

# The Future Office

## - Available Now!



### New FREE seminar from Business Link

Technology has now enabled businesses to be available and “on-line” 24/7, enabling rich context communication via web cams, video phones, Skype, broadband and virtual interactive environments. The advantages of using such technologies; reduced travel, quicker response times, environmental benefits and fewer missed opportunities, are many and significant. However, to harness such potential benefits requires careful planning and management — unless of course you want them to manage you!

#### Topics include:

- Basic Broadband Essentials
- Communicating via the Internet
- Mobile Functionality
- Virtual Conferencing
- On-line Sharing and Collaboration
- The Near Future.....

#### ICT Areas

**Broadband Issues & Packages**  
**Office Assistants**  
**VOIP/Skype Communication**  
**PDA/Phone Functionality**  
**Wiki's and Forums**  
**Webinars & Podcasts**  
**Virtual Conferencing, Collaboration  
and File Sharing**  
**Virtual Shops in Virtual Worlds**

#### Who should attend?

This FREE seminar has been designed for business owners, senior managers and those who want to get the most from the current Information and Communication Technologies. The seminar is aimed at early stage and casual users of the systems outlined above, as well as those wishing to know more about the specific ICT areas .

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### Your presenter

#### David Vane

David has been immersed in internet and web activities since 1995 when he opened the first internet cafe in Southampton. He has a keen interest in helping businesses to use the internet and associated technology effectively and has spent the last 14 years producing and promoting web sites and encouraging online training and conferencing. He is an enthusiastic entrepreneur who enjoys the challenge of introducing new ideas and concepts to businesses.



Dates, venues and booking form on reverse



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## Date and venue

Thursday 5 November 2009 - Holiday Inn Fareham  
Thursday 12 November 2009 - Holiday Inn Rochester-Chatham  
Tuesday 17 November 2009 - Holiday Inn Guildford  
Tuesday 24 November 2009 - Holiday Inn Reading West  
Thursday 26 November 2009 - Holiday Inn High Wycombe  
Thursday 3 December 2009 - Holiday Inn Gatwick

## Time

Registration opens at 4.00pm. Seminars run from 4.15pm to 6.00pm. Q and A and close at 6.15pm.

## What will it cost?

These seminars are provided FREE of charge by Business Link as part of our ongoing programme of support to businesses across the South East.


**Our new seminar programme has been designed to provide inspiration to business owners and senior managers.**


**Our aim is to create an environment where you can pick up new ideas to help improve the impact of your online identity.**

**For further information on IT issues please access [www.businesslink.gov.uk/southeast](http://www.businesslink.gov.uk/southeast)**

## Book your free place now

 **Web** [www.innovationevents.co.uk](http://www.innovationevents.co.uk)

 **Fax** 0870 094 1516

 **Call** 08454 58 85 57

## Booking form

Event date \_\_\_\_\_ Venue \_\_\_\_\_

Name \_\_\_\_\_ Job title \_\_\_\_\_

E-mail \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Phone number \_\_\_\_\_

Nature of business \_\_\_\_\_ Number of employees \_\_\_\_\_

Website \_\_\_\_\_ Mobile number \_\_\_\_\_