

Dear {Name},

Re: Invitation to The Second Industrial Engineering and Management Conference (IEM-2010)

We are writing to inform you about, and invite you and your colleagues, to attend the second Industrial Engineering and Management Conference (IEM-2010), on the 7th-8th October 2010. IEM-2010 will be held at the Faculty of Engineering, The University of the West Indies, St. Augustine.

The theme of IEM2010 is “Fostering Engineering Networking, Collaboration and Competence”. It aims to advance theory and practice, and to identify recent developments and major trends in the discipline of industrial engineering and management (IEM) that meet the diverse needs of the Caribbean region.

The conference provides a forum for academics, researchers and practitioners to exchange ideas and to facilitate a region-wide awareness of IEM competence and the use of various IEM concepts, models and tools that support companies and organisations to become more successful in the emerging CARICOM context. Specific topics that will be addressed are:

- IE Accreditation & Education
- Occupational Health & Safety
- Quality Management and Accreditation
- Technology Transfer
- Creating a Learning Organisation
- Supply Chain Management
- Facilities Management
- Productivity Modelling
- Record Management
- Activity Based Costing

We believe that this very accessible conference will provide great benefit to all participants, giving them the opportunity to reflect on and improve their own practices, and to contribute to the formation of best practice in the region. In addition, participation in this conference contributes to meeting the Continuing Professional Development (CPD) requirements of a number of professional institutions (APETT, IMechE, ASME, IEEE, and PMI).

Registration cost for the conference is TT\$600 (USD100) per person, or TT\$300 (USD50) per student. Beneficial terms can be arranged for organisations that intend to send multiple delegates (i.e., Two paid registrations could allow three (3) delegates to attend the Conference).

**Please simply complete the Conference Registration Form/s.**

Your presence in the conference will be greatly valued and we very much hope to see you there!  
Yours faithfully,

IEM-2010 Organising Committee