

AQ NETWORKING
for business

Is proud to present

Essentials

for Business Success

**Regus Business Centre
Solent Business Park
Whiteley
Hampshire**

Friday
4th December 2009

Visitor Information

EVENT PROGRAMME

9:00 a.m. - Welcome from our Hosts

9:30 a.m. - **Business Development Seminar**

How to Develop Your Business - The Opus Consultancy
Positive Internet Presence/SEO - Vizzit Group Ltd
Making The Sale - The Disc Directory Ltd

10:30 a.m. - **Business Core Seminar**

Your Accountant as a team member - HJS Solutions Ltd
Impact of the Credit Crunch on Banking Support - HSBC
Is your business legally compliant? - Moore Blatch Solicitors

10:45 a.m. - **Business Development Business Clinic**

11:00 a.m. - Networking Session 1

11:45 a.m. - **Business Core Business Clinic**

12:00 noon Warren Cass - Business Scene

Online strategy for networking for business

12:45 p.m. - Networking Session 2

1:00 p.m. - **Business Support Seminar**

Being an employer without the worry - HR Solutions 4 U Ltd
Is your I.T. holding you back? Syn-Star (UK) Ltd
Outsourcing Business Admin. PA Central

2:00 p.m. - **Business Growth Seminar**

Optimising Finance Opportunities - Napier Consultants Ltd
The importance of brand and image - Snap Marketing Ltd
Why PR is important for your business - Briscoe PR Ltd

2:15 p.m. - **Business Support Business Clinic**

2:30 p.m. - Networking Session 3

3:15 p.m. - **Business Growth Business Clinic**

4:00 p.m. - Event Close

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WELCOME

Thank you for visiting the **Essentials for Business Success** event today, we hope you enjoy the event and that you make lots of positive connections with other business people here.

This Visitor Information leaflet is designed to help you make the most of the event. If you have any queries during the course of your visit to this event please contact Laura Swetman for assistance.



There is no Fire Alarm Test scheduled during the event, so if the Fire Alarm sounds please leave the building, in a calm and orderly manner, by one of the Fire Exits at the main entrance to the building.

DON'T FORGET TO:

Put your business card into our PRIZE DRAW.

1st Prize is a FREE STAND at our next event on 4 February at 1000 Lakeside, or 3 months free networking at AQ Networking for business if you prefer.

2nd Prize is a £75 voucher from Wotif.com



Meonshore
Commercial Photography

Visit **Meonshore Studios** and get your **FREE corporate image** for use on your website and marketing material.



West Country
Catering

Visit **West Country Catering** to claim your complimentary Tea/Coffee and get something to eat to keep your energy levels

Visit **Peppermill Wines** to taste wines from around the globe.

Happy Networking!

Laura

www.aqnetworkingforbusiness.co.uk

OUR SPONSORS



Regus creates the solution for every style of daily business practise. For homeworkers who want a professional meeting place and instant touchdown working areas; to a professional address, 'phone answering service and flexible ad hoc office day bookings to get the best budget option for your working need. Prices start at 80p a day..... Regus is the business solution for today and tomorrow's working practices.

Contact Debra Hood Tel: 07825 342661 www.regus.co.uk



Four idyllic Country House Hotels set in an area of outstanding natural beauty within The New Forest National Park, open heathlands, enchanted woodlands of oak, pine and beech, haven for wildlife, sandy beaches, clear waters and picturesque villages. Business or Pleasure, Young and Old, Families and Groups, take time out, relax and spoil yourself

Contact Nicki Smith Tel: 023 8028 3717 www.newforesthoteles.co.uk



Meonshore Studios supplies corporate and commercial photography for entrepreneurs and small businesses to multinational corporations who use our images for PR releases, internal and external websites, brochures, newsletters and product marketing. Today we are providing complimentary business portraits (headshots) taken in the Queen Mary room, and available for download at no cost by Tuesday morning from our online gallery.

Full instructions, and image release provided.

Contact Mike French Tel: 01329 310314 www.meonshorestudios.co.uk



West Country
Catering

For all your catering needs from stunning canapé receptions to large scale events for many hundreds. Using fresh local ingredients all our food is home prepared to ensure quality and freshness. With meticulous attention to detail we can ensure your clients or guests will remember your event for all the right reasons.

Contact Jim Underwood Tel: 01202 690056 www.westcountrycatering.co.uk



GraphicMedia is a creative and dynamic one-stop shop specialising in innovative design & marketing solutions, whether you are starting a new company or simply

looking to expand and take your business to the next level we have the creative know how and ideas. At GraphicMedia we can offer a personal experience, and pride ourselves on our consistent professional approach, impeccable service levels and attention to detail on all our projects. Your success is our success.

Contact Steve Portwood Tel: 02380 236016 www.graphicmedia.co.uk



Wotif.com sells accommodation online in more than 45 countries.

Our great rates, broad accommodation range, easy-to-use site and 24/7 Customer Service Centre have made us the most popular way for business and leisure travellers to book accommodation online.

Every month our site attracts 3.4 million visits, with customers making over 205,000 bookings.

Contact James Coulbault Tel: 0845 458 4567 www.wotif.com

EXHIBITORS

ROCKET INTERNET LIMITED

Do you want to promote your business more effectively online, and increase your revenue? Rocket Internet, a local search marketing and copywriting company, can help. We specialise in securing Google Local listings for business owners, managing pay-per-click Adwords campaigns and creating localised website content to attract more customers.

HELP FOR HEROES

We spend every penny possible on making grants that aim to provide practical, direct support for our wounded. Our current focus is for grants to create a series of regional Recovery Houses to be built across the UK and serve as the last stage of rehabilitation before a serviceman, or woman, returns to their unit or transits back into civilian life. Our current target for this is to raise £20 million by October 2010 and while the support has been amazing, there is still a way to go.

BUSINESS SCENE

Looking for a networking event? Or simply looking to raise your profile? Then join Business Scene which is one of the fastest growing online communities in the UK! Just as with all forms of business, you only get out what you put in. If you use Business-Scene to it's fullest, you will get benefits in spades. To make sure you're using your Business-Scene membership to it's fullest, check out what you can do at www.business-scene.com.

SmartHomeLife

We are a consultancy that provide services for both homeowners and property developers, to enhance entertainment, comfort and convenience at home. With consumer choice and complexity growing at an ever faster pace, the company was founded from a passion to make life easier at home with technology that blends in harmony with your home and life-style

SAINTS EVENT MANAGEMENT

We deliver all Corporate Hospitality and Events opportunities for Southampton Football Club. St Mary's Stadium is one of the most versatile and high profile venues in Southampton, providing modern and outstanding facilities to any type of event.

SNAP MARKETING

Built on the foundations of great design and joined-up strategic planning, SNAP MARKETING is a potent mix of design agency and marketing consultancy, delivering effective, creative marketing campaigns that help clients get more customers and grow. Call us for advice on strategy, branding, design, websites, internet and traditional marketing. 01189 945 5592

EURODEBT

EuroDebt is a specialist and independent fee charging Debt Management Company that has offered Debt Adjustment and Full & Final negotiation services since 1996 and has been operating Debt Management Plans since 2000. We offer a full range of Debt Solutions, including Debt Management Plans (DMPs), Individual Voluntary Arrangements (IVAs), Scottish Trust Deeds and Bankruptcy Assistance.

EXHIBITORS

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UTILITY WAREHOUSE

Utility Warehouse provide their members with great value, great savings and the best possible customer service for their utilities, both in their homes and businesses. Talk to us today to see what we can do to reduce your utility costs.

PEPPERMILL WINES

A privately owned company selling to the public and the on-trade, with wines from around the globe. We cater for all events from weddings to corporate events - whatever your occasion we can meet your needs. Specialising in corporate gifts and personal gift packs, we also offer a food and wine matching service, regular wine tastings. Quality wines at affordable prices that you can't find in your local supermarket!

JUBILEE SAILING TRUST

Jubilee Sailing Trust are a Southampton based charity that own and operate 2 tall Sailing Ships. They are the only 2 tall Ships in the world adapted for able-bodied and disabled people. Sailing with JST offers people the chance to become disability aware and learn leadership skills.

MEONSHORE STUDIOS

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YOUR SPEAKERS and EXHIBITORS

Richard Lock - Vizzit Group Ltd

You may not use or understand the internet - but the majority of your customers do. Nearly **80%** of people now use the internet to find goods and services. Your own website whether it be a static one page website, a content managed website or an online shop with a dedicated domain name could be the most effective and economical marketing tool you have ever used.



John Pemberton The Disc Directory Ltd

Through The Disc Directory, businesses can introduce their own customer feedback and referral process with ease. You find out what your customers think, what you do well and more importantly what you could be doing better!

To start winning more business be recommended or referred today and you will be winning business tomorrow.....

Alan Ponting - hjs Solutions

hjs Solutions have specialist teams with expertise in audit, accounts and tax. This means we provide a "one-stop shop" for:

- ◆ tax and VAT advice
- ◆ annual accounts
- ◆ management accounts
- ◆ business plans, forecasts and finance
- ◆ business and personal tax returns
- ◆ a complete payroll service
- ◆ specialist tax schemes including the Construction Industry Scheme



Bob Le Grice - HSBC

Thanks to our global knowledge and experience, we know what it takes to drive a business forward. Choose an option from our website to see the business banking services, support and products to suit you. www.hsbc.co.uk

Dorothy Agnew - Moore Blatch Solicitors

We are one of the South Coast's leading law firms with offices in Southampton, Lymington and Richmond. We provide a full legal service for businesses and individuals. Our dedicated commercial department offers a range of services including corporate commercial, dispute resolution, employment, property and land development.

WARREN CASS, founder and MD of **Business Scene** is fast becoming known as one of the UK's leading authorities on social media and particularly how businesses can use it to generate traffic, sales and brand awareness. During this informative presentation you will get ideas on how to make the most of sites like LinkedIn, Twitter, Facebook and others and will start to think more strategically about the approach for your business .

www.business-scene.com

YOUR SPEAKERS and EXHIBITORS

Laura Davis - HR Solutions 4 U Ltd

Established in 2004, HR Solutions 4 U supports businesses that require the skills of an HR manager at a fraction of the cost of employing a senior HR professional. We can be an extension of your business and provide a service to match having your own human resources function. We have a flexible approach offering a wide range of services.



Giles Cleverley - Syn-Star UK Ltd

Established since 2002, Syn-Star specialise in everything IT based. We have stores throughout Hampshire, deal with In-house (in-store) computer repairs and on-site callouts. We are Microsoft registered partners for all PC and server work. We are data retrieval and back-up specialists as well as dealing with security and network installations.



Linda Nicol - PA Central

PA Central is a Virtual PA Support Company. We take away the stress of daily business activities and at a fraction of the cost of hiring an office PA. In fact we pay for ourselves by freeing up your time to bring in more business. Use PA Central for today's smart working.



David Napier - napier Business Consultants Ltd

Specialising in supporting businesses seeking capital injection to grow their business. We will take away the hassle for you and find the best deal at the right price in the financial market place. With over 27 years experience in the banking industry, we have the expertise to unlock your future and make your business aspirations a reality. Let us help you find the key to success.



Matthew Simmons - Snap Marketing Ltd

Built on the foundations of great design and joined-up strategic planning, SNAP MARKETING is a potent mix of design agency and marketing consultancy, delivering effective, creative marketing campaigns that help clients get more customers and grow. Call us for advice on strategy, branding, design, websites, internet and traditional marketing. 01189 945 5592

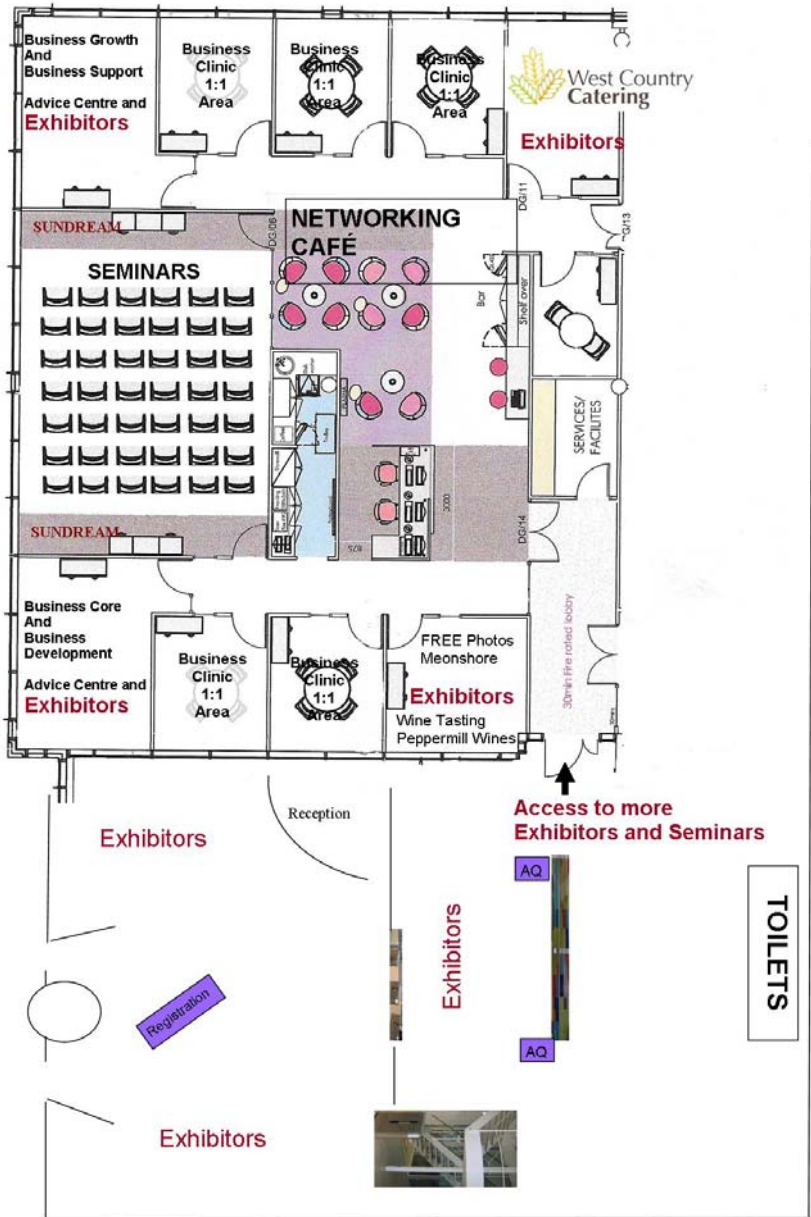


Kevin Briscoe - Briscoe PR Ltd

Briscoe PR is a full service Public Relations, Media Management and Corporate Communications consultancy based in Hampshire on the south coast of England. With more than 20 years experience of operating in the public and private sector Briscoe PR is rapidly becoming the agency of choice for those organisations that want to raise their profile locally, nationally and internationally – and to drive their profits and sales up.



VISITOR GUIDE



NOT TO SCALE

Our thanks go to the Seminar speakers for their support of this event.
Their contact details are:

BUSINESS DEVELOPMENT

How to develop your business

Dean Dawson - The Opus Consultancy
deandawson@theopusconsultancy.com Tel: 0845 057 3428

The importance of a positive internet presence/SEO - and how to achieve it

Richard Lock - Vizzit Group
richardlock@vizzit.co.uk Tel: 01590 682161

Making the Sale

John Pemberton - The Disc Directory
john@thediscdirectory.co.uk Tel: 0800 043 2100

BUSINESS CORE

Your Accountant as a team member

Alan Ponting - hjs Solutions
info@hjsaccountants.co.uk Tel: 023 8023 4222

The impact of the credit crunch on banking support for small and medium sized businesses

Bob Le Grice - HSBC
boblegrice@hsbc.com Tel: 07717 484998

Is your business legally compliant?

Dorothy Agnew - Moore Blatch Solicitors
Tel: +44 (0)23 8071 8078

BUSINESS GROWTH

Optimising financing opportunities, managing and developing your business effectively

David Napier - Napier Business Consultants Ltd
david@napierbusinessconsultants.co.uk Tel: 07835 404167

The importance of brand and image to market your business

Matthew Simmons - Snap Marketing
matthew@snap-marketing.co.uk Tel: 0118 945 5592

Why PR is important for your business

Kevin Briscoe - Briscoe PR Ltd
kevin.briscoe@briscoepr.com Tel: 01489 588757

BUSINESS SUPPORT

Outsourcing your HR Function, being an employer without the worry

Laura Davis - HR Solutions 4U Ltd
laura@hr-solutions4u.co.uk Tel: 01256 328428

Is your IT holding you back?

Giles Cleverley - Syn-Star Ltd
giles@syn-star.co.uk Tel: 08712 212 080

Outsourcing your Business Admin.

Linda Nicol - PA Central
enquiries@pacentral.co.uk Tel: **0800-008-7336**