

# Office of Postdoctoral Affairs Cambridge

RUNNING ORDER: GETTING CONNECTED STEM EVENT 14:00 PM TO 17:00 PM  
WEDNESDAY 21 OCTOBER 2015 POSTDOC CENTRE 16 MILL LANE

TIME	PRESENTER	TOPIC	KEY LEARNING POINTS	FORMAT
<b>14:00 REGISTRATION – TEA &amp; COFFEE</b>				
14:15 – 14:25	Chris Abell Director: Office of Postdoctoral Affairs  Karina Prasad Head of Office of Postdoctoral Affairs	<b>Welcome</b>	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Set the vision for Cambridge as a forward thinking visionary institution for postdocs</li> <li>• New postdocs are integral to this vision</li> <li>• Postdocs are joining a vibrant &amp; active community</li> <li>• Overview of the office and services available to postdocs</li> <li>• Initiatives in pipeline, committees you can join</li> </ul>	10 min – presentation with slides
14:25 – 15:05	<p><b>Careers Service</b> Liz Simmonds</p> <p><b>PPD</b> Sharon Saunders</p> <p><b>PdOC Society</b> Maya Ghoussaini / Paul Coxon</p>	<p>Introduction to the Careers Service</p> <p>Introduction to PPD</p> <p>What PdOC is and why participants want to join</p>	<ul style="list-style-type: none"> <li>• Overview of the Careers Service and what it can offer</li> <li>• Overview of PPD &amp; what it can offer</li> <li>• Introducing the PdOC Society</li> <li>• How to get involved</li> <li>• Connecting with other Postdocs in Cambridge</li> <li>• Keeping up to date with opportunities and College affiliations</li> </ul>	40 min - presentation with slides

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15:05 – 15:45	<ul style="list-style-type: none"> <li>• E &amp;D</li> <li>• Counselling Service</li> <li>• EPoC</li> <li>• Cambridge Enterprise</li> <li>• Research Ethics Team</li> <li>• Dignity at Work</li> <li>• College Affiliation</li> <li>• Open Access</li> <li>• Childcare</li> <li>• Accommodation</li> <li>• Public Engagement</li> <li>• University Chaplain</li> <li>• Research Office</li> <li>• Judge Business School</li> <li>• Language Centre</li> <li>• Inst.of Continuing Education</li> <li>• Conference Cambridge</li> <li>• Mediation Service</li> </ul>	90 second pitches	Pitches will be provided by other support services - these providers will also have exhibition stands	40 min – presentation no slides

TIME	PRESENTER	TOPIC	KEY LEARNING POINTS	FORMAT
15:45– 16:15	<b>OPDA</b> Karina Prasad	Break, Networking Activity and exhibitions	<ul style="list-style-type: none"> <li>Networking</li> </ul>	30 min - Break
16:15 – 16:30	<b>HR</b> Anna Crichton	Rights & Responsibilities for contract research staff	<ul style="list-style-type: none"> <li>What are the core issues that all postdocs should know about employment e.g. SRD</li> <li>Probation, end of contract, what to do if problems arise?</li> </ul>	15 min - presentation
16:30 – 17:00		Wrap up	Attendees will have additional time to attend exhibitors & network	30 mins