

## Preparation for Hargraves Congress 2008 Melbourne - 16 October 2008

*A Congress can be defined as; a formal meeting or assembly of representatives for the discussion, arrangement, or promotion of some matter of common interest, the act of coming together; an encounter; meeting and an association, especially one composed of representatives of various organisations.*

Congress is an entirely member driven process, designed to increase the personal and professional effectiveness of our members and their enterprises, and create ever-expanding horizons for members.

Congress2008 continues the theme of the conference; "Insightful Enterprise-People, Process and Performance" and comprises concise member presentations, open forum discussions, ample time for networking and special interest group meetings.

In preparation, all members are encouraged to give input and ideas. Your input is valued whether attending or not. Input is requested in the following areas;

1. CURRENT member activities. What have you done in the areas of people, process and product innovation that has worked and you wish to share? What is new in your enterprise? How has the Hargraves network helped with these endeavours?
2. FUTURE. What are the objectives and issues that you are facing where collaboration will provide the answer. What is keeping you awake at night? How can the Hargraves network help?
3. SPECIAL INTEREST GROUPS. Four special interest groups have been suggested; Stage-Gate®, Knowledge Management, Sustainability, and Performance Management/Change/HR. Do you wish to join a special interest group or establish your own special interest group? We may look at these being broken into 2 sessions of 2 Special Interest Groups (one session in the morning and one in the afternoon) to be confirmed on the final Agenda. Please forward your responses to [lisa@hargraves.com.au](mailto:lisa@hargraves.com.au).

Congress will enhance the opportunity for people to collaborate, learn and engage with peers who are leaders in their field.

The proposed Agenda for the day is as follows.

|          |  |
|----------|--|
| 9.00 am  | Member networking and coffee<br>Special interest group discussions                       |
| 10.00 am | Member presentations about current programs and activities with open forum facilitation  |
| 12.00 pm | Lunch  |
| 1.30 pm  | Member presentations about future issues and opportunities with open forum facilitation. |
| 3.30 pm  | Special interest group discussions   |
| 5.00 pm  | Conclusion   |

Location: Melbourne Business School, 200 Leicester Street, Carlton VIC 3053 : T : 03 9349 8788

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### Here are what some members quoted from the Sydney Congress event :

"It's always stimulating and exciting to hear the experiences of intelligent people working in my field. A real buzz."  
"Rapid fire concentrated bursts of insight and value from members."  
"The day brought to life opportunities being offered by Hargraves that I might be missing in the usual email and brochure flurries."

**NAME & COMPANY** \_\_\_\_\_

**Responses**

Please forward feedback responses to [lisa@hargraves.com.au](mailto:lisa@hargraves.com.au) or fax 02 9850 4787

- 1. CURRENT member activities. What have you done in the areas of people, process and product innovation that has worked and you wish to share? What is new in your enterprise? How has the Hargraves network helped with these endeavours?

Are you happy to present on this item?

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- 2. FUTURE. What are the objectives and issues that you are facing where collaboration will provide the answer. What is keeping you awake at night? How can the Hargraves network help?

Are you happy to present on this item?

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- 3. SPECIAL INTEREST GROUPS. Four special interest groups have been suggested. Please tick your preference or note your own special interest group topic.

|   |   |
|---|---|
| <input type="checkbox"/> Stage-Gate®    | <input type="checkbox"/> Knowledge Management                 |
| <input type="checkbox"/> Sustainability | <input type="checkbox"/> Performance Management / Change / HR |

Other: .....

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Please contact me about participation in the Hargraves Metrics (Collaboration Participation) Research Program.

**REGISTRATION FOR CONGRESS Melbourne: 16 October 2008**  
**PLEASE REGISTER BY COMPLETING THE FORM BELOW WITH PAYMENT DETAILS**

**FAX BACK TO:** 02 9850 4787 or **EMAIL:** events@hargraves.com.au

**ENQUIRIES:** Lisa Mallyon, ph: 02 9850 4746

**Primary Contact**

Name :

Company :

Position :

Address :

Phone :

Email :

**Registrations** (This event is open to members of Hargraves Institute only, with a maximum of 3 representatives per member organisation.)

| Name | Position | Email |
|------|----------|-------|
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|      |          |       |
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**Venue** Melbourne Business School, 200 Leicester Street, Carlton VIC 3053

**Cost** \$275.00 per attendee registration, inclusive of GST

**Total Payment @ \$275 per registration**

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|----|
| \$ |
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**METHOD OF PAYMENT** (please be aware of Cancellation & Refund Policy when authorising payment)

- Please send me an invoice
- I have enclosed a cheque made payable to Hargraves Institute Pty Ltd. Please issue tax invoice.
- I have made an EFT payment & will send an email confirmation to [accounts@hargraves.com.au](mailto:accounts@hargraves.com.au). Please issue tax invoice.

**Account Name:** Hargraves Institute Pty Ltd **Account No.** 10204357 **Bank:** Commonwealth Bank **Branch:** Pennant Hills **BSB:** 062 225

Please charge my credit card (please circle):      **AMEX**      **MasterCard**      **Visa**

Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Card Expiry Date: \_\_\_\_ / \_\_\_\_

Cardholder's Name (please print): \_\_\_\_\_      Signature: \_\_\_\_\_

Cardholder's Telephone Number: \_\_\_\_\_      Email Address: \_\_\_\_\_

Please note that credit card charges will appear on your statement as Hargraves Pty Ltd.  
A Tax Invoice/receipt will be issued to the cardholder after the transaction has been completed.  
**Account enquiries telephone 02 9850 4745**

**Cancellation and Refund Policy**

Cancellations must be advised to the Events Coordinator (events@hargraves.com.au) in writing by 24 September 2008 to receive a refund of payment, less an administrative charge of \$100.00. Cancellations after this date will not be refundable however registrations can be transferred to another name.