

Perth 9 February 2011

½ day morning workshop:

Practical strategies for managing risk in information management



This interactive workshop covers principles, standards and practices associated with risks in implementing new systems, such as EDRMS. It takes you through case studies and scenarios to recognise and apply risk in the implementation of new technologies or systems. Risks might be associated with the technology, the process or the stakeholders. The workshop gives you practice in developing strategies to manage risk with new projects or processes, such as new business applications or systems or new business processes. Delivery will be through facilitator-led discussions, small and whole group work.

Who should attend? Records and information managers or officers, archivists, IT professionals who are managing or contributing to projects that need a risk assessment.
Intermediate level (2-5 years experience).

Practical strategies for managing risk in information management

Ms Kim James, UXC Consulting

Kim James is a senior strategic advisor and project leader with a broad range of experience in application development and organisational change projects in the public and private sector, in IT, human resources, business analysis and project management. Kim currently works for UXC Consulting as a principal consultant engaging in information management projects.

RMAA CPD Points: Category C: 3 points

Event details

Date: **Wednesday 9 February 2011**

Time: 9.00 – 12.30 pm
Where: Kings Perth Hotel
517 Hay Street Perth
08 9325 6555
<http://www.kingshotel.com.au/>

** Registrations limited places so book early
Register by: Friday 28 January 2011

** Discounts available for participants staying at the Kings Perth Hotel

Cost (incl GST)

RMAA Members

FRMA/MRMA	\$99
ARMA	\$104
Individual/Corporate	\$110

Non RMAA Members

ACS/ALIA/ASA/IIM Members	\$123
Others	\$137
Student/Community	\$80

Feedback from courses held so far:

- 'Hearing stories specific to EDRMS has given me an idea what to look for'
- 'Very good overview of risk analysis'
- 'Strategies will be helpful in managing reform process'
- 'Delivered material in most effective way'

If you are registering using your credit card please do so online: www.rmaa.com.au
If you are a student/ community member or require an invoice in order to pay please complete the following details and forward via Fax: Australia 1800 333 802 Email: susan.henshaw@rmaa.com.au

Name: _____

Company: _____

Address: _____

Email: _____

Telephone: _____

Dietary Requirements: _____

Association & Member No.: _____



REGISTRATION



Registration Terms & Conditions

All registrations for RIM Professionals events are made subject to the terms and conditions as set out below:

Payment Terms

Payment is required within 30 days of the registration being received. Invoices will be sent electronically upon registration being received.

Methods of Payment

Payments are accepted in Australian dollars and include 10% GST. New Zealand based events are payable in New Zealand dollars and attract the New Zealand GST of 12.5%.

Cheques should be made payable to RIM Professionals Australasia and sent to RIM Professionals Australasia, PO Box 276, St Helens, TAS Australia 7216

Bank transfers in AUD\$ should be deposited into CBA Account 'Records and Information Management Professionals Australasia', BSB: 064-000, Account Number: 1077 6171. Notification of payments made in this way should be via a remittance advice to finance@rimpaa.com.au

Bank transfers in NZ\$ should be deposited into ANZ Account 'Records and Information Management Professionals Australasia' Account 010102-0597629-00. Notification of payments made in this way should be via a remittance advice to finance@rimpa.com.au

Payments can also be made by credit card (Visa/Mastercard).

Payment "at the door" is not accepted.

Registration Fee

The registration fee covers attendance at all sessions, refreshments, any event documentation on the day, enrolment fee and Statement of Attainment Certificates.

Cancellations

Cancellations received in writing at least 10 days prior to the first day of the event will be refunded in full less an administration charge of 20%

Notice of cancellation must be received in writing and submitted by either emailing admin@rimpa.com.au or by writing to RIM Professionals Australasia, PO Box 276, St Helens, TAS Australia 7216.

We recommend using a method of recorded delivery to ensure notice of cancellation is received.

Should you need to cancel your registration less than 10 days before the first day of the event, the registration fee remains payable in its entirety although a substitution will be accepted.

Failure to attend an event does not negate your commitment to pay for attendance. If there are extenuating circumstances, please contact admin@rimpa.com.au and the cancellation request will be assessed on its merit.

Substitutions and Name Changes

Substitutions are acceptable at any time. If you have registered as a corporate member, you can substitute with a non-member for a local event only. To inform us of a name change, please email admin@rimpa.com.au. We regret that we are not able to transfer places between conferences or events.

Indemnity

It may be necessary for reasons beyond the control of the organisers to alter the venue, content or the timing of the programme. We will endeavour to keep you abreast of such changes but any reasonable change to the event format will not constitute a reason to refund the event fee. Should the event be postponed, we will endeavour to reschedule the event. If, for reasons beyond the control of RIM Professionals Australasia, an event is cancelled, a full refund will be made. We are not liable to pay any incurred costs resulting from any postponement or cancellation.

Security

RIM Professionals Australasia is committed to ensuring that the submission of sensitive information, such as credit card details, is safe and secure. We employ reputable and reliable service providers to ensure such information is protected. All information we hold is kept secure with access limited to personnel charged with the processing of such data. All personal data is gathered and processed in line with the Data Protection Act and RIM Professionals Australasia's privacy policy

FAX TO: 1800-333-802 OR EMAIL susan.henshaw@rmaa.com.au