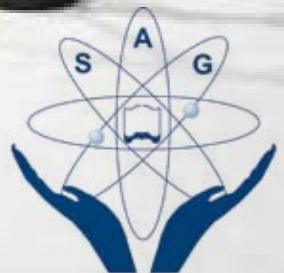


Scientific Archivists Group
promoting excellence in records management

AUTUMN CONFERENCE

14th & 15th OCTOBER 2010

**at Jury's Inn
BIRMINGHAM**



www.sagroup.org.uk

Invitation

We hope you will be able to join us at Jury's Inn Hotel, Birmingham for our Autumn 2010 Conference. This conference will be half day on Thursday including the AGM and conference dinner and a full day Friday.

Conference Accommodation and Registration Details

The full price of the conference also includes:

Half day conference including Members Session and AGM

Accommodation and conference dinner on the Thursday evening, breakfast and lunch on Friday including a full day conference.

Please remember to book as early as possible as SAG can be held liable for any unoccupied rooms. If it looks as though we will not fill our allocation of rooms, they will have to be released.

Should you require extra room nights please contact the hotel directly.

Also remember you are responsible for the payment of any extras charged to your room (extra nights, drinks, room services etc). You must settle these when you checkout.

Please do book your places as soon as possible. To qualify for the reduced rate you must book and pay for the conference by 13 September 2010. After this date the higher fee will be charged and we may not be able to guarantee accommodation at this hotel. Please be aware that no bookings will be accepted after 28 September 2010. All booking details including terms and conditions are on the registration form. This information is also available on our website www.sagroup.org.uk. Should you have any queries regarding this conference please do not hesitate to contact us by email. Birmingham2010@sagroup.org.uk

Agenda Scientific Archivists Group Autumn Conference

Thursday 14th October 2010

- 14:00 **Introduction & Welcome**
- 14:05 **Member Session and AGM**
- 15:15 Tea Break
- 15:45 **GLP and the Paperless Office followed by Q&A session**
Steve Monk, Expert GLP Inspector
- 17:00 **Session Close**
- 19:00 **Drinks Reception**
Followed by the Conference Dinner

Friday 15th October 2010

- 09:30 **Welcome**
- 09:35 **Workshop**
Meeting your Customers Needs and Expectations
Gareth Hayes, Phlexglobal
Coffee Break
- 11:30 **Health and Safety in the Archive**
- 12:14 **Paper Preservation and Restoration**
Natalie Briffod, Kuros Biosurgery
- 13:00 Lunch
- 14:00 **Career Development**
- 14:30 **Deciphering GCP and GLP Documentation**
Tim Stiles, Qualogy
- 15:15 Tea Break
- 15:45 **Divestments and Records Management**
Chris Jones, GlaxoSmithKline
- 16:30 Conference Close

All presentation and speakers correct at the time of going to press



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