

## HEaTED London Meeting 17th March - Final Details

Dear Colleague,

I am writing to update you with the final agenda, guest list and some items for you to prepare for the HEaTED London Region Key Contacts meeting at King's College London on Monday 17<sup>th</sup> March 2014, 12:30 pm to 4:30pm.

### As previously circulated, the aims of the meeting are:

- To strengthen the London Network.
- To introduce the HEaTED Regional Network Grant Scheme (details attached), establish future hosts and a programme of events for all levels of technical staff.
- To conduct a needs analysis of training requirements and establish increased training provision in the London Region.
- To share information on how to become a course provider with HEaTED and the benefits it can bring to the Institution.
- To update attendees on HEaTED activities and resources, ensuring each Institution is able to get maximum value out of their membership, and provide information around Professional Registration.

### Agenda:

12:30pm	Arrival, lunch, tea and coffee.
1:00pm	Welcome and Introductions.
1:15pm	HEaTED Update: delivered by Katherine Forsey covering the new HEaTED Competency Assessment Toolkit for Technical Staff (CATTs) resource, Professional Registration opportunities for Technical Staff and the full range of HEaTED member services available to you. Including time for questions and discussion.
2:00pm	New Regional Network Grant Scheme: overview of the scheme with up to £1000 available to your Institution for hosting a HEaTED Regional Network Event ( <i>overview attached</i> ). Identification of future event hosts in the London Region for Summer, Autumn and Spring events.
2:30pm	Training Needs Analysis Workshop: to establish your requirements and increase HEaTED training provision in the London Region through group procurement <i>(please come prepared with an overview of the training needs of technical staff at your institution, the new HEaTED Course Directory will be used and can also be downloaded <a href="#">here</a>).</i>
3:15pm	Tea and coffee.
3:30pm	Becoming a Course Provider with HEaTED: a revenue generating opportunity. HEaTED has a variety of courses for which we are currently seeking providers ( <i>'To Be Sourced' course lists attached which you are welcome to share with your technical colleagues prior to this meeting</i> ). Information will be provided to take away and there will be an opportunity to ask questions.
4:15pm	Questions and group discussion
4:30pm	Close

### Full Venue Details:

Room 1.70, Franklin-Wilkins Building, Waterloo Campus, King's College London.

Location map: <http://www.kcl.ac.uk/campuslife/campuses/waterloo/Waterloo.aspx>

Nearest train/tube station, Waterloo.

Directions to the meeting room: Go up the main stairs just inside the entrance of the Franklin-Wilkins Building. Walk straight ahead passed the library on your right hand side. At the end of the corridor turn right. Room 1.70 is towards the end of this corridor on the left. Directions can also be given from the manned security desk just inside the building entrance.

### Attendees List

University	Attendees
Birkbeck University of London	David Renouf - Technical Services Manager
City and Islington College	Chris Pambou - Chief Science Technician Phil Punyer - Principal Technician
City University London	Jennifer Hircock - HR Director Richard Leach - Technical Manager
Imperial College London	Lindsay Comalie - Learning and Development Centre
Kings College London	John Darker Steve Franey - MDL Manager, School of Biomedical Sciences
London South Bank University	Michael Goring - Technical Support Supervisor
Middlesex University	Tony Leon – School Technical Manager - Performing Arts Howard Taylor – School Technical Manager – Art and Design Barry Harte – School Technical Manager – Science and Technology
Royal Holloway, University of London	Andy Alway - Technical Operations Manager Susan Oke - Staff Development Manager
St George's University of London	Lynn Plowright -
Stanmore College	Apologies received
University College London - UCL	Apologies received
University of East London	Apologies received
University of Roehampton	Mary Mackenzie - Technical Manager
University of Westminster	Hilary Bolton - Staff Learning and Development Adviser

Please do not hesitate to contact me if you require any further information and I look forward to meeting with you on the 17<sup>th</sup> March.

Kind regards,  
Katherine.

**Dr Katherine Forsey**  
**Membership & Networks Manager**

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