PAYMENT
$2650.00 PER PERSON (INCLUDES BREAKFAST & LUNCH)

EARLY BIRD DISCOUNT
If you register at least thirty days in advance you will receive a $200 discount on the course.

ADDITIONAL DISCOUNTS
Contact us at 610-648-7550 or info@cfpie.com for information regarding partnership discounts or how your organization can become a partner with CfPIE.

CANCELLATION POLICY
All cancellations must be in writing and are subject to a $350.00 cancellation fee. If cancellations are made more than 30 days prior to the course, a refund less the cancellation fee will be provided. If cancellations are made less than 30 days prior to the course, a voucher good for attendance at an upcoming course will be provided. The voucher, which can be used by the registrant or anyone else within his/her company, will be valued at the registration fee minus the $350.00 cancellation fee.

If a registered attendee does not cancel and fails to attend, neither a refund nor voucher will be issued. All course cancellations must be in writing and emailed sent to info@cfpie.com. Registrants are responsible for contacting the hotel and canceling their room reservations.

CfPIE reserves the right to alter the venue, if necessary.

Substitution Policy - Classroom Courses
Substitutions are accepted at no penalty with written notification from the original registrant in advance of course. All substitution requests must be in writing and emailed to info@cfpie.com.

CfPIE also offers on-site courses for 10 or more attendees. Contact us at info@cfpie.com.

ABOUT CfPIE
Learn from the Leader
In a life sciences industry that has faced nearly $15 billion in fines and compliance-related settlements over the last several years, The Center for Professional Innovation & Education (CfPIE) is a better alternative for maintaining high standards, protecting industry reputations, and enhancing personal growth. Since 2001, we have embraced a singular goal—to provide the highest quality education to life science professionals. Today, as the global leader in quality life sciences training, we offer the largest range of course options for professional development in pharmaceutical, medical device, biotech, and skin/cosmetics disciplines. We are dedicated to enriching that reputation by conveying content relevant to the needs of individuals and organizations facing intense scrutiny in those highly technical disciplines.

TECHNICAL WRITING
PHARMACEUTICAL, MEDICAL DEVICE, AND BIOTECH INDUSTRIES

INSTRUCTOR: Kay Monroe

July 22 - 24, 2019 - Los Angeles, CA
November 4 - 6, 2019 - London, UK
December 4 - 6, 2019 - Boston, MA

COURSE DESCRIPTION
Course notes and interactive exercises address how to write effective correspondence and reports in support of the company's activities. You will learn how to organize and deliver information for the intended audience. You will learn how to write clear and readable documents, and how to revise and refine your own and others’ writing. The course provides an overview of sound grammatical conventions, addresses problematic areas of the English language, and affords opportunities to address specific language issues.

“This is the third consecutive course I’ve taken with CfPIE over the last three years. I have yet to be disappointed! The Course Director was great and I’ll definitely use what I learned in my job.”

Saritha D., Sr. Regulatory Specialist, Pfizer
INSTRUCTOR CREDENTIALS

Ms. Kay Monroe has held positions as Director of Project Management and Vice President of Operations, Project Management and Quality Assurance and has extensive experience with project management and operations functions in the biotech and pharmaceutical industry. Her experience covers the management of projects in all phases of drug discovery, including extensive experience in the creation of submission documents. She has worked on global project teams from Research through Phase IV and is familiar with product life-cycles in the industry.

Ms. Monroe was VP, Operations, Lundbeck Research and previously worked for Genentech and Cerus. Kay holds a BS in Animal Science from UC Davis and an MBA from Golden Gate University in San Francisco, CA.

WHO SHOULD ATTEND

Scientists, engineers, and technicians in research and development will find this course valuable, as will quality assurance (QA), information technology (IT), manufacturing, and other operations professionals. This course is also useful for administrative staff that must prepare documentation in support of R&D and operations activities. Additionally, the course is helpful for anyone who wants an in-depth and comprehensive overview of the structure of the language and writing within the broad range of reporting that the industry requires.

HOTEL INFORMATION

The Hilton LAX, Los Angeles, CA (CfPIE room rate of $167/night if booked 3 weeks in advance of the course date)
The Desmond Hotel & Conference Center, Malvern, PA (CfPIE room rate of $141/night if booked 3 weeks in advance)
Club Quarters Hotels, Boston, MA (CfPIE room rate of $255/night if booked 4 weeks in advance)
DoubleTree by Hilton London - Victoria (CfPIE room rate of £199.00/night if booked 4 weeks in advance)

FIRST DAY

Regulations and Industry Standards
- Setting the foundation
  - What is technical writing and what makes it good?
  - Regulatory requirements and good business practices
  - The purpose of each document
  - How documents work together
  - Maintaining the product “thread” from document to document

Addressing the Audience
- Writing directly to the reader
- Focusing on the message
- Being technically appropriate
- Using terminology the reader understands
- Using acronyms and defining terms

Organizing Information
- Using suitable patterns to deliver effective messages
- Composing letter, fax, and e-mail messages
- Applying industry standards for effective reports
- Using document templates
- The writing process
- Writing Effective Headings
- Using Tables and Figures
- Completing the document
- Metrics: managing the process from start to finish
- Formal Review

Writing Effective Passages
- Understanding the function of specific passages
  - To describe
  - To compare and contrast
  - To define
  - To show cause and effect
  - To show sequence
  - To summarize
- Writing clear topic sentences
- Giving enough information to convince
- Referencing other writers

SECOND DAY

Controlling the Language
- Conventions of the English language
- Writing grammatically sound sentences
- Combining and subordinating information
- Making every word count
- Using transitions
- Using the Right Tense and Voice
  - The writer’s voice
  - Remaining objective
  - Using the subjunctive, imperative, and emphatic voice
  - Using the active voice
  - Paring the passive

Punctuating Effectively
- Using punctuation to clarify messages and improve readability
- Bullets, numbers, white space
- Using symbols and abbreviations

Writing Workshop
- The writing process
- Describing a mechanism
- Revising and fine tuning

THIRD DAY

Writing Workshop
- Achieving clarity and readability
- Assessing your own writing
- Making every word count
- Participants’ writing concerns

The Writing Environment in Industry
- Writing in the industry over time
- Projections for documentation practices