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
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| 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 |

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**DAY 2 (Thursday 27 October)**

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| 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) |
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.