr/Miss/Mr/Mrs/Ms/Prof)

Position held:

Department:

Institution:

Address for correspondence:

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Email address.....

Do you have any dietary requirements?

Do you have any other requirements?

Please tick method of payment

I enclose a cheque payable to the Institute of Science & Technology (£75.00)

Please invoice

If your institution runs a purchase order system, please send a purchase order/purchase order reference with your application

Signed: Date:

Cancellation charges

Cancellations made between **4 and 8 weeks** before the first day of the course - half the fee will be returned to the institution.

Cancellations made within **4 weeks** of the first day of the course - the full fee will be retained by IST

Please return the completed form at your earliest convenience and in any case before the closing date of **Friday 2nd May 2008** to: Wendy Mason, Programme Administrator, IST, Kingfisher House, 90 Rockingham Street, Sheffield S1 4EB

T: 0114 270 0188 F: 0114 272 6354 E: wendymason@istonline.org.uk