



## office\* 2011 Exhibitor Show Highlights

office\*, the UK's only dedicated event for the PA and office manager community, will return to Earls Court, London, on 15-16 September, with over 175 exhibitors – including many of the UK's biggest business-to-business suppliers. The show provides the best opportunity of the year for PAs, EAs, Office Managers and senior office administrators to meet with their suppliers face-to-face, keep up-to-date with all the latest innovations, and research the best new products and services for their company and colleagues. The following is just a taste of what show press and visiting buyers can expect to see at this year's office\*.

Voted one of the 'Twelve essential Christmas websites' by the *London Evening Standard*, **Happy Box London** (stand 2016) are delighted to be premiering their exclusive Christmas Gift Collection at office\* 2011. Every Happy Box contains a combination of beautiful gifts presented in a stunning ribboned box. Create a bespoke Happy Box using the unique Couture service or choose from the collection of Happy Boxes tailored to all events and occasions. All office\* 2011 show visitors will be offered a free consultation to help find inspirational Christmas gift ideas to suit any budget. And, if you're visiting office\* 2011 to source gifts for another time of year, think of Happy Box London as the home of creative gift ideas. Whatever you're looking for, they'll find the perfect fit.

Founded in London in 1990, luxury British fashion house **L.K.Bennett** (stand 1024) has since established itself at the forefront of fashion, offering sophisticated collections of shoes, womenswear and accessories to meet the lifestyle and requirements of every modern woman. Originally renowned for signature shoe collections favoured by celebrities and stylish women alike, L.K.Bennett rapidly became the ultimate destination for elegant footwear leading to the introduction of womenswear collections in 1998. L.K.Bennett continues to expand internationally with 140 locations across the UK, USA, and Europe. L.K.Bennett will host a unique catwalk presentation of its latest Autumn Winter collection, highlighting trends for the season, and showing how key pieces can transport you effortlessly from desk to dinner, on office\*'s Keynote stage between 1.15-1.45pm on Thursday 15 September.

"L.K.Bennett is delighted to be exhibiting at office\*, one of the key themes for Autumn Winter 2011 is our 'desk to dinner' campaign, ideally suited to today's office professionals," says Nick Flynn, marketing and events officer at L.K.Bennett.

New exhibitor Geodetic Software Systems (stand 7030) will be showcasing **MeetingPoint – The Complete Meeting Lifecycle Solution**. Designed from the ground up, MeetingPoint for SharePoint will significantly enhance the way you manage meetings in your organisation and you don't even need to have SharePoint. Manage attendees, drag and drop agenda, objectives, meeting resources and documents. It easily records minutes, decisions, actions and tasks against your agenda in any order. Publish draft documents and email to attendees, plus assign actions and tasks that attendees can respond to in their own dedicated 'My Meetings' interface. Enjoy huge time savings, magnificent efficiency, and wonderful value. MeetingPoint is available as a hosted or licensed option.

**AOR Europe** is part of the AOR Group, Canada's leading manufacturer of innovative and research-based nutritional supplements. AOR Europe will be exhibiting AOR D-Mannose, a bestselling natural food supplement for women, at office\*. It was discovered in the 1980s that a small amount of D-Mannose is naturally present in the urine and may act as part of the body's natural defence system. By taking a supplement, the amount of D-Mannose in the bladder increases. Visitors to the show on the morning of Thursday 15 September will find the UK's favourite TV doctor, Dr. Chris Steele MBE, making a guest appearance on stand 4036 (10am-12pm) to answer your personal health questions. Special show offer – get one 30-tablet pack of AOR D-Mannose for £12, or two packs for £20 (normally £15.80 each).

Web-based hotel review and booking site **Hotels.tv** will be exhibiting on stand 3015. Hotels.tv offers corporate bookers the benefit of video content, expert opinion and guest reviews for both hotels and conference venues. The Hotels.tv team will be demonstrating the site's new free password protected and personalised booking area to PAs, CEOs and other corporate bookers at office\*. The password protected area stores a booker's preferences, contains exclusive corporate offers, information and their bookings. This new and unique service will help to improve the effectiveness of the booking process and the quality of the hand-selected accommodation and venues being offered to corporate bookers.

Developed in association with The **Meetings Industry Association** (stand 5030G), the MIA Destination and Venue Village is an opportunity to discover the full benefits AIM accreditation offers event and meeting organisers in terms of reassurances, commitments and guarantees of excellence in venue service, facilities and best practice. You will learn why anyone organising meetings and events should insist on AIM from their venue to ensure they receive genuine value for money. You will also meet some of the high quality venues and event suppliers that have achieved AIM, to hear first-hand how AIM benefits their clients and why it's the UK's only national standard for meetings and events, which is fully endorsed by VisitEngland.

**St Ermin's Hotel** (stand 7026), St James's Park, was amongst *The Sunday Times'* top five openings in London this year following a £30m transformation. The Grade II listed hotel has fifteen meeting rooms, with natural daylight and cutting edge technology to provide the very latest meetings, conference and exhibition facilities. The new 72 cover Caxton Grill restaurant also offers a PDR for eight, a stylish bar and outdoor balcony terrace. The Crystal Ballroom, a masterpiece designed by theatre architect J.P. Briggs, offers superb glittering chandeliers and dramatic balcony space, whilst the adjoining Cloisters Room expands the ballroom into a banqueting or exhibition space for 450.

"office\* is a real must for the newly transformed St Ermin's Hotel," says Rebecca Weber, director of the hotel's local corporate & government sales. "We've just reopened following extensive work restoring this grande dame of London hotels back to her original splendour."

**Pouring Pounds** launches cashback site for PAs at office\*! Pouring Pounds is a cashback website with partnerships across 2,300 retailers (Hotels.com, Viking, Virgin, Thorntons, Debenhams etc). Since an increasing number of PAs now use our site for regular business and personal purchasing, we have launched pa-assistcashback.com – in partnership with pa-assist.com – a cashback site dedicated to PAs, EAs, VAs and Office Administrators. Visit stand 2018 to learn how we help you, and make sure you get your badge swiped to enter our prize draw. Amazing prizes from our partner retailers include 2 flight tickets to Miami on Virgin Atlantic; the latest Dell Streak Tablet from Viking; X-box Kinect from Microsoft; Prada perfume gift set; and 4 meals for 2 from toptable!

**Fruit For The Office** are offering one person the chance to win fresh fruit for their office for a full year. The lucky winner will receive a fresh 10 box delivered to their office every single week. That's around 780 bananas, 520 apples, 260 pears and a whole load of satsumas, nectarines and peaches! Fruit For The Office operate directly out of the famous New Covent Garden market, sourcing only the freshest and best fruit possible before delivering it to the nation's workforce. To enter this incredible competition worth £1000, just visit stand 6005 and sign up.

**Mesmo Consultancy** (stand 6010) founder Dr Monica Seeley will be hosting a book signing event for her most recent publication, *Brilliant Email*. The book signing will take place at 3pm on both days of office\*, after her seminar 'Brilliant Email – How to Save Time Dealing with Your Email' (1.30-2.30pm, office\* Theatre 1). Come and join Monica for a drink and nibbles and an opportunity to purchase, at a discount, a signed copy of *Brilliant Email*.

**Oak Filing Ltd** (stand 5008) will be showcasing their new Expansion File, an expandable file capable of holding more than lever arch files and ring binders. It only expands to the size of the documents it holds – so there is no need for wasted space or awkward stacking when not full. Scan without removing anything from the file, carry with ease, save space and most of all recycle! Expansion files are made out of British card and can be recycled with ease. The flexible lever arch clip has been used by the NHS for years and it is now appearing in the Expansion File to give you more flexibility in accessing documents!

[www.pa-assist.com](http://www.pa-assist.com) is the free No.1 website for office professionals providing online help, services, information and resources to make your life easier. For example: You'll find jobs, training, legal advice, venue finding, 55 office tools on one page, networking via the pa-assist discussion group on LinkedIn and a new pa-assist cashback service earning you money back when you shop online, personally or for business. As a registered member of pa-assist, you'll also receive updates in our 'Money penny' e-newsletters, keeping you in touch with news, views and events across the UK. Registration is free, so visit us on stand 4014 and join 8000 other pa-assist members, today. It'll cost you nothing and could be the best thing you take away from office\*.

**RWS Translations** have been helping companies with their translation requirements for over 50 years. They provide commercial and technical translations for documentation, marketing material and websites. At office\* 2011 they will be showing how Translation Memory technology can help reduce future translation costs. Their robust independent internal checking procedures and dedicated project management ensure that work is delivered on time, on budget, and to the exacting standards required. Covering over 200 languages using mother tongue translators, they have 130 in-house, qualified subject-specialists with an additional regularly-tested network of 2,200. Visitors to stand 7038 will have the chance of winning an iPod Nano.

Come and visit **Tata Global Beverages** (stand 5024) at office\* for a free cuppa! Tata Global Beverages are best known for its Tetley Brand, a range which includes the UK's leading Decaf, Redbush and Green teas. Have you tried its Good Earth teas? They are dedicated to goodness and ethicalness with a Fairtrade black and a full range of herbal and speciality teas using top quality ingredients to really deliver a taste experience. Some of these products are new to office\* for 2012 so come along and see how we can supply a tea for all the different tea folk in your office.

**Castalia Coaching & Training** (stand 4032), a premier provider of Executive PA development programmes, are launching three brand new innovative training programmes at office\* 2011. Through constant research and hands-on global experience of training Executive PAs, these new training programmes have been developed to support senior Assistants in rapidly changing business environments and meet the increasing skill sets required of high level Executive PAs. With a focus on building personal leadership presence, influencing and negotiating skills, decision making, and emotional intelligence, Castalia's new training programmes, once again, take Executive Personal Assistant Training to a new level.

**Bong UK** will be showcasing its Tyvek® envelopes, which became the first mailing product to achieve Carbon Trust Certification in June 2011. The envelopes, made from Dupont™ Tyvek® material, renowned for its tear, burst and water-resistant properties, underwent rigorous footprint assessment to carry the Carbon Trust's Carbon Reduction Label. Bong UK is

the company behind several well-known and environmentally responsible envelope brands, including Basildon Bond, New Guardian and Plus Fabric. Free samples available on stand 3007.

“The certification gives our customers reliable and independently verified data on which they can make informed environmental decisions,” says Bill Callcut, Bong AB’s European product manager. “It also gives us a benchmark for further reducing the carbon footprint throughout the product lifecycle.”

Meetings and events agency **Zibrant** is to organise and host the first ever dedicated forum for healthcare meetings and events buyers and planners. The event, entitled Healthcare Meetings Forum 100, will take place on the 15 November 2011 at the Royal College of Physicians in London. This pioneering initiative will see meeting and events healthcare buyers, their agencies and suppliers brought together from across Europe to discuss the challenges and opportunities within their roles and the industry and to share best practice. Visit Zibrant at stand 6013 to find out more.

**HR Insight Ltd** (stand 3035) are holding a free HR surgery, offering clients expert advice and support on employment legislation, the new agency worker regulations and indeed any specific issues that may be a priority for clients at the moment. Please feel free to book an appointment either on the day or in advance through Alexandra Webb on 01708 758958 or at [awebb@hrinsight.co.uk](mailto:awebb@hrinsight.co.uk).

**The Westminster Collection** (stand 3023) is a marketing collective of over 50 venue and event facilities located solely within the City of Westminster. The objectives of The Westminster Collection have always been driven by the view that Westminster is a vital location for people to do business in and it aims to capitalise on that premise, providing information to event planners all over the world by offering a ‘one-stop-shop’ of venues, accommodation, attractions and related services within it.

“office\* is an exciting and fresh event that breathes new life into the business world, providing a perfect platform for us to showcase our members,” says René Dee, chief executive of The Westminster Collection.

**Avery** will be showcasing the latest innovations and solutions for PAs, secretaries and office workers at this year’s office\* show. Avery Stressless Events and Magic Meetings is your one-stop shop for products, advice and information on everything you need to organise an event to remember! With sample packs including a range of Avery labels, name badges and signage solutions, visit stand 3036 and you’ll never be stuck for ideas again. Avery has also renewed its partnership with office\*’s charity partner Jeans for Genes, which supports those affected by genetic disorders.

**London Bridge Hotel** (stand 5023) is centrally located in the heart of the new London Quarter development next to London Bridge Station and The Shard. It features 138 guest rooms, three long-stay apartments and five quality conference and meeting rooms of varying size. The hotel can cater for meetings of up to 80 delegates with the latest audio-visual equipment, complimentary internet access and Polycom HD video conferencing on site. With a new bar addition – Quarter Bar & Lounge – perfect for post-meeting cocktails, London Bridge Hotel is the ideal meeting destination for businesses. For more affordable business meets, its new DDR ‘Lite’ package is only £42 pp (excluding VAT).

**Staffordshire Conference Bureau** has teamed up with TeamDay.co.uk to offer visitors the chance to ‘have a go’ at throwing a piece of pottery... Visitors are invited to drop by for a hands-on experience and to find out about the fabulous range of venues on offer in Staffordshire. Information will be available on all our latest developments, including the fantastic new Drayton Manor Hotel and The Venue at Moddershall Oaks. Visit stand 5013 to test your skill on the Potter’s wheel and find out why Staffordshire really is ‘The Perfect Location’.

**Executive Offices Group** (stand 2004) will be launching an exciting new meeting room promotion at office\*. From 15 September, we’re offering a Harrods gift card, with our compliments, in return for all half and full day meeting room bookings made at any of our 34 outstanding venues. Visitors booking any Executive Offices Group meeting room before 31 December 2011 will be entitled to a £50 Gift Card for a full day booking or a £25 Gift Card for a half day. To celebrate the launch of this exciting new promotion, we’ll also be giving away £250 worth of Harrods vouchers to one lucky winner. Everyone that visits us on stand 2004 during office\* will be automatically entered into our prize draw. Pop along for your chance to win!

Located in Old Minster, one of England’s most picturesque and unspoilt thatched villages, the **Old Swan & Minster Mill** (stand 5000) captures the charm of bygone years and is set alongside the beautiful and famous River Windrush in 65 acres of magical gardens, wild-flower meadows and woodland, close to Oxford and 90 minutes’ from London and Birmingham. Recently purchased by the de Savary family, a multimillion pound refurbishment has taken place creating a stunning country retreat and the perfect setting for your business needs. It was recently named number six in the *Sunday Times Travel’s* ‘Top 15 Best New British Pubs with Rooms’. Extremely attractive business packages are available or alternatively ask for a tailor made solution to meet your exact requirements.

**First Great Western** (stand 5004) is promoting an online booking tool for UK rail whereby any member of staff can book their own tickets, but where a travel policy can also be applied (ie. no 1st class travel). The system allows for variations to travel policy between staff members or departments, whilst all the time collating sales data to produce comprehensive management information. We also have an inclusive, one-stop-shop, meetings product with Marriott Hotels, which delivers return travel from London, an overnight stay and two half-day meeting sessions at one of their West of England properties, including meals, refreshments and meetings equipment – all for one flat rate of £199 per delegate.

**The Millennium Gloucester Hotel and Conference Centre** located in the heart of fashionable Kensington brings four star deluxe accommodation, 25 versatile function rooms and fine dining to office\* 2011. The Millennium Conference Centre situated within the hotel is ideal for hosting conferences, product launches, gala dinners and prestigious events. All 25 function rooms offer state-of-the-art audio visual equipment, natural daylight and a private entrance, catering for a capacity of up to

500 delegates. Special show offer – exclusive Christmas Party Package from £50\* per person to all office\* 2011 visitors, including a welcome drink on arrival, 3-course meal and half bottle of house wine. Visit stand 5030C (in the MIA Destination and Venue Village) for more details and to be in with a chance of winning a complimentary stay at the hotel! (T&Cs apply.)

For the first time at office\* **The Keyboard Company** (stand 6000) will be presenting products by the market leaders in both mechanical keyboards – Filco – and cursor control devices – Contour Design. Unlike standard office keyboards, Filco combine the high quality typing feel of Cherry MX switches, steel mounted in a rock solid body with full N-key rollover function – a must for superfast typists. Contours' RollerMouse is an ergonomic alternative to the mouse that sits directly in front of your keyboard. You move the cursor by moving the rollerbar lightly with your fingertips. RollerMouse thus eliminates harmful movements and helps form safer working habits.

**Executive PA Magazine** (stand 2003) is offering a 5-minute massage to visitors to the stand, courtesy of Xhilarate Office Massage. In addition to this, visitors will have their final chance to enter the Executive PA Magazine Awards where prizes include: Shopping trip to Milan for PA of the Year; Spa break for two for Newcomer of the Year; Weekend stay for two at the Grange Hotel for Best Organised Event; Massage for 36 people for Employer of the Year; and Trip to Paris for Boss of the Year. Visitors will also get a copy of the latest magazine and a third off all subscriptions.

**VisitBrighton Convention Bureau** (stand 5030K, MIA Destination and Venue Village) has launched a competition to win a wide range of prizes. For your chance to win, simply visit [www.facebook.com/LoveBrightonBusinessBuddies](http://www.facebook.com/LoveBrightonBusinessBuddies) in the run up to office\* and post your pictures in a range of fun categories including: 'Best Tended Pot Plant', 'Tidiest Desk', 'Messiest Desk' and 'Most Useless Desk Freebie'. The VisitBrighton team will pick their favourite shots before awarding the prizes on their stand at the show. Combining a stunning seaside location with vibrant city atmosphere, Brighton is the perfect place for business or pleasure!

"We are delighted to be exhibiting at office\* 2011," says Julia Gallagher, VisitBrighton Convention Bureau manager. "Last year's show received excellent feedback from other exhibitors and we felt that this year was the perfect opportunity to showcase VisitBrighton and our partners' diverse and exciting services and facilities to a brand new and very influential audience."

**United Hygiene Services Ltd** has been working really hard over the past few months on its exciting new rebrand and it's finally happened. United Services South Ltd has become United Hygiene Services Ltd with the divisions United Washroom, United Mats and United Spa delivering its services. United has been providing customers across the UK with hygienic solutions for over 20 years and they will continue to offer the same level of excellent service that their customers have come to expect, including a unique 24-hour after sales service. We're really proud of our new branding – come and have a look at stand 3030D in the FMA Office Managers' Village!

Are you ready for 2012? With the Queen's Diamond Jubilee, the Olympics and the Paralympics, 2012 is expected to be the busiest ever for London with an estimated 500,000 additional visitors to the capital. Does your cab firm know about the ORN (Olympic Route Network – temporary change to London's roads)? Will your drivers know alternative routes if their Sat Nav can't help? Will your cab company provide the latest information on road closures? Do they have enough drivers to cope? **Radio Taxis Group**, the world's first CarbonNeutral® taxi company gives you access to 3000 London Black Taxis, whose drivers have all completed the world famous knowledge. Why wait, visit us at office\* on stand 1020 and let RTG be your ground transport partner! Taxis that don't cost the earth!

Visitors to **Pentel (Stationery) Ltd** on stand 3008 at office\* will have the opportunity to experience the quick drying and smooth writing properties of EnerGel pens; as advertised recently in the Metro and on the web. Ideal for both right and left handed writers EnerGel ink doesn't smudge or blob, so writing is neater than ever. Pentel will also be demonstrating Maxiflo dry wipe markers, which are ideal for presentations, meetings and conferences. With ultra vivid liquid ink Maxiflo markers are usable to the very last drop and the tip can be recharged to deliver a fresh ink supply if the cap has been left off inadvertently for a while.

**Pukka Pads** (stand 4001) is a UK based innovative manufacturer and supplier of high quality stylish stationery and paper products. They're delighted to be exhibiting at office\* for the first time this year and look forward to presenting their latest and most popular products. The Business ranges are perfect for the professional person seeking design, style and sophistication in quality writing pads, whilst its Fashion ranges offer a bright, fashionable alternative that will make an impact in any office. New products for 2011, include high quality Pukka Copier Paper and vibrant Pukka Sticky Notes ranges.

Take a fresh look at Citadines. **The Ascott Limited** – the leading international owner/operator of serviced residences and apart'hotels across 74 cities worldwide, is showcasing the recent multi-million pound transformations to its Citadines Apart'hotel brand in the UK. Do you book accommodation in London? Visit the Ascott team to become a member of The Link Club, and gain rewards and privileges for you and your company. In support of National PA Day, The Ascott Limited is pleased to offer you the chance to win a free stay in one of its Citadines locations in London and experience the joys of an easy commute to work. To enter, stop by stand 5021 at office\* (T&Cs apply).

Visit stand 2014 for your chance to win a fantastic new iPad2. **House of Fraser for Business** is showcasing its portfolio of reward and incentive products, which are perfect solutions for employee benefits, sales incentives or Christmas gifts. House of Fraser gift cards and vouchers can be spent in any one of 61 stores across the UK and Ireland and, for those who prefer to browse and shop online. The gift card is re-loadable, can be loaded with any value up to £1,000, and can be activated remotely once delivered to the recipient.

**T King Associates Ltd** will be showcasing samples of the latest promotional products from the USA – Boxercraft Lounge wear (or pyjamas!). Boxercraft was founded in 1985 by University of Virginia college student Jon Carroll and is now America's

No.1 Spiritwear Source. He recognised the underwear as an outerwear trend for lounge and leisure wear, developing a range comfortable enough to wear all day and just the right weight to wear all year round. T King Associates are specialists in print and embroidery and these garments make a fantastic personalised promotional item that is both different and practical. These and loads more fun and exciting ideas will be on stand 4015A at office\*.

With Christmas looming, plus all the other social events throughout the year, let **High Performance UK** (stand 4024) help you sort your entertainment needs. Bands, music acts, comedians, cabaret acts and DJs are guaranteed to add colour and vitality to your event. Get extra close to your guests with mix'n'mingle entertainers such as celebrity lookalikes, sleight-of-hand magicians, caricaturists, silhouettists and comedy pickpockets. Guest, celebrity, business and motivational speakers can raise your conference to a new dimension, whilst business coaches and mentors encourage your team throughout the year. New for 2011, and perfectly timed for the 2012 Olympics and the Queen's Diamond Jubilee, is the unique British and Irish group Legend, who bring to life the musical heritage of England, Ireland, Scotland and Wales.

Euston based conference and meetings venue, **Friends House** (stand 5030E, MIA Destination and Venue Village), will be using the office\* exhibition to showcase its 'inspiring refurbishment' set for completion in 2014. The venue will be launching the first stage of works on the 28 September 2011, with visitors to office\* able to get an exclusive sneak preview of the new spaces. Friends House will also be showcasing refurbishment plans for its 1,100 capacity, flagship auditorium, where a 'skylight' concept will be introduced as well as sustainable solar panels, energy-efficient lighting, wall insulation, and heat-exchange systems. The second floor will consist of four suites, each named after notable Quakers and capable of accommodating 18-100 delegates, and will build on the existing 22 meeting spaces on the lower to first floor.

What's breeding in your office? Did you know that germs such as MRSA, Listeria, Salmonella and E-Coli have been found breeding on commonly shared surfaces? Don't get sick, get cleaning! September is Computer Cleaning Month® so come along to find out how to clean your keyboards, screens and telephones! For hints and tips on how to get cleaning come along and talk to **DURABLE** (stand 7008).

Not only will **Global Office Supplies** (stand 6026) save you money on every single stationery product imaginable they will also help turn your office into a more 'global friendly' environment. At this year's office\* exhibition they will be showing exactly why they have built up a reputation for being the industry's leaders in eco friendly office supplies. Why not take up their price challenge? If you are serious about saving money on office supplies let them quote against your current prices and if they can't save you money you will receive a free iPod Shuffle! And if that's not enough, they will also be giving away state of the art digital cameras and tom toms too, all in the name of saving you money! So go on, come and see what all the fuss is about!

**Burn Hall Hotel** (stand 5030A, MIA Destination and Venue Village) is part of the Longhirst Group, which recently announced the completion of its investment project of almost £6million. Burn Hall benefits from a £4million investment to develop its overall offering to include full hotel and conference, meeting and events facilities. Located in rural North Yorkshire, just eight miles from York, conference facilities now incorporate a state of the art refreshment area, dedicated conference and training rooms with AV equipment and complimentary WiFi in every delegate package. The comfortable accommodation and award winning restaurant is now complimented with a new dining experience, The Garden Room and the bar lounge provides a friendly atmosphere for casual dining, relaxing or simply checking the e-mails!

**Gray Dawes Travel**, one of the UK's leading independent business travel management specialists is, together with leading international technology provider, KDS, showcasing its new integrated travel and expense management solution. *gdbookonline* is an easy-to-use web-based solution that offers a full range of travel options across air, hotel accommodation rail and car hire and automates the administrative functions of expense reporting to make the whole travel and expense process more efficient. Gray Dawes' event management team is also promoting its range of services, which include the design of teambuilding and incentive programmes, conferences, group travel and a free venue finding service. Visit Gray Dawes and KDS on stand 4006.

"Gray Dawes Travel is delighted to be attending the office\* show with our partner, leading international technology provider KDS. Together, we will be showcasing our new integrated travel and expense management solution, *gdbookonline*, which we believe will be of real interest to visitors, demonstrating how they can reduce costs and save valuable time during their busy working days," says Suzanne Cockburn, CEO of Gray Dawes Travel.

**Stoke Rochford Hall** (stand 5030H, MIA Destination & Venue Village) will be offering office\* visitors the chance to win an all-inclusive weekend break for two. This presents an excellent opportunity for event organisers to experience this exceptional venue at first hand! Stoke Rochford Hall is a unique hotel and conference centre with a first class reputation. Housed in a superb Victorian country mansion and set within formal landscaped gardens and parkland, this idyllic and tranquil environment offers a perfect retreat away from the demands of the office. Yet its easily accessible, central location and excellent transport links mean that Stoke Rochford Hall really does have it all.

Book your staff Christmas Party with **Medieval Banquet** (stand 6024) and be part of an incredible event in a stunning London venue. "40 years of banquets – 1,000 years of history!" Our torch-lit venue with its stunning vaulted cellars is the perfect backdrop for a night of indulgent, festive, Tudor feasting for you and your guests and can seat up to 450 people, so large or small, group bookings or corporate/private hire are a speciality for us.

Booking a hotel for yourself or for your colleagues can be a long and frustrating process. But it doesn't have to be. The knowledgeable team at **HRS – The Hotel Portal** (stand 4010) will work with you to streamline your hotel booking process, and will conduct a personalised review of your company's travel spend, to work out where you can save money, and more importantly, time, when you are booking a hotel. No matter how small or large your company, and if you are a travel booker or oversee all of your company's travel, then HRS is a free-free solution to save you time and money.

**European Management Assistants (EUMA)** is a non-profit making organisation that provides networking, training

and development opportunities for PAs, Executive Assistants and Office Managers. The association, established in 1971, is run solely by PAs and has over 2,000 members in 26 European countries. As a member of EUMA, you would benefit from low-cost training, be part of a network of highly skilled office professionals, and have access to regular EUMA training events throughout the UK and in Europe (stand 6020).

**Reed Learning** (stand 3014) delivers short courses, professional qualifications, in-house programmes and outsourced training services. In the last 10 years they've trained over 250,000 people, including 20,000 new managers, 12,000 people who were scared of doing presentations, and 14,000 who needed to learn to prioritise. Our courses teach people to be more confident and capable, whether in presenting, analysing a balance statement or deciphering a Google Analytics report. "Thank you! I came in as a mouse and left as a lion!" says Katrina Bradley from the Independent Police Complaints Commission.

**Shred-it** (stand 3030E, FMA Office Managers' Village) is a world-leading information security company that provides secure information destruction services to organisations that care about protecting their information, reputation and the environment. Shred-it ensures the security and integrity of customers' private information. The company operates in more than 140 branches in 16 countries worldwide, servicing over 150,000 global, national and local businesses, including the world's top intelligence and security agencies and more than 500 police forces, 1,500 hospitals, 8,500 bank branches and 1,200 universities and colleges.

**FIVE** is the year-round events facility operated by international exhibitions organiser, Farnborough International Ltd (FIL). FIVE comprises a permanent venue and 100,000 sqm site, which every other year holds the world's largest temporary exhibition, the Farnborough International Airshow (FIA). At office\* 2011 (stand 5030M, MIA Destination and Venue Village), the FIVE team will be introducing the venue and site to new clients looking to create dynamic conferences and corporate events on a 'blank canvas'. They will also be promoting corporate hospitality at next year's FIA from 9-15 July 2012 and hosting a prize draw to win tickets to FIA 2012, with lunch in the Airshow's Skyview Restaurant.

**Leicester Tigers** now boast the largest conference and event facilities of its kind in the East Midlands and are going to showcase what they have offer at office\* 2011. Not only is Welford Road Stadium home to Premiership Rugby team Leicester Tigers but also the Premiership Suite, which can accommodate 1,000 guests for dinner or 1,500 delegates for conferencing. Combined with the exhibition hall, the new Caterpillar stand offers 2,200sqm of versatile space. The stadium is centrally located within easy reach of the motorways and train station. Drop by stand 5030B (in the MIA Destination and Venue Village) to get your discount voucher for future conference bookings.

**Hemsley Fraser** offer over 250 training courses, which are available as scheduled events throughout the UK or as in-company events tailored to your organisation's needs. All training courses are relevant, highly engaging, interactive and above all enjoyable. Visit stand 2030 to find out more! Hemsley Fraser will be running seminars throughout both days at office\*. Sessions covered include: Get Seen Get On – Personal Image Branding for Your Career Development; Perfect Minutes in an Hour; Winning People Over; and Top Project Management Tips for the Office Professional. Why not book one of our sessions and see our talented trainers in action!

For conference venue finding and event management venue finding made easy and solutions that make the difference visit **Maverick Solutions UK** on stand 3006. Our free, no fee, no obligation venue finding service offers you the selection of a wide range of venues. We find perfect places to host events, design imaginative ways to capture and focus an audience, and coordinate and manage the logistics. We've organised over 10,000 events, saving clients 1000's of ££'s, generating days and evenings that are remembered and talked about for all the right reasons. No event is too big, too small or too unusual.

**The Life In Motion Group** (stand 4040) is an agency focusing on business travel, event management and hospitality requests globally. We can look after any size and type of request for flights and accommodation to venue-finding and private dining to corporate hospitality. We are based in Central London and can help you locally and globally. A dedicated account manager will look after your requirements 24 hours a day, 7 days a week. Come meet us at the office\* show and find out how we can make your life easier!

There are lots of reasons why it's worth introducing you to **Stock in Trade's** unique approach to office supplies. Here's a few: Free finance service; Pay after use (which frees up capital and ensures you never have obsolete stock); Free management service (save valuable personnel time and never run out or over-order); Save valuable space and waste; Liquidation of unwanted stock; and our Rebate Scheme – you can get 100% off every single month! For 21 years, we have provided stationery, it consumables, office furniture and janitorial products at competitive prices (stand 3011).

**FilingRelocation's** core business is to transfer files during an office move. Until such a move happens, many companies don't view filing as a priority and they're often surprised to then see how much non live documentation is being held on-floor; as people simply don't have the time or resources to archive it. This year FilingRelocation is now offering a new service where filing teams go in pre-move and do all the archiving on behalf of the client. This reduces the volume of files being re-housed and frees up valuable new floor space for more desks and people (stand 7039).

**Crane Business Solutions** (stand 7004) is a single source provider of all your business supplies needs including office products, print and design, promotional items, office furniture, catering services and any 'ad hoc' requirements you have when you simply don't know where to turn. Crane are experts and have a proven track record in supplying quality products whilst saving clients time and money. It's this approach that sets Crane apart and why people love working with them. Visit stand 7004 to view a fantastic on-line business card solution and to discover more about the benefits of dealing with Crane.

**Alton Towers Resort**, home of the UK's most exhilarating theme park, offers an extraordinary collection of corporate event

venues for occasions of all shapes and sizes. From meetings, conferences and awards dinners for up to 500 guests in the Alton Towers Conference Centre, to marquee events for 3,000, or buy-outs for 15,000+, Alton Towers Resort offers it all. The Resort boasts one of Europe's largest indoor waterparks, two fantastically themed hotels, a luxurious spa, two nine-hole adventure golf courses and a thrillseekers' playground of fast and furious theme park rides. Corporate packages guarantee 'business with a twist', making the Resort a popular choice for corporate away days, family fun days and high impact learning experiences for motivational and leadership programmes (stand 5013).

One of London's newest venues, the **Audi quattro rooms** in West London (stand 4028) reflects the same intelligent design and sophisticated luxury expected from the renowned Audi brand. Offering 2000m<sup>2</sup> of creative space, three meeting rooms, three board rooms and private screening room, the venue's areas are available individually or for full exclusive hire for up to 340 guests. Ideal for hosting meetings, product launches, dinners or even fashion shows, enquiries made and confirmed by 28 October 2011 for events held up to 26 October 2012 will be eligible for a discount of 50% off the facility fee (T&Cs apply).

**YouYou** (stand 4021) is revolutionising secretarial and office support recruitment. YouYou is an online service for companies looking for a more streamlined and cost effective recruitment solution. Companies receive profiles of jobseekers who exactly match their criteria and have been skills tested and verified sent to you within two working days for a one off fee of just £295. Then use YouMail to communicate directly with the jobseekers you want to find out more about or set up an interview. Jobseekers can utilise all that YouYou has to offer them completely free of charge.

**The Association of Serviced Apartment Providers** (ASAP Village, stand 3029D) is a rapidly-expanding organisation. We now have 44 members representing in excess of 9,000 properties right across the UK and Ireland. The serviced apartment sector is experiencing spectacular growth in 2011 currently as business travellers increasingly opt for this value-for-money product. More and more companies are becoming aware of the benefits of serviced apartments, especially for stays of 5 days or more. The apartment environment – with separate areas to work, eat and sleep – is the perfect fit for the mobile, self-sufficient corporate traveller. Almost every major city in the UK can now offer serviced apartments. ASAP's 44 members cover every key area of the UK and Ireland; including London, Edinburgh, Cardiff, Manchester, Birmingham, Liverpool, Newcastle and Dublin as well as secondary cities like Nottingham, Southampton, and Reading.

**Executive Serviced Apartments (esa)** (ASAP Village, stand 3029B) are a leading provider of corporate accommodation solutions across the South of England, including the Thames Valley and South Coast. Our range of well appointed apartments are located in key business destinations, and designed to the highest specification with the needs of today's corporate traveller in mind. Serviced apartments offer a hotel alternative providing the best of both worlds; the comfort and facilities of home combined with the professional and attentive service, plus the flexibility and ease of booking that you would expect of a hotel. We believe that staying away from home, on company business, does not have to lead to a compromise between your work life and home life.

**SACO Serviced Apartments** (ASAP Village, stand 3029C) are the ideal hotel alternative for business travellers who are looking for a bit 'more'. More space, comfort and above all more value. Each apartment features contemporary stylish furnishings, LCD-TV, broadband and a fully equipped kitchen allowing them to eat out or dine in – it's their choice. With SACO, serviced apartments are as easy to book as hotels. Each member of our friendly reservations team is an expert on our 100+ locations whether its London, Paris or New York or Slough! We are here to make booking accommodation easy, and to put you into your boss' good books!

"This year we are dipping our toes into PA business travel market by exhibiting at the office\* show. PA's who have travel responsibilities have long been an attractive target market, but often very difficult to open a dialogue with, due to the busy nature of their day to day lives. We are hoping that the office\* show will allow us to get in front of this key business travel market, and explain how booking serviced apartments with SACO can not only save them time and money, but can also earn them some serious brownie points with their bosses," says Siggie Foster, head of business development team at Saco Apartments.

As one of the first companies to introduce corporate housing in the UK, **The Apartment Service** (ASAP Village, stand 3029A) know the importance of accommodation when travelling on business. We take great care in recreating a home-away-from-home in all our apartments. Our accommodation options range from a day to weeks, months or even a year providing a personalised alternative to hotels. Our Business Development Team assesses clients' requirements through extensive consultation, especially regarding budget, length of stay, location and transport considerations. We invite you to come and see us at office\* 2011 to discuss your temporary accommodation requirements.

**One Wimpole Street** (stand 3023) is a leading, high quality conference, meetings and events venue in central London, as well as being home to the Royal Society of Medicine. With exceptional technology, facilities and a diverse choice of 15 rooms, all of which can be adapted to suit any event, One Wimpole Street can cater for all occasions including conferences, meetings, receptions and product launches. One Wimpole Street boasts a fantastic location in the heart of London, less than five minutes walk from Oxford Circus.

Looking for somewhere to host your reception, fashion show, product launch, business presentation, gala dinner or private party? The **Swarovski CRYSTALLIZED™ Lounge** – a luxurious, contemporary venue on the first floor of our 350ml concept store in London's West End – can cater for your individual requirements. We can transform our glamorous café into the perfect setting for any event you can care to imagine. Drawing on our portfolio of industry experts in fashion design, retail and culture, we can create a unique experience for you and your guests. From hot off the catwalk style presentations to

fashion-forward retail advice; we can stage exclusive events that offer inspiring insights into design trends. Optional extras that could make your event more special include luxury Swarovski CRYSTALLIZED™ goodie bags and intimate late-night shopping opportunities (stand 4015B).

**Kensington House Hotel** (stand 5023), a recently updated contemporary town house of just 41 rooms, situated on Prince of Wales Terrace within an historic 19th century façade, has taken its place amongst the Kensington set and London's cognoscenti. Stylish, intimate and friendly, this cool and understated property, which lies just off High Street Kensington, is an oasis of calm amidst the buzz of central London and the perfect location for Earls Court Exhibition centre and London's evening entertainment. With weekend rates starting at GBP109, this affordable, stylish property is ideal for both business and leisure.

Experience a unique approach to insurance with **Event Insurance Services Limited** (stand 3024). With outstanding levels of customer service throughout the experience, we aim to exceed our clients' expectations. For insurance that is easy to understand and simple to buy with first class policies that are appropriate and affordable, backed by quality insurers and supported by a nationwide claims handling service, let us show you the way.

**Brunel Conference Services** (stand 5030J, MIA Destination and Venue Village) will be at office\* to tell you all about their portfolio of rooms and accommodation at this academic venue. All based on one campus the University is able to offer small meetings rooms, large tiered theatres, exhibition space and hospitality events. The on-site Hotel and Spa is proud to boast about its five star Campus Accommodation grading from Quality in Tourism. With an additional 2000 en-suite rooms during the summer large groups are welcome. Situated just four miles from Heathrow and with excellent transport links, Brunel is an ideal location for local, national and International delegates and travellers.

**Keith Prowse – Hospitality** (stand 5027) is the UK's leading corporate hospitality provider, specialising in sporting and cultural events. No other company is able to boast as many official hospitality appointments from major sporting and cultural bodies. Our main focus is your on-the-day experience, where we deliver excellent service and superb food within spectacular surroundings. All this is driven towards allowing you to relax and enjoy a memorable experience with your guests. We are passionate about delivering a truly unforgettable experience for our customers. We achieve this by offering a high level of creativity, service and attention to detail.

**Tate** (stand 1002) are pleased to announce that they will be exhibiting, alongside the REC's Institute of Recruitment Professionals, at office\* on September 15-16 at Earls Court – one of the central events for the office professional community. An award-winning agency specialising in the recruitment of office professional, they have a network of offices in London and the South. Promising to be 'the best, everywhere, all the time', they have earned an enviable reputation within the recruitment industry for providing the best jobs to mainstream and niche candidates and for helping companies fill their vacancies fast, with the best available talent.

**MWB Business Exchange** have a portfolio of contemporary flexible meeting venues and office space at over 65 UK locations. With business hospitality at the heart of what we do, we can offer solutions tailored to your requirements. We recognise that PAs and office professionals are key influencers within most businesses, and see office\* as an ideal opportunity to develop new and fruitful business relationships. Visit our exciting stand 5012 at the show to find out how our meeting venues and office space can help you look good! We'll also be giving away a pair of Christian Louboutin shoes!

"At MWB Business Exchange, we're very much looking forward to being involved with office\* for the first time this year. We recognise the vital importance of PAs, Office Managers and other support staff, who are often the people that really make things happen! As London's largest provider of flexible business space, we can take the stress out of booking meeting, training or office space. We felt that office\* would be the ideal way of meeting a wide range of key decision makers, engaging with them and developing long term relationships," says Rob Strachan, marketing director of MWB Business Exchange..

office\* is aimed at meeting the business needs and aspirations of today's modern office professionals. To register free in advance, please visit [www.officeshow.co.uk](http://www.officeshow.co.uk) quoting priority code OFF11166.

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Media enquiries to:

Emma-Louise Jones, PR Executive

t: 44 (0)1273 645134 e: [ejones@divcom.co.uk](mailto:ejones@divcom.co.uk) [@DiversifiedUK](https://twitter.com/DiversifiedUK)

office\* Exhibitor enquiries to:

Ali Mead, office\* Event Manager

t: 44 (0)1273 645124 e: [amead@divcom.co.uk](mailto:amead@divcom.co.uk) [@officeshow](https://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)

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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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