EARMA Early Stage Research Administrator Masterclass 25-27 October, 2022, Prague

Venue for all parts of the event: Diplomat House Vienna Hotel, Evropská 370/15, 160 41 Praha 6, Czechia

Please find detailed information about the hotel below the programme

Please find how to reach the venue here:

Diplomat House Vienna Hotel on google maps - https://bit.ly/3us9V5A

- Metro: 4 min walking distance.

Summary

Tuesday 25 October	18:00 Pre-course drinks and introductions 19:00: Pre-Course networking **dinner** at **the Diplomat House Vienna Hotel**
Wednesday 26 October	8:45 - 9:00 Registration 9:00-17:00 **Course day 1** 12:00 Networking **Lunch** at **the Diplomat House Vienna Hotel** 19:00 Networking **dinner** at **TBC**
Thursday 27 October	9:00-13:00 **Course day 2** 13:00 Farewell **lunch** at **the Diplomat House Vienna Hotel**

* All Catering is included with your registration fee.

	(Tuesday, 25 October) Diplomat House Vienna 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 (Wednesday, 26 October)
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)** • Open Research • Research Impact • Data Management, GDPR and Ethics • Gender and Diversity Participants introduce themselves to each other, explain their role to each other as if they were speaking to their hairdresser!
10.30	BREAK - **TBC**
10.50	**Session 4: Research process and related administrative service needs** **PRE-AWARD (Angela Noble)** Overview of pre-award tasks for a research administrator. Role Play on funding opportunity
12.30	LUNCH – **TBC**
13.30	**Session 5: Research process and related administrative service needs, POST-AWARD (Ellen Schenk)** 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
15.15	COFFEE - **TBC**
15.45	**Session 6: How to structure a dynamic research office (Stefania Grotti, Stefania Suevo)** The session will be focused on: - 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	Networking dinner at **TBC** Pub Quiz by Angela Noble
	DAY 2 (Thursday 27 October)
9.00	**Session 7: Personal Competences (John Donovan)** The difference between roles, competencies and skills Group discussions
10.20	BREAK - **TBC**
10.50	**Session 8: Developing high performance skills for administration (Olaf Svenningsen)** Presentation + discussion/short exercise (30 minutes)
11.20	**Session 9: Ethics, integrity & data access (Olaf Svenningsen)** Presentation + group exercise
12.30	**Discussion, course evaluation & personal action planning (All trainers, Olaf Svenningsen moderates)**

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	What did you like? What are your key learning points?
13.00	LUNCH at **TBC**

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

Airports

- Prague Letňany Airport

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

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