

EFFECTIVE PROJECT MANAGEMENT FOR CLINICAL TRIALS

BRAND NEW TRAINING COURSE!

Course Overview

As setting up and running clinical trials is now a complex and highly pressurised process, it is essential that clinical research professionals have the technical and the interpersonal skills to run clinical trials on time, to meet the increasing demands of regulatory quality requirements and to budget. As the nature of clinical research projects have requirements and issues particular to them, this course has been designed specifically for clinical research professionals and will be delivered by an expert in clinical research project management.

This highly interactive course will give you practical project management tools and techniques to ensure that your clinical research projects are a success.

Interactive sessions applying techniques to your own projects

The course will include a number of sessions where participants will be able to apply some of the techniques to their own projects. Therefore it is recommended that participants bring a project they are currently involved in or will be working on so as to maximise their learning from the course. There is no need to disclose any confidential information about your project.

Target Audience

This comprehensive course has been specifically designed to address the needs of clinical research professionals who are, or will be involved in clinical research projects. The programme will be of particular benefit for both members of the clinical research project team as well as newly appointed project team leaders/managers. In addition it may also be useful for established clinical research project team leaders who wish to improve their clinical research project management skills.

Learning Objectives

At the conclusion of this course, participants should be able to:

- Recognise how to apply project management tools to your clinical research projects
- Maximise the effectiveness of your clinical research projects
- Plan and manage clinical projects more effectively regarding, quality timelines, budget, risks and stakeholders

The Drug Information Association (DIA) has been reviewed and approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1620 I Street, NW, Suite 615, Washington, DC 20006. The DIA has awarded up to 0.6 continuing education units (CEUs) to participants who successfully complete this program.

To receive a credit certificate, participants must attend the program, and return the credit request and evaluation forms to the DIA.



Statements of credit will be issued within 30 days of receipt of these forms.

Disclosure Policy: It is Drug Information Association policy that all faculty participating in continuing education activities must disclose to the program audience (1) any real or apparent conflict(s) of interest related to the content of their presentation and (2) discussions of unlabeled or unapproved uses of drugs or medical devices. Faculty disclosure will be included in the course materials.

KEY TOPICS

- ◆ Applying technical project management tools and techniques to your clinical research projects
- ◆ Obtaining a clear brief and establishing clear objectives for your project
- ◆ Effective planning of clinical research projects
- ◆ Sharing experiences and lessons learned

Course Instructor

Laura Brown

Course Director, MSc Clinical Research, School of Pharmacy, University of Cardiff and Independent QA and Training Consultant, UK



THIS EVENT IS PART OF THE
CLINICAL FORUM 2007

OCTOBER 15 - 19, 2007
AUDITORIUM MADRID HOTEL, MADRID, SPAIN

The aim of the Clinical Forum, with its innovative structure, is to maximise the synergies between the various areas of expertise, enhance cross-functional teamwork and allow delegates excellent multi-disciplinary networking opportunities. All events will run independently but will share a flat daily rate which enables participants total flexibility to attend crossover sessions. **GROUPS INVOLVED**

- Clinical Research
- CDM
- Medical Information
- Medical Writing
- Pharmacovigilance
- eClinical
- Statistics
- IT
- Clinical Safety



Auditorium Madrid Hotel
MADRID, SPAIN
OCTOBER 18, 2007

This seminar is limited to 30 participants. Register early!

<p>08:00 Registration</p>	<p>09:30 Introduction and Objectives</p>	<p>09:45 Why Project Management is Important for Effective Running of Clinical Trials</p> <ul style="list-style-type: none"> • Defining the key characteristics of project management • How using a project management process will improve the effectiveness of your own clinical research projects • Identifying the causes of past success and failure of clinical research projects 	<p>14:00 Developing a Detailed Project Plan to Manage your Clinical Research Projects</p> <ul style="list-style-type: none"> • Identifying the key project activities using a Work Breakdown Structure (WBS) • Planning a realistic schedule using Gantt analysis and setting clear milestones • Examining the really critical clinical research activities • Implementing risk management and contingency planning for your clinical research project
<p>11:00 COFFEE BREAK</p>	<p>11:30 Obtaining a Clear Brief for the Project and Setting Clear Objectives for your Clinical Trial Projects</p> <ul style="list-style-type: none"> • What should be contained in the project brief? • Defining the result, the cost and the time • The importance of aligning the clinical research project objectives with the strategic and financial business objectives • Understanding the importance of having an overall strategy for your clinical research projects and considering the best options for implementation 	<p>15:15 COFFEE BREAK</p>	<p>15:45 Clinical Research Project Implementation and Control</p> <ul style="list-style-type: none"> • Effective communication and how to manage stakeholders • Overcoming enablers and constraints • Implementing project control and reporting systems to monitor performance <p>Clinical Research Project Review and Learning</p> <ul style="list-style-type: none"> • Reviewing and learning from the project <p>Action Planning</p>
<p>13:00 LUNCH</p>		<p>17:00 END OF THE TRAINING COURSE</p>	

HOTEL INFORMATION

The DIA has blocked a limited number of rooms at the:

Auditorium Madrid Hotel

Avenida de Aragón, 400, 28022 Madrid, Spain

Tel: +34 91 400 44 50

Fax: +34 91 400 44 59

email: comercial@hotelauditorium.com

at the special rate of:

Rate : **Single room** **EUR 135.00**

Doubleroom **EUR 150.00**

(Includes taxes and services and buffet breakfast)

The hotel is situated in one of the areas with the most business activity of the Spanish capital. It has its own Conference Centre and is close to the Juan Carlos I Exhibition Centre and Madrid-Barajas airport, 15 minutes from the centre of Madrid. Easy to get to from the M-40, M-45 and A-2.

IMPORTANT: To be assured of accommodation at Auditorium Madrid Hotel registrants are recommended to complete their reservation, if possible, by [September 2, 2007](#).

COURSE CANCELLATION POLICY

On or before October 11, 2007

An administrative fee will be deducted from the registration fee:

Member and Nonmember = EUR 200.00

Government & Academia (Member/Nonmember) = EUR 100.00

Registrants who do not cancel by the date above and do not attend, will be responsible for the full registration fee. Registrants are responsible for cancelling their own hotel reservations. Cancellations must be in writing. You may transfer your registration to a colleague at any time. Please notify DIA of any such substitutions as soon as possible. DIA reserves the right to alter the venue, if necessary. If an event is cancelled, DIA is not responsible for airfare, hotel or other costs incurred by registrants.

COURSE TRANSFER POLICY

You may transfer your registration and payment, only once, from one course to a future date of that same course. If you are unable to attend the new date selected, there will be no refund of the registration fee.

ACCOMODATION BOOKING FORM

WS075XX - October 18, 2007

DIA training on Effective Project Management for Clinical Trials

Please send your completed form to the Auditorium Madrid Hotel, Madrid by September 2, 2007

Auditorium Madrid Hotel

Avenida de Aragón, 400, 28022 Madrid, Spain

Tel: +34 91 400 44 50

Fax: +34 91 400 44 59

email: comercial@hotelauditorium.com

GUEST

Prof. Dr. Ms. Mr.

Last Name

First Name & Middle Initial

Company

Job Title

Street Address / P.O. Box

Postal Code

City

Country

Telephone

Telefax

E-Mail

Room:

Single

Double

EUR 135.00

EUR 150.00

The above rates are per room per night, inclusive buffet breakfast.

non smoking

smoking

Arrival date:

Expected Time of Arrival:

Departure Date:

Number of Nights:

In case of cancellation: Cancellation must be in writing. One night deposit will be kept as cancellation fee. All no shows will be billed for the entire stay.

PAYMENT

I hereby authorize the Auditorium Madrid Hotel to charge my credit card according to the conditions mentioned above.

Visa MC AMEX Diners Other: _____

Card Number: _____

Expiry Date: _____

Cardholder's Name: _____

Date: _____

Cardholder's Signature: _____

Event Prices

These workshops are part of the Clinical Forum

07103 CDM, eClinical, Clinical Research	October 15-17	<input type="checkbox"/>
07118 Knowledge Management	October 17	<input type="checkbox"/>
07119 Safety Data Management	October 17	<input type="checkbox"/>
07120 Operational Interfaces	October 17	<input type="checkbox"/>
07121 Drugs in Pregarancy	October 18	<input type="checkbox"/>
07122 Medical Writing	October 18-19	<input type="checkbox"/>
07123 Medical Communication	October 18-19	<input type="checkbox"/>

This event is part of the:
CLINICAL FORUM 2007
 Auditorium Madrid Hotel, Madrid, Spain -
 October 15-19, 2007

Clinical Forum Meeting Package - the above workshops can be selected to complete your Clinical Forum Package

Prices include 7% VAT	Member		Non Member	
		Early Bird: Before Septemer 7, 2007	With Optional Membership	Without Optional Membership
1 Day	€ 749.00 <input type="checkbox"/>		€ 879.00 <input type="checkbox"/>	€ 888.10 <input type="checkbox"/>
2 - 3 Days	€ 1284.00 <input type="checkbox"/>	€ 1070.00 <input type="checkbox"/>	€ 1414.00 <input type="checkbox"/>	€ 1423.10 <input type="checkbox"/>
4 Days	€ 1599.65 <input type="checkbox"/>	€ 1385.65 <input type="checkbox"/>	€ 1729.00 <input type="checkbox"/>	€ 1738.75 <input type="checkbox"/>
5 Days	€ 1920.65 <input type="checkbox"/>	€ 1706.65 <input type="checkbox"/>	€ 2050.65 <input type="checkbox"/>	€ 2059.75 <input type="checkbox"/>

Special discounts are available for academic and government institutions. Please call 00 41 61 225 51 51 for details

Four easy ways to register:

ONLINE: www.diahome.org

FAX: 0041 61 225 51 52

EMAIL: diaeurope@diaeurope.org

MAIL: DIA European Branch Office
Postfach, 4002 Basel, Switzerland

The conference fee includes coffee breaks, lunch and conference material. The fee does not include travel or accomodation.

Three easy ways to pay:

Please charge my credit card

VISA MC Amex

Card Number

Exp. Date /

Name

Today's Date

Cardholder's

Signature

Cheques:

Mail your cheque together with the registration form to:
**DIA, Elisabethen Anlage 11,
 Postfach, 4002 Basel, Switzerland**

Bank transfers:

An invoice will be sent with bank transfer instructions.

Payment should be in EURO and the invoice number as well as the Meeting Code must be included on the transfer document to ensure payment to your account.

Delegate Details

Prof. Dr. Ms. Mr.

Last Name

First Name

Company

Job Title

Street Address / P.O. Box

City Post Code

Country

Telephone

Fax (Required for confirmation)

Email (Required for confirmation)

TERMS AND CONDITIONS

Cancellations received in writing on or before October 8, 2007 will be charged an administrative fee of EUR 200.00. Registrants who do not cancel by the date above and do not attend, will be responsible for the full registration fee. Registrants are responsible for cancelling their own airline and hotel reservations. You may transfer your registration to a colleague at any time. Please notify DIA of any such substitutions as soon as possible. Substitute registrants will be responsible for nonmember fee, if applicable. DIA reserves the right to alter the venue, if necessary. If an event is cancelled, DIA is not responsible for airfare, hotel or other costs incurred by registrants.