



International Diploma in Risk Management

Transitional Students ONLY

IRM is pleased to announce the first Diploma workshop for the new International Diploma in Risk Management is being held on **4 December 2007** and the final winter Diploma workshop for the existing programme is being held on **11 December 2007**.

Why should you attend either or both events?

- Maximise your personal effectiveness on preparing for and studying the International Diploma and or passing your final modules on the existing Diploma
- To meet and network with other students
- To meet and learn from examiners, educationalists, practitioners and other students in both a formal and informal environment

Workshop programme – 4 December 2007

Delegates will have the opportunity to hear from key individuals speak about:

- the structure of the International Diploma
- how to prepare for and study a distance learning postgraduate programme
- student support
- examiners expectations

Workshop programme – 11 December 2007

Delegates will have the opportunity to attend the module workshops on the existing Diploma for which they are studying during the transitional year.

This is the **last** opportunity for students to pass modules on the existing Diploma, so you are strongly recommended to attend. It provides an opportunity to meet examiners and seek help and guidance from both examiners and other students.

Workshop choices – 11 December 2007

Students may just attend the workshops they're registered for, however it is recommended to use any spare time networking with other students and spending time doing your assignments. If you do only wish to attend the workshops, please ensure you arrive at least 10 minutes before the first workshop you are attending is due to start.

Networking

Students on a distance learning qualification can often feel isolated. The workshop offers an ideal platform to meet students, learn from and support one another and provides an opportunity to arrange longer term local study groups with students in your own area.

Pricing Structure

Attending 4 December

Diploma programme only

£160 + VAT (£188.00 inc VAT) plus £35 + VAT (£41.13 inc VAT) per workshop option

Diploma programme and B&B on 3 December 2007

£270 + VAT (£317.25 inc VAT) plus £35 + VAT (£41.13 inc VAT) per workshop option

Option 2: Attending 11 December

Diploma programme only

£100 + VAT (£117.50 inc VAT) plus £35 + VAT (£41.13 inc VAT) per workshop option

Diploma programme and B&B on 10 December

£210 + VAT (£246.75 inc VAT) plus £35 + VAT (£41.13 inc VAT) per workshop option

Option 3: Attending 4 and 11 December

Diploma programme on 4 December and 11 December

£260 + VAT (£305.50 inc VAT) plus £35 + VAT (£41.13 inc VAT) per workshop option

Diploma programme on 4 and 11 December and 11 December and B&B on 3 and 10 December

£480 + VAT (£564.00 inc VAT) plus £35 + VAT (£41.13 inc VAT) per workshop option

Booking form

Please complete the electronic booking form and either return it to

Barbara.Asieduah@theirm.org or send it to IRM, 6 Lloyd's Avenue, London, EC3N 3AX

Cancellation policy

Cancellation of a booking prior to 19 November 2007 will incur an administration charge of £150 + VAT

Programme – 3 and 4 December

Monday 3 December

19:00 Informal drinks, The Bar, Rootes Social Building

Tuesday 4 December

07:30 – 08:30 Breakfast, Radcliffe Restaurant

10:00 – 10:30 Coffee and registration

10:30 – 10:45 **Welcome and overview of IRM**
Steve Fowler CEO

10:45 – 11:30 **The International Diploma: Structure, resources, student support, examiner expectations, assessment**
Professor Peter Young, IRM Education Faculty Chairman

11:30 – 11:45 Coffee break

11:45 – 12:30 **Postgraduate study skills, time management**
Phil Kelly, Lead Examiner and Faculty member

12:30 – 13:30 **Workshop option 1 (introduction and overview of module)**
Module Lead Examiner

13:30 – 14:30 Lunch

14:30 – 15:30 **Workshop option 2 (introduction and overview of module)**
Module Lead Examiner

15:30 – 15:45 Coffee break

15:45 – 16:45 **Workshop option 3 (introduction and overview of module)**
Module Lead Examiner

16:45 Close of day

Programme – 10 and 11 December

Monday 10 December

19:00 Informal drinks, The Bar, Rootes Social Building

Tuesday 11 December

07:30 – 09:30 Breakfast, Rootes Restaurant

10:00 – 10:30 Coffee and registration

10:30 – 10:45 **Welcome and overview of the day**
Steve Fowler CEO

10:45 – 11:45 **Workshop one**

11:30 – 11:45 Coffee break

11:45 – 12:45 **Workshop two**

12:45 – 13:45 Lunch

13:45 – 14:45 **Workshop three**

14:45 – 15:00 Coffee break

15:00 – 16:00 **Workshop four**

16:00 Close of day

Delegate Joining Instructions and Important Information 4 December 2007

Venue

Warwick Conferences
Conference Park
University Road
CV4 7AL
Follow signs to relevant car-parks

Accommodation block

Warwick Conferences
Radcliffe House
Gibbet Hill Road
CV4 7AL

How to get there?

For details on how to find the centre, please click on the link below
<http://www2.warwick.ac.uk/conferences/aboutus/gettinghere>

Registration

Registration will take place on 4 December in the top-floor foyer/bar area in the Rootes Social Building (no.49 on the campus map).

All workshop sessions take place in the Chancellors Suite on the top floor of the Rootes Social Building.

Accommodation

On site accommodation is available. Students will be staying at Radcliffe House and room keys can be collected from Radcliffe reception from 14:00 on the day of arrival. Breakfast is served in the Radcliffe restaurant between 07:30 and 08:30.

Rooms must be vacated by 09:30 on your day of departure.

There is however a limited number of rooms, so if you'd like accommodation you are advised to book early.

Internet Access

PC's with free internet & email access are available in Rootes Reception and may be accessed between 07:00 and 23:00 each day. There are various wireless free hot spots on campus including one in Rootes Foyer.

Car Parking

Day delegates must use the Conference car parks 7 or 15 as parking is free of charge during the event. On the day you will be given an exit code for these car parks. All of the University's car parks are displayed on the accompanying "campus map". Please do not use other car-parks as most are restricted and the University operates a clamping policy.

Overnight delegates staying at Radcliffe may use the Radcliffe car-park. This facility is not available for day delegates.

Left Luggage

A luggage store is available in Rootes Social Building. Please ask at IRM registration for details.

Delegate Joining Instructions and Important Information

11 December 2007

Venue

Warwick Conferences
Conference Park
University Road
CV4 7AL

How to get there?

For details on how to find the centre, please click on the link below
<http://www2.warwick.ac.uk/conferences/aboutus/gettinghere>

Registration

Registration will take place on 11 December on the foyer/concourse of the Humanities Building (no. 24 on the campus map) Follow the red arrows on University signs to find Humanities. Please use the front entrance (off Library Road) as this will give easiest access to the registration desk.

All sessions take place in the Humanities Building.

Accommodation

On site accommodation is available. Students will be staying in either Jack Martin or Arthur Vick Residences. Room keys can be collected from reception in the Rootes Social Building from 15:00 on the day of arrival. Breakfast is served in the Rootes Restaurant on the first floor of the Rootes Social Building between 07:30 and 09:30.

Rooms must be vacated by 09:30 on your day of departure.

There is however a limited number of rooms, so if you'd like accommodation you are advised to book early.

Internet Access

All bedrooms on campus are networked for free internet access (for computers with an Ethernet network card) PC's with free internet & email access are available in Rootes Reception and may be accessed between 07:00 and 23:00 each day. There are various wireless free hot spots on campus including one in Rootes Foyer.

Car Parking

Delegates must use the Conference car parks 6, 7 8, 8a or 15 as parking is free of charge during the event. If you park in 7 or 15 you will need to collect an exit code from Rootes Reception in order to leave. All of the University's car parks are displayed on the accompanying "campus map". Please do not use other car-parks as most are restricted and the University operates a clamping policy.

Shuttle Bus

The University operates a complimentary shuttle bus from Rootes Social Building, to Jack Martin or Arthur Vick Residences. This service runs approximately every ten minutes between the hours of 07:00 – 10:00 and 15:00 – 20:00.

Left Luggage

A luggage store is available in Rootes Social Building. Please ask at IRM registration for details.