

EDITING SCIENTIFIC, TECHNICAL AND MEDICAL TEXTS

13 & 14 June 2013, Conf. No A6-3113



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MANAGEMENT FORUM LTD., 98-100 Maybury Road, Woking, Surrey GU21 5JL, UK

Tel: +44 (0)1483 730071 Fax: +44 (0)1483 730008

Website: www.management-forum.co.uk

To Register

Registration Information

Dates & Times

13 June 2013 Start: 09.30 – Finish: 17.00
14 June 2013 Start: 09.00 – Finish: 17.00

Registration & Coffee

13 June 2013 09.00

Venue and Accommodation

The Rembrandt Hotel, 11 Thurloe Place,
London SW7 2RS

Hotel Tel: +44(0)20 7589 8100.

Hotel Fax: +44(0)20 7225 3476.

Email: reservations_rembbrandt@sarova.co.uk

Subject to availability, a limited number of bedrooms have been reserved at the hotel at a special rate. **All bookings should be made directly with the hotel or online at www.sarova.com/rembrandt, quoting promo code 'manforum'.**

Directions

Opposite V&A Museum. Nearest underground station: South Kensington.

www.sarova-rembrandthotel.com/location-local-attractions

Fee

£965 + VAT if applicable. The fee includes course documentation as well as mid-session refreshments and lunch. Invoice and confirmation will be forwarded to you.

15% Earlybird discount if you book before 3 May 2013 and tick this box ☐
(Discount only applies to full delegate rate)

Conference No. A6-3113

Discounted Rates

Available on application for personnel from non-profit making organisations and registered charities.

Group discount available on request

Cancellation Policy:

Over 14 days prior to the Seminar: Cancellation fee of £75. 7/14 days prior to the Seminar: 50% of the fee. Fewer than 7 days or if no notification received: Registrant liable to pay FULL seminar fee.

NB: Cancellations must be received in writing by registrations@management-forum.co.uk

Management Forum reserves the right to cancel/alter the programme, the speakers, the date or venue. If an event is cancelled Management Forum is not responsible for airfare, hotel or other costs incurred by registered delegates.

For Promotional Opportunities email: robert@management-forum.co.uk

PRACTICAL COURSE



EDITING SCIENTIFIC, TECHNICAL AND MEDICAL TEXTS

What you will learn:

- The nuts and bolts of editing
- Edit or rewrite?
- Use of editing tools
- Put into practice what you learn through in-depth text discussions
- Feedback for authors

Two-thirds of this 2-day course is devoted to interactive group exercises, and discussions of texts distributed before the course and unedited texts brought by the participants to the course

With

Barbara Grossman

Hawkeye Medical Limited

Alistair Reeves

Ascribe Medical Writing and Translation

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Register online at www.management-forum.co.uk or by phone on +44 (0)1483 730071, fax 730008

**13 & 14 June 2013
The Rembrandt Hotel, London**



ABOUT THE COURSE

- This is a hands-on course where audience participation is very much expected. It is intended for those working with technical, medical and scientific texts who have to edit and use texts from non-native and native speakers of English.
- The focus of the course is not on English grammar, but on conveying a clear and simple message to the reader by the use of concise and consistent language suited to different target audiences.
- The first day gives an introduction to the principles and practice of editing in interactive sessions and finishes with a session on giving feedback to authors.
- Participants will be sent two half-page texts at least 1 week before the course and are expected to familiarise themselves with the texts. These texts form the basis for group work, exercises, and a feedback session on the first day.
- The second day consists of discussion of the participants' texts in small groups, further interactive lectures and exercises, and finishes with a proofreading exercise using skills learned during the course.
- For the second day, participants are expected to bring 8 copies of 1-2 pages of unedited text, double-spaced, that they have written themselves. These texts will be discussed in depth in small groups.

WHO SHOULD ATTEND

- Medical writers
- Those who work with scientific, technical and medical texts
- People who have to prepare documents for regulatory submission
- Native and non-native English speakers

The number of participants is restricted to 16 to ensure that group work on the texts provided is effective.

Reserve your place at the seminar by registering online now at

www.management-forum.co.uk

or by phone on

+44 (0)1483 730071 or fax +44 (0)1483 730008

Any questions?

e-mail:

josephine.leak@management-forum.co.uk

COURSE LEADER

Barbara Grossman, BSc (Hons)

As well as having a passion for proofreading and quality control, Barbara Grossman has more than 20 years' experience of medical writing and editing in the pharmaceutical industry. Before starting her own medical writing and consultancy business (Hawkeye Medical Limited), she built up and managed the medical writing group at Covance, the contract research organisation, working in a wide range of therapeutic areas. Barbara has hands-on experience preparing a variety of clinical documents, and has managed several large writing programmes. She has presented or run workshops at educational institutions and organisations such as the British Association of Research Quality Assurance (BARQA), the Drug Information Association (DIA) in Europe and the USA, the European Medical Writers Association (EMWA), and the National Institute for Health and Clinical Excellence (NICE). She has also led many company-internal training courses. In addition, Barbara was a member of the Institute of Clinical Research (ICR) 'Study Start-up Expert Working Group'. She is an honorary member of EMWA and currently serves on the EMWA Professional Development Committee.

Alistair Reeves, BA (Hons), ELS

Alistair Reeves is a linguist by training and an editor and writer by profession. He has worked in the pharmaceutical industry for more than 30 years as a translator, writer and editor, and has extensive experience with all nonclinical and clinical documentation for drug approval, marketing texts, journal publications and educational and informational materials for patients and professionals, including websites. He is a regular contributor on language issues to *The Write Stuff*, (*Medical Writing* from March 2012 onwards), the Journal of the European Medical Writers Association (EMWA), holds in-house courses for the pharmaceutical industry throughout Europe, and has given frequent language and writing workshops for EMWA, Management Forum and other organisations for the past 20 years. He is a certified Editor in the Life Sciences (Board of Editors in the Life Sciences, Highlands, USA) and besides training, now spends most of his time as a freelance editor and 'rewriter' of texts prepared in English by native and non-native speakers. He is an honorary member of EMWA and is coordinator of the EMWA MSc in Medical Writing Project.

Programme

DAY ONE	13 June 2013	DAY TWO	14 June 2013
09.30 ▶	Introductions	09.00 ▶	Introduction and aims of second day
09.45 ▶	What is editing?	09.10 ▶	Text discussion session
10.00 ▶	The nuts and bolts of editing	10.30 ▶	COFFEE
11.00 ▶	COFFEE	10.45 ▶	Polishing your document
11.15 ▶	Edit or rewrite?	11.30 ▶	Text discussion session
12.15 ▶	Punctuation	12.15 ▶	LUNCH
13.00 ▶	LUNCH	13.15 ▶	Text discussion session
14.00 ▶	Group exercise: precourse text	14.15 ▶	Editing tools
15.30 ▶	TEA	15.15 ▶	TEA
15.45 ▶	Feedback on exercise	15.30 ▶	Text discussion session
16.30 ▶	Feedback for authors	16.15 ▶	Group exercise: proofreading
17.00 ▶	End of day one	16.45 ▶	Question time
		17.00 ▶	End of Course