*Setting the Standard for Automation™*

# District 13 – 2016 ISA DLC

# Conference Schedule

Dates: April 29 to May 1, 2016 (Friday evening to Sunday at noon)

Location: Sandman Signature Mississauga Hotel
http://www.sandmansignature.ca/hotels/mississauga/
5400 Dixie Road, Mississauga, Ontario, L4W 4T4, Canada
DLC takes place in the conference room at the hotel.

Host: ISA Toronto Section www.isatoronto.org
Participating Sections: ISA Hamilton http://isahamilton.com/
ISA Sarnia http://www.isasarnia.com/
ISA Montreal http://www.isamtl.ca/

Contacts: Reynold Ramdial, ISA Toronto President
Ryan Kershaw, D13 DVP
Hank Rasanen, treasure, Toronto executive committee
Sophia Prokh, secretary/memberships, Toronto executive committee

Cost/ Registration is free, but attendees are responsible for transportation, hotel & meal costs.

Register Pre-registration is required for DLC participants. Registration form is available on request to isatoronto.org@gmail.com

***All ISA Members are Welcome for attend presentations on Saturday***.
Registration is not required for Saturday.

***DLC Participants must register by April 6, 2016. (You must also book your hotel room by April 6, 2016.)***

**Friday, Apr 29, 2016**

| | | |
|---|---|---|
| 5:00pm-9:00pm | Hotel Check-In | |
| 7:30pm-11:00pm | Hospitality Suite – snacks & refreshments | Courtesy of ISA Toronto |

Program

- Presentation slots are 20 to 45 minutes, see program.
- Each section gives a short talk as part of program (slots 4, 5, 6, 7 and 8)
- Also there will be typical for DLC talks:
  - Official news update from headquarters (RTP)
  - Update on governance changes

Typical comments for discussion:

- ISA Topics:
  - about ISA conferences, symposia
  - Section or governance issues
- Technical Presentations
  - Various
- Soft Skills:
  - How to Run Effective Meetings and Different Types of Meetings?
  - PowerPoint Presentation Tips
  - Time Management Tips: Using Limited Resources to Seize Opportunities
  - First Time Managers and supervisors (coaching, following a plan)
  - Worker to Leader: how to lead projects without snowing yourself under with work

# District 13 – 2016 ISA DLC

## Conference Schedule

| **Saturday, April 30, 2016** | **LEADERSHIP UPDATE** | |
|---|---|---|
| 7:00 - 8:00 | Hotel Restaurant | Basic breakfast included |
| 8:00 - 8:15 | Call Meeting to order<br>Welcome<br><br>Introduction<br><br>Program Agenda | Reynold Ramdial<br>Ryan Kershaw<br><br>Guests & Attendees<br><br>Ryan Kershaw |
| 8:15 - 9:00 | Edmonton Water Treatment Plant Control System | Maxym Lachance |
| 9:00 – 9:30 | Importance of Recognition: Honours and Awards | Sophia Prokh |
| 9:30 – 10:15 | CABA Intelligent Buildings and Digital Home Forum in San Diego In Brief | Leo Salemi |
| 10:15 – 10:30 | Coffee Break | Coffee/Cookies included |
| 10:30 – 11:15 | Making use of Staff Resources at ISA Headquarters | Graham Nasby |
| 11:15 – 12:00 | RTP Presentation | Tom Devine |
| 12:00 - 1:00 | Lunch | Lunch buffet included |
| 1:00 - 1:45 | Presentation from ISA Sarnia | ISA Sarnia |
| 1:45 - 2:30 | Redistricting discussion | Ryan Kershaw |
| 2:30 - 3:00 | Coffee Break | Coffee/Cookies included |
| 3:00 – 3:45 | Gift of Courageous Feedback | Deborah Jann |
| 3:45 – 4:30 | Straight Talk on Energy Challenges – Canada, US, World | Paul Acchione |
| 4:30 - 4:45 | Wrap Up | DVP & Section president |
| 6:00 - 8:00<br><br>8:00 – 9:00 | Dinner at 17 Steak House<br>Meet in hotel lobby at 6:00pm and walk over to the Steak House next to Yuk-Yuk theater.<br>Yuk-Yuk comedy theater (optional) | Paid by attendees<br>(Separate cheques) |
| 9:00 - 11:00 | Enjoy Toronto/Mississauga | Free Time |

# District 13 – 2016 ISA DLC

# Conference Schedule

| **Sunday, May 1, 2016** | **DISTRICT COUNCIL** | |
|---|---|---|
| 7:00 - 8:00 | Breakfast buffet in meeting room | Basic breakfast included |
| 8:00 - 8:30 | Call Meeting to order<br>• Welcome<br>• Appointment of Council Secretary<br>• Approval of minutes from last meeting<br>• Additions/Deletion to the agenda<br>• Approval of agenda<br>• DVP opening remarks | Ryan Kershaw<br>(District Vice-President) |
| 8:30 - 9:45 | Section Reports – 15 minutes each<br>• 10 min PowerPoint presentation<br>• 5 min questions & setup for next one<br><br>8:30 Sarnia<br>8:45 Hamilton<br>9:00 Toronto<br>9:15 Montreal | DVP<br>and<br>Section Representatives |
| 9:30 – 10:00 | 2015 DVP Report – Year in Review | Jeff Talbot (past-DVP) |
| 10:00 – 10:15 | Coffee Break | Coffee/Cookies included |
| 10:15 – 10:20 | Review and approve 2016 District budget | DVP |
| 10:20 – 10:30 | Election of 2016 District Officers<br>(as required) | DVP |
| 10:30 – 11:15 | Section Issues Discussion<br>• Open discussion | Lead by DVP |
| 11:15 – 11:30 | Next Year's DLC – Host Selection & Date | DVP |
| 11:45 – 11:50 | Certificate Presentations<br>• Recognizing volunteers in past year | DVP |
| 11:50 – 11:50 | Adjourn District Council Meeting | DVP |
| 11:50 – 12:00 | Group Photo | DVP |
| 12:00 onwards | Free time | Attendees responsible for their own lunches. |