



VIVA Conference 2010 – Intermediate Program

Day One - Thursday 2nd September

Time	Room	Speaker	Topic	Special Note/Chair
09:00 - 16:00	Sands Room	Kate Osborne, Leisure Seekers	Time & Money 100 Weeks to Success	(pre-conference workshop) http://leisureseekersbusinessseminar.com to register

16:00 - 17:00	Mezzanine	Registrations		Drop off business cards/brochures
17:30 - 19:30	The Boulevarde	Open Networking with presentation 18:30 to 19:00 Frederick Marcoux BNI Director, Australia	The B.I.G. VA Showcase drinks and food served	MC: Bred Redman, Business Insurance Group

Day Two- Friday 3rd September

06:30 – 08:00	Level 5 – Garden Area	Rosalba D'Agostino	Qi Gong Health Maintenance Session	Wear loose clothing, flat shoes, no jewellery or makeup
08:00 - 08:45	Foyer		Registration Open	Arrival Tea and Coffee
08:45 - 09:05	Sunset Room	Katie Mickel, Mickel Consulting	Strategies to support your industry	Chair: Liz Parker, 121 Temps
09:05 - 10:10	Sunset Room	Eilidh Milnes, The Confidence Coach	Success is built on your daily routines	Chair: Brad Redman, BIG
10:10 - 10:40	Horizon Room	Morning Tea	Present your passports for endorsement	
10:40 – 11:50	Sunset Room	Vicki Sparks, Connect Working	Networking to build strategic alliances	Chair: Brad Redman, BIG
11:50 - 12:50	Sunset Room	Wendy Moore Savvy WebWoman	What clients need from their VA to use social media effectively	Chair: Nicola Griffiths, NGMS
12:50 – 13:00	Sunset Room	Sasha Lukich, Executive Sponsor, Access Office Systems	The death of the 4-drawer filing cabinet	Chair Nicola Griffiths, NGMS
13:00 - 14:00	Lunch		Present your passports for endorsement	

14:00 - 16:30

Concurrent Workshops

	Workshop 1 (repeated)	Workshop 2 (repeated)
Room	Horizon	Sands
14:00 - 15:00	Wendy Moore, Savvy WebWomen Finding your niche market and building your list	Vicki Sparks, Connect Working Practical tools and tips on how to network effectively to attract your ideal client
15:00 - 15:15	Afternoon Tea (to be taken into workshops)	
15:15 - 16:15	Wendy Moore, Savvy WebWomen Finding your niche market and building your list	Vicki Sparks, Connect Working Practical tools and tips on how to network effectively to attract your ideal client

16:15 - 17:00	Horizon Room	Creating a VA Association in Australia – Open Discussion		
19:00	Hard Rock Café	VA Community Dinner	Announcement of the VA Industry Award winner.	Jodie Coomber, Digital Divas

End of day



Day Three - Saturday 4th September

Time	Room	Speaker	Topic	Special Note/Chair
08:00 - 08:30	Foyer	Registration Desk Open		
08:15 - 09:00	Horizon Room	Ingrid Bayer, My Online VA Service Ruth May, RMCSS Liz Parker, 121 Temps Korryn Campbell, VOS	Case Studies: Helping new VAs Working in VA Teams Value Pricing vs Hourly Rates Using technology to help clients	Helen Compton, VA
9:00 - 09:45	Horizon Room	Kate Osborne, Leisure Seekeres	Strategies for Growth - moving your business to the next stage of your business lifecycle	Susanne Hopfner, EDOS
09:45 - 10:45	Horizon Room	Stephanie Bressan, Stellar Strategies	Make money: simple sales skills to take your business to the next level	Helen Compton, VA
10:45 - 11:15	Morning tea – Last Chance to complete your Trade Passport			
11:15 - 12:45	Concurrent Workshops			

Room	Workshop 3 - Sales (concurrent with 4) Sands Room	Workshop 4 (concurrent with 3) Horizon Room
11:15 - 12:00	Stephanie Bressan, Stellar Technologies - 6 stellar sales skills every business owner can and must master!	Joel Ireland, Time Out Computers Technologies workshop
	Workshop 5 (concurrent with 6)	Workshop 6 (concurrent with 5)
12:00 - 12:45	Tracey Leak, Leisure Seekers Automating and streamlining to cut costs and increase profits.	Pushpa Vaghella, Galaxy Coaching Stress management techniques

12:45 - 13:15 Conference Closing Ceremony:
Acknowledgements and Passport Prize Draw

13:15 - 14:00 Lunch in trade display area for those who have indicated this at time of registration.