



Minitab Insights Event Johannesburg 2019

Better Decision Making Through Data-Driven Insights

Joining Instructions

Wednesday, 24 July 2019 | 09.00–16:00 SAST

We are excited to see you very soon. Here are the details you need to know before attending, shared in the following sections:

- **Aims & What to Expect**
- **Hands-On Session: What you must bring**
- **How to Interact During the Event**
- **AGENDA**
- **Arriving at the Event**
- **Hotel and Parking**
- **Additional Information**
- **Enquiries & Cancellations**

Aims & What to Expect

You will interact with a vibrant network of national leaders in **Operational & Process Excellence, Quality, Transformation, R&D, Lean Six Sigma & Analysis** — who share your focus on better decision-making through data-driven insights.

By attending, you will:

- **Discover your new toolkit for continuous improvement**
- **Learn new strategies from real-world examples**
- **Interact with national leaders and senior professionals**
- **Connect and swap ideas with experts who share your challenges**

Please bring your business cards and an inquisitive mind. Each session will provide time for your own questions and group discussion, so please think ahead about what you would like to ask.

We hope you enjoy a truly insightful and valuable day at the Minitab Insights Event.



Hands-On Session: **What You Must Bring**

Your registration approval email confirms if you are booked the AM or PM session. Only delegates who registered for the hands-on session can attend.

If you are on the waitlist, you can only attend a Hands-On Session if:

- A place for you becomes confirmed by Minitab
- AND you bring a laptop meeting the requirements below

Minitab will not provide computers. All attendees for the Hands-On session are expected to bring a laptop meeting the following requirements.

TO ATTEND THIS SESSION:

You must bring a fully charged Windows laptop with pre-installed active free trials of the following Minitab products:

- [Minitab 19 statistical software](#)
- [Companion by Minitab \(Desktop Only version\)](#)
- [Salford Predictive Modeler](#)
- **And install this NEW [sample data](#) (needed for the exercises during the session!)**

Instructions:

1) **INSTALL THE SOFTWARE READY FOR USE**

- Download a free 30-day trial of each software above from www.minitab.com
- Launch the trial BEFORE the event so it is ready to use
(You will need admin rights on your computer to install the software. Any issues, simply contact our [free Technical Support](#))
- Download and unzip the [sample data for the session exercises](#)

2) **PREPARE YOUR LAPTOP READY FOR USE**

- Charge your laptop fully before the event!
- Bring your charger too but we cannot guarantee access to power
- Check your laptop is up-to-date with Windows system updates, see our checklist:
<http://www.minitab.com/en-us/products/minitab/system-requirements/>

If you cannot bring a laptop meeting the requirements above please cancel your place urgently so we can release it to waitlist. Send an email to minitabevents@minitab.co.uk.



How to Interact During the Event

Questions & Answers – use the [sli.do](#) web app.

We encourage you to interact throughout the day to share best practices, ideas and insights.

You may ask questions throughout the event, with Q&A sections at the end of each presentation.

Submit your questions at any time of the day by using the [sli.do](#) web app.

To post a question please:

- Open www.sli.do in your browser
- Type in the Event Code **#MinitabInsightsJohannesburg**
- Submit your question

Just note that all questions will be publicly visible.

Social Media

The event hashtags to use on your social posts are **#Minitab** and **#MinitabInsights**

Please be respectful of anyone who does not wish for themselves or their content to be shared on social media.

WiFi

The hotel provides complimentary WiFi.

Catering & Dietary Requirements

Meals and drinks will be provided as per the Agenda overleaf. A vegetarian option will be available. Please email minitabevents@minitab.co.uk if you have any dietary requirements.

Dress Code

Business Casual. Please bring a sweater or jacket in case of cool weather and air-conditioned rooms.



AGENDA

Keynote and Hands-On Sessions

| TIMING | MAIN ROOM – Oxford Room | HANDS-ON - Club Room |
|--------|--|---|
| 09:00 | REGISTRATION & NETWORKING BREAKFAST | |
| 09:45 | WELCOME AND INTRODUCTION | |
| 09:50 | <p>CONNECTING THE FUNDAMENTALS OF STRUCTURED PROBLEM-SOLVING</p> <p><i>Graeme Hay, Minitab Certified Trainer</i></p> | <p>HANDS-ON SESSION AM: THE NEW MINITAB TOOLKIT FOR CONTINUOUS IMPROVEMENT</p> <p><i>Nick Jones, Technical Training Specialist EMEA, Minitab</i></p> |
| 11:20 | NETWORKING BREAK | |
| 11:45 | <p>DEPLOYING LEAN SIX SIGMA - AN FMCG CASE STUDY: BUILDING DMAIC CAPABILITY, LEVERAGING MINITAB AND TRANSFORMING YOUR BUSINESS PROCESSES WITH TANGIBLE SAVINGS</p> <p><i>Brian Mapani, National Continuous Improvement Manager & Lean Six Sigma Master Black Belt, PremierFMCG</i></p> <p>LEAN SIX SIGMA AT PREMIER FMCG: HOW WE MANAGE PROJECTS AND REPORTS TO ACHIEVE TRANSPARENCY AND EFFICIENCY.</p> <p><i>Bartho Josue Rivera Tavera, Lean Six Sigma Black Belt Project Manager, Premier FMCG</i></p> | |
| 13:05 | NETWORKING LUNCH - COLONY RESTAURANT | |
| 14:05 | <p>NEXT LEVEL BREAKTHROUGHS: REDUCING YOUR DOWNTIME AND DEFECTS WITH PREDICTIVE ANALYTICS & MACHINE LEARNING</p> <p><i>Nick Jones, Technical Training Specialist EMEA, Minitab</i></p> | <p>HANDS-ON SESSION PM (REPEAT): THE NEW MINITAB TOOLKIT FOR CONTINUOUS IMPROVEMENT</p> <p><i>Graeme Hay, Minitab Certified Trainer</i></p> |
| 15:35 | NETWORKING BREAK | |
| 15:50 | <p>CLOSING REMARKS</p> <p><i>Donna Watson Senior Partner Relationship Specialist, Minitab</i></p> | |
| 16:00 | DEPARTURE | |

See full descriptions of each session on <https://info.minitab.com/insights/emeia/johannesburg>



Arriving at the Event

Arrival and Registration

Registration starts at 09.00 SAST

- Take the lift in the main hotel lobby and go to the 4th floor. Follow the signs to the '**Minitab Insights Event**' to reach the registration desk outside the 'Main Session Room' (conference room's actual name is 'Oxford Room').
- Collect a badge with your name in the registration area
- ***Please be sure to wear your name badge during the whole event.***

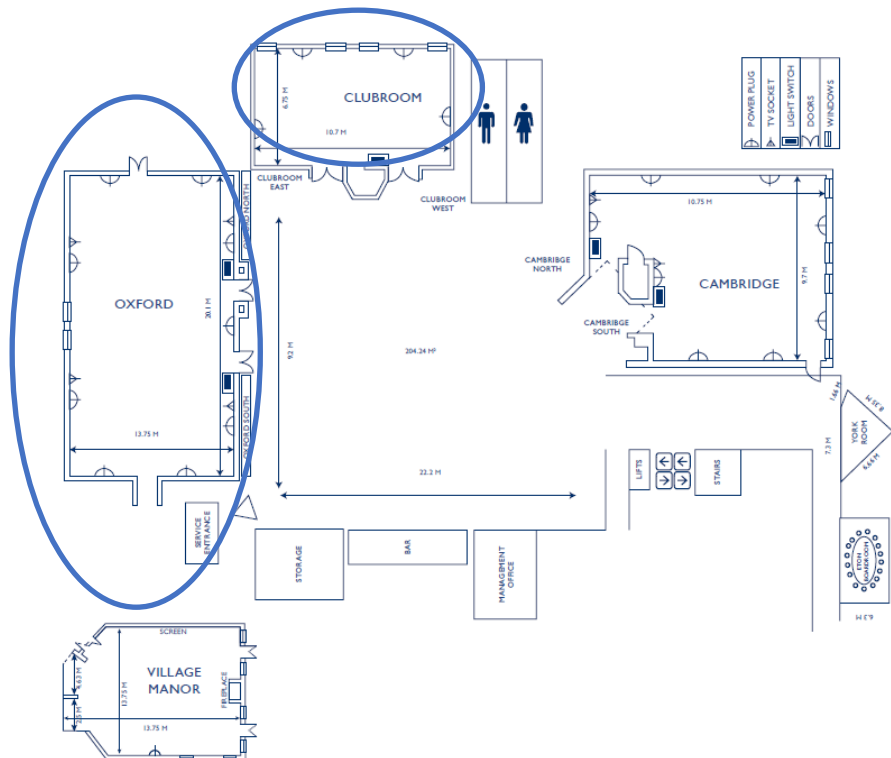
The Venue

The Minitab Insights Event will be held on at:

Protea Hotel Johannesburg Balalaika Sandton

Maude Street, Sandown
Sandton, 2126 South Africa

FLOOR PLANS





Directions to the Minitab Insights Event Johannesburg

[Map](#)

DIRECTIONS FROM OR TAMBO INTERNATIONAL AIRPORT:

1. Take the R24 to JOHANNESBURG. Drive for approximately 10 km.
2. Take the N3 turnoff to PRETORIA. Pass the LINKSFIELD and MODDERFONTEIN off ramps, drive for approximately 20.8 km.
3. Take the MARLBORO DRIVE off ramp to your left. Turn left at the traffic lights.
4. Carry on with MARLBORO DRIVE for approximately 2.4 km.
5. Turn right at the second set of traffic lights, onto SOUTH ROAD. Follow SOUTH ROAD for approximately 3.6 km.
6. Turn left onto RIVONIA ROAD. Follow the road for approximately 1.3 km, and then turn right at the 4th set of traffic lights, into MAUDE STREET.
7. Drive for approximately 200 m, the Protea Hotel® Johannesburg Balalaika Sandton will be on your left-hand side.
8. A valet parking service is available from the main entrance of the hotel.
9. From the hotel entrance, head northwest onto MAUDE STREET. Entrance to the parking will be on the right.
10. Parking available at The Marc – Entrance to the parking is on Maude Street, opposite Nedbank.
11. Cost: R50 per day.
12. Parking GPS Co-ordinates: -26.103152, 28.059558

The Hotel runs a shuttle every 30-minutes to / from the Sandton Gautrain Station and collect / drop-off guests on the Public Transport Level.

Should you be unable to identify or find the shuttle please contact the Hotel Concierge Department on 011 322 5036/5037.

The Sandton Gautrain Station is 5-minutes away from the hotel.

If you'd prefer to take a taxi into town, simply ask at the hotel reception desk and a member of staff will order one for you.

DISTANCE FROM HOTEL

| | | | |
|---------------------------|-------|----------------------------|--------|
| The Marc | 10 m | Mushroom Farm Park | 550 m |
| Gautrain Station | 250 m | Melrose Arch | 7.2 km |
| Nelson Mandela Square | 400 m | Johannesburg CBD | 17 km |
| Sandton Convention Centre | 400 m | Lanseria Airport | 30 km |
| Sandton City | 500 m | O.R. Tambo Intern. Airport | 36 km |



Hotel and Parking

Directions from Parking to Conference Area – From P1 – Maude Street / P2 – Rivonia Road:

Please take a set of lifts to level (B) Balalaika and enter the hotel with the Lords Bar on your left. From there directional signage will guide you to another set of lifts in the reception area which lead you to the 4th floor for the conferencing level.

Protea Hotel by Marriott Johannesburg Balalaika Sandton Parking – Parking is available at The Marc – Entrance on Maude Street P2 – Lobby 2, Lifts: Level B

Directions to parking at The Marc:

From P1 – Maude Street / P2 – Rivonia Road you will take a set of lifts to level (B) Balalaika and enter the hotel with the "Lords Bar" on your left. From there directional signage will guide you to another set of lifts to reach the hotel reception area. From there, please take a lift to the 4th floor for the conferencing level.

Parking for all conference guests is included in the delegate package. You will receive a validated parking ticket to exit.



| | |
|---|---|
| <p>Protea Hotel by Marriott Johannesburg Balalaika Sandton Parking Parking available at The Marc - Entrance on Maude Street P2 - Lobby 2 Lifts: Level B</p> |  <p>PROTEA HOTEL. HARRIOTT Johannesburg Balalaika Sandton Est. 1949</p> |
|---|---|



Accommodation

Please make your own arrangements. **Minitab does not reserve hotel rooms for the event.**

Weather Forecast for Johannesburg

<https://www.accuweather.com/en/za/johannesburg/305448/weather-forecast/305448>

Additional Information

Key Contacts

The following contacts from the Minitab Team are available for contact if you have any questions:

- Event Manager – **Daniela Opp**, contact on +49 152 549 179 80 (via Whatsapp)

Filming and Photography

Please be aware that filming and photography will occur throughout the event, for use in Minitab promotional materials. By attending this event, you consent to having your image, likeness, or voice recorded.

Privacy

All data provided in connection with the event may be used (saved, stored, processed, transmitted, and deleted) in accordance with the [Minitab Privacy Policy](#).

Enquiries & Cancellations

If you cannot attend or if you have an enquiry, please email the event organiser at minitabevents@minitab.co.uk

See you there soon!

We look forward to seeing you at the Minitab Insights Event in Johannesburg on 24 July from 09.00 AM SAST.

Your Minitab 2019 Insights Johannesburg Event Team