

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

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

How to get to the hotel? <https://www.viennahouse.com/en/diplomat-prague/location.html>

Summary

All meals at the hotel apart from dinner on Tuesday, 25 October

Tuesday 25 October	18:00 – 18:30 Pre-course drinks* and welcome Please strictly arrive by 18:30 as we will walk together to our dinner venue outside the hotel 19:00: Pre-Course networking dinner* at http://www.restaurant-lvidvur.cz/ <i>(if late, please find us at the restaurant)</i>
Wednesday 26 October <i>The meeting room: Loft</i>	8:45 - 9:00 Registration 9:00-17:00 Course day 1 12:00 Networking Lunch* 19:00 Networking dinner
Thursday 27 October <i>The meeting room: Loft</i>	9:00-13:00 Course day 2 13:00 Farewell lunch* (with takeaway option)

* All Catering is included with your registration fee.

	(Tuesday, 25 October, 2022)
18.00	Pre-event drinks and let's get to know each other (trainers, EARMA team and attendees briefly introduce themselves) Note: be there ideally by 6pm to meet your fellow masterclass participants and trainers and at the latest by 6.30pm to walk together with the group to the dinner venue outside the hotel
19:00	Pre-course networking dinner for everybody (see location above)

	DAY 1 (Wednesday, 26 October, 2022)
8.45	Registration
9.00	Session 1: Intro (John Donovan) What to expect of the next 1.5 days? + 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	<p>Session 3: Hot topics in Research Management and Administration (All trainers, John Donovan moderates)</p> <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	COFFEE BREAK
10.50	<p>Session 4: Research process and related administrative service needs PRE-AWARD (Angela Noble)</p> <p>Overview of pre-award tasks for a research administrator. Role Play on funding opportunity</p>
12.30	LUNCH
13.30	<p>Session 5: Research process and related administrative service needs, POST-AWARD (Ellen Schenk)</p> <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 BREAK
15.45	<p>Session 6: How to structure a dynamic research office (Stefania Grotti)</p> <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	Networking dinner at hotel Pub Quiz by Angela Noble
DAY 2 (Thursday 26 October 2022)	
9.00	<p>Session 7: Personal Competences (John Donovan)</p> <p>The difference between roles, competencies and skills Group discussions</p>
10.20	COFFEE BREAK
10.50	<p>Session 8: Developing high performance skills for administration (Olaf Svenningsen)</p> <p>Presentation + discussion/short exercise (30 minutes)</p>
11.20	<p>Session 9: Ethics, integrity & data access (Olaf Svenningsen)</p> <p>Presentation + group exercise</p>
12.30	<p>Discussion, course evaluation & personal action planning (All trainers, Olaf Svenningsen moderates)</p> <p>What did you like? What are your key learning points?</p>
13.00	FAREWELL LUNCH (with takeaway option)

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