**Job Conferences**

Students and supervisors are encouraged to organize job conferences with technical staff as early as possible, when developing a new project or existing project. Technical staff will often have important input on experimental plans that can make apparatus easier to construct or operate.

To organize a job conference, please send an email to the Technical Services Manager, Leigh Richardson [leigh.richardson@canterbury.ac.nz](mailto:leigh.richardson@canterbury.ac.nz) with a brief description of the project, the type of project (new or existing, 3rd Pro, Postgrad, etc.) and who the supervisor is. He will assign the appropriate technicians and then it is up to the student/researcher to coordinate a mutually agreeable time and place for everyone to meet. It is entirely feasible for there to be more than one job conference before and during construction of a project. In other situations one meeting will be sufficient.

The biggest source of confusion after job conferences is that participants walk away with different ideas on what has been agreed upon. Therefore it is important for the student to take minutes and distribute an email summarizing key decisions to all the participants within 24 hours of the meeting. e.g.

* The student will revise the drawings and schedule another meeting if required
* The technician will investigate suppliers of a key component and email the student with the results.
* The supervisor will find the report from the last intern to work on the project and send it to the student, if applicable
* The supervisor or the technician will order parts through the Purchasing Officer

Remember once a detailed drawing is agreed upon, the job goes into the cue for either the mechanical and/or electrical workshop. At best, the technicians may be able to estimate when construction may begin but this can be discussed at the job conference.