



# ARMA

## “INFORMATION AT WORK”

### ARMA INTERNATIONAL – TERRA NOVA CHAPTER BIENNIAL CONFERENCE AND TRADE SHOW

October 31 to November 1, 2007  
 Holiday Inn, Portugal Cove Road  
 St. John’s, NL

ADVANCE REGISTRATION FORM	
NAME	
TITLE	
EMPLOYER	
ADDRESS	
PHONE	
E-MAIL	

**Special Needs:** If you have any special requirements for the luncheon or require special accommodations to be made for you to participate in the conference sessions, please explain below in order to assist you with your needs.

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- Would you be interested in attending an AIIM 2 day Enterprise Content Management Practitioner Course ([www.aiim.org](http://www.aiim.org)) in St. John’s for the Spring 2008 at a cost of \$750 (estimated)?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

**REGISTRATION FEES:** (Please circle the appropriate amount):

<u>ARMA Member</u>	<u>Non-Member</u>	
\$135	\$165	Wednesday, October 31 Only (Includes Lunch)
\$ 95	\$130	Thursday, November 1 Only
\$160	\$195	Both Days (Includes Lunch on October 31)
\$ 50	\$ 50	Student Enrolled in RIM or Related Studies

### **Please Note**

- Sorry, there will be no refunds offered after October 23, 2007.
- Registration fees include vendors' exhibits.
- All registration fees include entry to Wine and Cheese reception, Thursday, November 1.

### **Pre-Registration**

It is important that we have an accurate count of registrants for planning purposes. Please pre-register at the address below by *Friday, October 26* so that we are able to make the necessary arrangements for the luncheon and reception. Even with pre-registration, you may pay at the conference. Visa and Master Card will be accepted at the conference.

Please e-mail your registration form to [vconnors@cihrt.nl.ca](mailto:vconnors@cihrt.nl.ca) or mail (along with cheque or money order made payable to Terra Nova Chapter) to:

ARMA – Terra Nova Chapter

c/o Treasurer

7 Penetanguishene Road

St. John's, NL A1A 4X7

### **Program Synopsis**

Records and information are at the heart of everything we do at work. The proper management of that information affects business efficiency and protects the interests of governments, its citizens, businesses and any organization. Managing e-mail, electronic records and an ever-growing volume of paper records challenges Records and Information Management and Administrative professionals every day.

This conference will highlight several case studies on how to manage e-mail; address local and international issues on competencies for records management professionals; investigate safety and records management work; information management capacity tools for measuring proper RIM delivery; privacy impact assessments; and other topics.

For further information about the ARMA - Terra Nova Chapter, please go to: [www.armaterranova.org](http://www.armaterranova.org)

## 2007 ARMA - Terra Nova Conference & Trade Show Agenda

### Wednesday, October 31, 2007

- 8:00 – 9:00 Registration
- 9:00 – 9:15 Welcome and Announcements  
Jim Downey, President, ARMA - Terra Nova Chapter
- 9:15 – 10:00 Mike Bannister, OCIO, Government of Newfoundland Labrador  
Information Management Capacity Tool
- 10:00 – 10:20 Nutrition Break
- 10:20 – 12:00 Brenda Neary, Hibernia Management and Development Company -  
Workplace Safety and Records Management  
  
2<sup>nd</sup> Speaker and Topic to be Confirmed
- 12:00 – 2:00 Lunch (Included in Registration Fee to all who registered for Wednesday, October 31)
- 2:00 – 2:45 ARMA International and ARMA - Terra Nova Chapter
- 2:45- – 3:15 Nutrition Break
- 3:15 – 4:15 Office of the ATIPP Coordinator  
Access, Privacy and Records Management

### Thursday, November 1, 2007

- 8:00 – 9:00 Registration
- 9:00 – 9:15 Welcome and Announcements  
Elizabeth Evans, Vice-President, ARMA - Terra Nova Chapter
- 9:15 – 10:00 Pierre LeGresley, former RCMP, now NLC  
Identity Theft: A Records Issue
- 10:00 – 10:20 Nutrition Break
- 10:20 – 12:00 Bernita Cogswell, Government of New Brunswick  
ARMA International's Core Competencies' Project  
  
Shelley Smith, OCIO, Government of Newfoundland Labrador  
Provincial Government's Core Competency Study
- 12:00 – 2:00 Lunch (on your own)  
Trade Show will be open to all registrants during the lunch period.
- 2:00 – 3:15 Vickie Stanford, Lower Churchill Project  
E-mail Management
- 3:15 – 3:30 Nutrition Break
- 3:30 – 4:15 Becky Paluck, Tower Software  
E-mail pilot project, Government of Newfoundland Labrador
- 4:15– 5:45 Wine and Cheese Reception - Open to all Registrants