

REGISTRATION FORM
TWO-DAY COURSE ON “TECHNICAL WRITING FOR ENGINEERS AND TECHNICAL PERSONNELS” ON 18 – 19 JULY 2017

Name of Organisation:

Mailing Address:

Email : Hand Phone :

Tel (Office) : Fax :

Contact Person : Designation :

I/We wish to enrol the following person(s) for the above-mentioned Course:

Name	M/ship No.	Reg. Fee(RM)
SUB TOTAL		
ADD GST @ 6%		
TOTAL PAYABLE		

Enclosed herewith a crossed cheque No. for the sum of RM issued in favour of “The Institution of Engineers, Malaysia” and crossed ‘A/C payee only’. I/We understand that the fee is not refundable if I/we withdraw after my/our application is/are accepted by the Organizing Committee but substitution of participant will be allowed. If I/we fail to attend the workshop, I/we will still pay the registration fee in full.

Signature: Date:

Registration Fee (GST not included)

GRADE	ONLINE	NORMAL (OFFLINE)
IEM STUDENT MEMBER	RM 150	RM 200
IEM GRADUATE MEMBER	RM 600	RM 700
IEM CORPORATE MEMBER /IMECHE MEMBER	RM 700	RM 700
NON-IEM MEMBER	RM 1400	RM 1500

PERSONAL DATA PROTECTION ACT
 I have read and understood the IEM's Personal Data Protection Notice published on its website at <http://www.ien.org.my> and I agree to IEM's use and processing of my personal data as stated in the said notice.

Terms & Conditions:

- For ONLINE REGISTRATIONS, only ONLINE PAYMENT is applicable [via RHB Maybank 2u Personal Saving & Personal Current; Credit Card - Visa/Master].
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DEPOSIT / MONY / POSTAL ORDER / LO / WALK-IN will be considered as NORMAL REGISTRATION
- FULL PAYMENT must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full.
- Fee paid is not refundable. Registration fee includes lecture notes, refreshment.
- The Organizing Committee reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment.
- IEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less 30% if cancellation is received in writing more than 7 days before start date of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be charged according to membership status. **CLOSING DATE: 15 JULY 2017**

Correspondence

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BEM Approved CPD/PDP: 12.5 hours
Ref. No.: IEM16/HQ/292/C



TWO-DAY COURSE ON “TECHNICAL WRITING FOR ENGINEERS AND TECHNICAL PERSONNELS”

DATE : 18 -19 JULY 2017 2016 (TUESDAY & WEDNESDAY)
TIME : 9.00 AM – 5.00 PM
VENUE : HILTON PETALING JAYA SELANGOR
SPEAKER : Ir. DANARAJ CHANDRASEGARAN



Organised and hosted by
 Oil, Gas and Mining Technical Division, The Institution of Engineers, Malaysia & in collaboration with
 Institution of Mechanical Engineers Malaysia Branch (IMEchE)

Course Synopsis
 This two-day course is designed to help you develop skills that will enable you to produce clear and effective technical documents. We will discuss the basic principles of good writing with technical writing shares with other forms of writing and on types of documents common in technical fields and organizations. While the emphasis will be on writing of technical information, oral communication will also form an important component of the course as well.
 Participants learn the principles of proper technical report writing. Subjects include punctuation, grammar and research techniques, as well as the creation of titles, pages, tables of contents, format pages, glossaries and appendices. It will also cover other common engineering documents such as specifications, technical reports, operating manuals and emails. The workshop will also emphasize style, tone and the importance of writing in simple, comprehensible English.
 As a great deal of time will be spent in a variety of interactive formats, active participation is essential.

Learning Outcomes	Why this course?
At the end of the course delegates will: <ul style="list-style-type: none"> understand the benefits and challenges of effective technical writing be aware of the fundamental concepts of writing as a communication skill know how to plan their document for maximum effect be able to write in a style that is clear and appropriate be able to use punctuation correctly and effectively appreciate the importance of a document review know how to use social media for professional networking 	<ul style="list-style-type: none"> Excellent Value Detailed guide book and templates for continuous learning and improvements Practical learning approach using latest tools Limited class size to ensure quality delivery Helps you to develop your own personal branding

Biodata of Speaker
Danaraj Chandrasegaran P.Eng MIEM CEng MIMechE. He is a Chartered Engineer and has honours degree in Mechanical Engineering from University of Technology Malaysia. He also holds a MEng degree in Mechanical Engineering from University of Malaya. He also presently a committee member with The Institution of Engineers Malaysia and Institution of Mechanical Engineers (UK) Malaysia Chapter. Since starting his career as a Mechanical Engineer, Danaraj has had a varied service; both in front line project execution as well as in technical, training, and management functions. His career has a diverse outlook on project execution ranging from building construction, marine, mining and energy industry; as a mechanical engineer. He has worked on several large-scale projects worldwide such as Shell Malikai TLP and Barzan Offshore Project. In addition, had edited and completed many large writing projects such technical reports, operating manuals and technical papers in the oil and gas industry.

Tentative Programme		
TIME/DAY	Day 1	Day 2
08:30 – 09:00	Registration	Registration
09:00 – 09:30	Ice breaking session	Writing correspondences (emails, letters)
09:30 – 10:30	Understanding Technical Writing	Using social media in work – LinkedIn, FB
10:30– 10:45	Tea Break	Tea Break
10:45– 11:30	Understanding Technical Writing...con't.	Workgroup 3
11:30 – 13:00	Common Problems and Writing Styles	Writing Specifications, Reports
13:00– 14:15	Lunch	Lunch
14:15– 15:45	Grammar, Punctuation and Capitalization	Workgroup 4
15:45– 16:00	Tea Break	Tea Break
16:00– 16:45	Workgroup 2	Q&A/ Feedback/ Summary