

EARMA Early Stage Research Administrator Masterclass 16-18 May, 2022, Brussels

Venue for all parts of the event: Renaissance Brussels Hotel, Rue du Parnasse 19, 1050 Brussels, Belgium.

Please find detailed information about the hotel below the programme

Please find how to reach the venue here:

Renaissance Brussels Hotel, google maps - <https://bit.ly/3rFxMyE>

- Metro: 1 min walking distance.

Summary

Monday 16 May	18:00 Pre-course drinks and introductions 19:00: Pre-Course networking dinner at the Renaissance Brussels Hotel
Tuesday 17 May <i>The meeting room: Madrid Crescent</i>	8:45 - 9:00 Registration 9:00-17:00 Course day 1 12:00 Networking Lunch at the Renaissance Brussels Hotel 19:00 Networking dinner at Thon Hotel EU, Rue de la Loi 75, 1040 Bruxelles
Wednesday 18 May <i>The meeting room: Madrid Crescent</i>	9:00-13:00 Course day 2 13:00 Farewell lunch at the Renaissance Brussels Hotel

* All Catering is included with your registration fee.

	(Monday, 16 May) the Renaissance Brussels Hotel
18.00	Pre-event drinks and Session 1: Scene setting and introductions (John Donovan, Nik Claesen) Getting to know each other and broad expectations, speakers introduce themselves, introductions briefly from attendees. Overview of the Course structure
19:00	Pre-course networking dinner for everybody

	DAY 1 (Tuesday, 17 May) – Madrid Crescent
8.45	Registration
9.00	Evolution of the Research Support Role. Session 6: Research administration as a career “The accidental RMA” (John Donovan) Overview of typical pathways and a personal case study by the lectures RMA as a real profession Career path of the trainers

10:00	Session 3: Hot topics in Research Management and Administration (All trainers, John Donovan moderates) <ul style="list-style-type: none"> • Open Research • Research Impact • Data Management, GDPR and Ethics • Gender and Diversity <p>Participants introduce themselves to each other, explain their role to each other as if they were speaking to their hairdresser!</p>
10.30	BREAK - in front of meeting room
10.50	Session 4: Research process and related administrative service needs PRE-AWARD (Angela Noble) <p>Overview of pre-award tasks for a research administrator. Role Play on funding opportunity</p>
12.30	LUNCH – in front of meeting room
13.30	Session 5: Research process and related administrative service needs, POST-AWARD (Ellen Schenk) <p>Overview of post-award tasks for a research administrator, problems that can be encountered and how to avoid or solve problems. Practical exercises Pre- and post-award Q&A</p>
15.15	COFFEE - in front of meeting room
15.45	Session 6: How to structure a dynamic research office (Stefania Grotti, Stefania Suevo) <p>The session will be focused on:</p> <ul style="list-style-type: none"> - how to define a clear strategy for the office; - how to plan an optimal organizational chart; - proactive vs reactive service.
17.00	End of day 1
19.00	<p>Networking dinner at Thon Hotel EU, Rue de la Loi 75, 1040 Bruxelles (<i>9 min walk from Renaissance hotel</i>) Pub Quiz by Angela Noble</p>
DAY 2 (Wednesday 18 May) – Madrid Crescent	
9.00	Session 7: Personal Competences (John Donovan) <p>The difference between roles, competencies and skills Group discussions</p>
10.20	BREAK - in front of meeting room
10.50	Session 8: Developing high performance skills for administration (Olaf Svenningsen) <p>Presentation + discussion/short exercise (30 minutes)</p>
11.20	Session 9: Ethics, integrity & data access (Olaf Svenningsen) <p>Presentation + group exercise</p>

12.30	Discussion, course evaluation & personal action planning (All trainers, Olaf Svenningsen moderates) What did you like? What are your key learning points?
13.00	LUNCH in front of meeting room

For questions and remarks please mail johanna.roodt@earma.org

Airports

- Brussels International Airport (Zaventem Airport)
- Antwerp International Airport
- Brussels South Charleroi Airport –

DISCLAIMER: EARMA reserves the right to change all the details of these events except the dates and the core content of the event.