



District 13 – 2014 DLC

Conference Schedule

Dates: April 25-27, 2014 (Friday evening to Sunday at noon)

Location: Doubletree Fallsview Resort Hotel
6039 Fallsview Blvd, Niagara Falls, Ontario L2G 3V6 Canada
Hotel sleeping rooms: \$109 for Friday, \$159 for Saturday (group rate)
DLC takes place in a meeting room at the hotel

Host: ISA Hamilton Section
www.isahamilton.com

Contacts: Graham Nasby, Hamilton President (graham.nasby@eramosa.com, Cell 519-993-8645)
Jeff Talbot, D13 DVP (italbot@summit-instrument.com, Cell 519-331-6371)
Brent Killins, Hamilton DLC Coordinator (brent.killins@westech-ind.com)

Cost/ Register: Registration is free, but attendees responsible for transportation, hotel and meal costs.
Pre-registration required, with max 30 attendees. Open all ISA members.
Registration form will be available at www.isahamilton.com . Scan/email to send in form.

Participants must register by April 1, 2014. (You must also book your hotel room by April 1, 2014.)

Friday, Apr 25, 2014

5:00pm-9:00pm	Hotel Check-In	
7:30pm-11:00pm	Hospitality Suite – snacks & refreshments	Courtesy of ISA Hamilton

Program

- Presentation slots are 45 minutes each. Power-point based presentations.
- Ideally have each section give a talk as part of program (slots 4, 5, 6, 7 and 8)
- Also have the typical talks that are typically at a DLC:
 - Official news update from headquarters (RTP)
 - Update on governance changes
 - Featured Technical Speaker – Cyber Security

Typical comments for discussion:

- ISA Topics:
 - about ISA conferences, symposia
 - Section or governance issues
- Technical Presentations
 - Various
- Soft Skills:
 - How to Run Effective Meetings and Different Types of Meetings
 - PowerPoint Presentation Tips
 - Time Management Tips: Using Limited Resources to Seize Opportunities
 - First Time Managers and supervisors (coaching, following a plan)
 - Worker to Leader: how to lead projects without snowing yourself under with work
 - Career/Stress Management



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Saturday, April 26, 2014		LEADERSHIP UPDATE
7:00 - 8:00	Hotel Restaurant	Basic breakfast included
8:00 - 8:15	Call Meeting to order Welcome Introduction Program Agenda	Section President, District Vice-President Guests & Attendees District. VP
8:15 - 9:00	Presentation 1 – 45 minutes via Skype “News Update from ISA International”	Jim Keaveney Treasurer ISA International
9:00 - 10:15	Presentation 2 – 75 minutes “Technical Presentation: ISA99/IEC62443 Cyber Security”	Eric Cosman (ISA99 committee) ** sponsored by ISA Sarnia
10:15 - 10:30	Coffee Break	Coffee/Cookies included
10:30 - 11:15	Presentation 3 – 45 minutes “News Update ISA Governance Changes”	Mike Murray (ISA Sarnia)
11:15 - 12:00	Presentation 4 – 45 minutes “Governance Changes Explained and Q&A”	Mike Murray (ISA Sarnia)
12:00 - 1:00	Lunch	Lunch buffet included
1:00 - 1:45	Presentation 5 – 45 minutes “Using Wordpress for Section websites” (and how we used it for the new ISA Hamilton website – live demo)	Graham Nasby, ISA Hamilton
1:45 - 2:30	Presentation 6 – 45 minutes “Shell and SaskPower Carbon Capture Project” Technical Presentation	Trung Nguyen, ISA Montreal
2:30 - 3:00	Coffee Break	Coffee/Cookies included
3:00 - 3:45	Presentation 7 – 45 minutes Recruitment/Attracting Volunteers	Kalpen – Sarnia
3:45 - 4:30	Presentation 8 – 45 minutes What is a Sales Cycle	Dan Leising – Toronto
4:30 - 4:45	Wrap Up	DVP & Section president
6:00 - 9:00	Dinner at Brasa Niagara Meet in hotel lobby at 6:00pm and walk over	Paid by attendees (Separate cheques)
9:00 - 11:00	Enjoy Niagara Falls	Free Time



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Sunday, April 27, 2014			DISTRICT COUNCIL		
7:00 - 8:00	Breakfast buffet in meeting room	Basic breakfast included			
8:00 - 8:30	Call Meeting to order <ul style="list-style-type: none"> • Welcome • Appointment of Council Secretary • Approval of minutes from last meeting • Additions/Deletion to the agenda • Approval of agenda • DVP opening remarks 	Jeff Talbot (District Vice-President)			
8:30 - 9:45	Section Reports – 15 minutes each <ul style="list-style-type: none"> • 10 min PowerPoint presentation • 5 min questions & setup for next one 8:30 Sarnia 8:45 Hamilton 9:00 Toronto 9:15 Montreal 9:30 Saguenay/Lac St. Jean	DVP and Section Representatives			
9:45 - 10:00	2013 DVP Report – Year in Review	Antonio Alves (past-DVP)			
10:00 - 10:15	Coffee Break	Coffee/Cookies included			
10:15 - 10:20	Review and approve 2014 District budget	DVP			
10:20 - 10:30	Election of 2014 District Officers (as required)	DVP			
10:30 - 11:15	Section Issues Discussion <ul style="list-style-type: none"> • D13 student activities fund – project ideas • Open discussion 	Lead by DVP			
11:15 - 11:30	Next Year's DLC – Host Selection & Date	DVP			
11:45 - 11:50	Certificate Presentations <ul style="list-style-type: none"> • Recognizing volunteers in past year 	Past-DVP			
11:50 - 11:50	Adjourn District Council Meeting	DVP			
11:50 - 12:00	Group Photo <ul style="list-style-type: none"> • Outside hotel, near the Falls 	DVP			
12:00 onwards	Free time	Attendees responsible for their own lunches.			