



## **office\* show organisers unveil full conference line-up as visitor registration goes live!**

Visitor registration for office\*, the dedicated exhibition and conference for PAs, EAs, office managers and senior administrative staff, has now opened. Over 5000 office professionals, including key buyers and decision makers from some of the UK's biggest organisations, are expected to attend the event when it returns to London's Earls Court on 15-16 September.

Visitors wishing to organise their schedules well in advance can now register for free show entry and benefit from first-pick of the show's 32-session conference programme. They will also be able to take full advantage of any advance discounts and savings on their travel and accommodation arrangements.

Presented by some of the country's finest training and development experts, including senior trainers from Hemsley Fraser and Reed Learning (in their own dedicated sponsored theatres), office\*'s seminars and master classes seek to broaden knowledge and skills across a multitude of subjects and will provide attendees with a host of invaluable tools that can be taken away and implemented in their day to day roles.

Full seminar details are now available on the show's website (<http://www.officeshow.co.uk/visitor/office-conference/>). Given office\*'s positive word of mouth and the expected rise in attendance, the show's organisers, Diversified Business Communications UK, are encouraging prospective attendees to book their places as soon as possible as many sessions are anticipated to sell-out. Notable seminar highlights include:

- 7 Skills of 21st Century Personal Assistants: Rosemary Parr, Global PA Network & PAs of Excellence
- The Art of Positive Networking: Sue France, EUMA
- New World at Work, virtual management of your Manager: Laura Belgrado, Microsoft Corporation
- The Internet Savvy PA: Marguerita King, Personal-Assistant-Tips.com
- How to Deliver the Perfect Event on Time and on Budget!: Chris Powell, Reed Learning
- Project Management Tips for The Office Professional: Paul Richardson, Hemsley Fraser
- 6 Key Strategies to Get Out of Your Rut & Start Progressing in Your Career: Carmen MacDougal, The Virtual Assistant Coaching Company
- Brilliant Email – How to Save Time Dealing with your Email: Monica Seeley, Mesmo Consultancy

Standing alongside the comprehensive conference programme is office\*'s central exhibition, which will feature over 175 leading business suppliers and service providers. Confirmed exhibitors to date include: British Airways; John Lewis Solutions for Business; Visit Brighton; Brunel Conferences; fresh fruit suppliers FruitDrop; hotel and conference centre Stoke Rochford Hall; YouYou Recruitment; Working at Height; Filing Relocation; and Kafevend, one of the fastest-growing providers of workplace refreshments and vending machines.

New features for 2011 include the Destination & Venue Village, supported by the Meetings Industry Association, and the Office Managers Village, in association with the Facilities Management Association. Featuring between 8-12 exhibitors each, the Office Managers Village has been specifically designed to offer support and guidance to Office Managers whose duties include facilities management, while the Destination & Venue Village will showcase an exciting mix of AIM accredited venues from right across the UK.

"We are excited to be supporting the Destination & Venue Village at office\* 2011. We were unfortunately unable to attend last year's show due to other commitments but have heard such incredible feedback from our members that we knew we simply had to be a part of it going forward," said Jane Longhurst, chief executive of the Meetings Industry Association (MIA).

"We are delighted to be working with both the FMA and MIA to create these bespoke villages. By utilising their extensive knowledge and unique expertise, we can ensure our visitors get to network with an even greater cross-section of companies, many of whom do not usually exhibit to this important audience," says Ali Mead, event manager of office\*.

office\* is free to attend for pre-registered visitors, which also includes entry to the Keynote stage. Seminars and master classes are £89 for three 1-hour sessions or £39 per 1-hour session. For further information, please visit [www.officeshow.co.uk](http://www.officeshow.co.uk).

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*office\* is a results focused event which aims to bring Office Professionals, PAs, Office Managers and Executive Assistants together with potential new business partners and solutions providers. Developed in consultation with prospective visitors, associations, publishers, manufacturers and training providers, it aims to inspire and educate all those working within this dynamic industry.*

**VISITOR INFORMATION:**

*Admission: Free to pre-registered visitors, £20 on-the-door*

*Location: Brompton Hall, Earls Court, London SW5 9TA*

*Opening hours: Thursday 15 September, 9.30-17.30 & Friday 16 September, 9.30-17.00*

[www.officeshow.co.uk](http://www.officeshow.co.uk)

<http://twitter.com/#!/officeshow>

<http://www.facebook.com/pages/office/116716991701373>

[http://www.linkedin.com/groups?mostPopular=&gid=3319575&trk=myg\\_ugrp\\_ovr](http://www.linkedin.com/groups?mostPopular=&gid=3319575&trk=myg_ugrp_ovr)

*Members of the media can reserve press passes to office\* by contacting Emma-Louise Jones at [ejones@divcom.co.uk](mailto:ejones@divcom.co.uk).*

*Diversified Business Communications (UK) Ltd (Diversified UK) is a fast growing event organising and publishing company based in Brighton. In addition to office\*, Diversified UK also organises Natural & Organic Products Europe, lunch!, the Independent Health Store Conference, camexpo and the Service Desk & IT Support Show. It publishes Natural Products – the industry's leading trade magazine, and the Natural Beauty Yearbook.*

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