

The Professional You: UQSOPA Annual Conference

Program

Official Conference Opening and Overview of UQ

Linda Bird, Academic Registrar and UQSOPA Patron

What's Human Resource Management actually about?

Shard Lorenzo, Director HR

The Recruitment Environment 2009 and Beyond— The Role of the Executive Assistant and Office Professional, Past and Present

Jane Adams, Group Director, Randstad

The Changing Face of Identity Crime—
Current Trends and Challenges

Detective Sergeant Duncan Gorrie and Senior Constable Steven Brown

Business Etiquette Toolkit

Jodie Bache-McLean, Director, June Dally-Watkins

Style and Presenting a Professional Image

Di Cant, Fashion Stylist

Smart Planners—100 Year Anniversary and Brisbane,
Australians New World City

Sia Glover and Kylie McKenzie, Brisbane Marketing

Thursday 29 October 2009

QBI Auditorium

Level 7, QBI Building (#79)

The University of Queensland, St Lucia Campus

Time: 8:00am for 8:30am—4:30pm

Cost: Complimentary to UQSOPA Members; \$100 for non-Members

Morning tea, afternoon tea and lunch will be provided by the UQ Club.

Further information can be found at <http://www.uq.edu.au/uqclub/>

Places are limited, so register early
to avoid disappointment!!



UQSOPA

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REGISTRATION FORM

Please complete the following and fax to 336 51266 **by Friday 16 October 2009**

Name: _____

Position: _____

Organisational Unit: _____

Dietary requirements: _____

UQSOPA Member: Yes / No*

***If not a UQSOPA member, you may choose to join the Association for two years (until 30 June 2011) for \$25—please see separate membership form OR you may pay the conference registration fee of \$100**

Payment for non-members is required before the event.

Payment can be by cash, cheque or direct deposit:

Cheques should be made out to UQSOPA and sent to:

Tara Kitch, UQSOPA President, c/- Vice-Chancellor's Office, Level 4, Brian Wilson Chancellery (Building 61A), St Lucia **OR**

Renee de Simone, UQSOPA Treasurer, Room 318, JD Story Building (61) St Lucia

Direct Deposit Account Name: The Uni of Queensland Secretaries Association

BSB No: 064 158 Account Number: 0090 7241

Important - with your name in the reference section!

For those wishing to pay via UniFi, please request that an invoice be issued to the School/Section

Bookings for UQSOPA events are essential.

For further information, please contact Ms Tara Kitch, UQSOPA President,

Tel 3365 1300 or uqsopa@uq.edu.au

Regrettably no refunds can be made for cancellations within two days of the event.

If the participant does not attend, the fee will be charged as advertised.



UQSOPA

To be completed by UQSOPA President	
Date / /	Initials
Membership check	
Registration number	
Acknowledgement	
Payment	