



PRACTICE management conferences



June 19-21, 2012 Flamingo Hotel and Casino, Las Vegas

Join us for a 3 Day Conference - Earn up to 18 CPE credits

Each day our guest speakers, accounting professionals and Office Tools Professional staff will be presenting in a group live setting, information on how to develop best practices for the firm. Tracks will be offered at this years conference providing a great opportunity to learn how to implement best practices regarding managing your firm and the latest technologies including cloud computing. Take advantage of this networking opportunity to gather new ideas and methodology to apply in your firm. The agenda will include user presentations, a user round table, and a Q & A panel discussion with the speakers. Come join as professionals share common problems and explore new solutions they experienced this year. In addition, Office Tools Professional will be presenting the new 2012 products and enhancements. The 2012 Conference will be a great way to network with others in your industry that use Office Tools Professional. Each day we will offer 3 tracks after our morning keynote speaker.

3 Breakout Tracks to Pick From

Each attendee can select from a variety of sessions including our popular Practice Management and Technology sessions, Select Vendor sessions and User Training sessions. We will be providing software training on our NEW 2012 version, in small group, classroom style sessions. Bring your notebook or tablet to enhance your training experience. Attendees will need to complete the registration form to reserve a spot.

Learning Objectives Include:

- To be able to learn how to identify key components in defining, developing and implementing a workflow system.
- To be able to discover how to plan and implement a paperless office including hardware components.
- To be able to differentiate between best practices and poor practices when dealing with, engagement letters, defensive policies, collections and identity theft.
- To be able to learn about new technologies available for data transfer, storage, backup and disaster recovery.

Sessions include:

- Completely Paperless?
- The Latest Adobe Tricks
- Scan and Fill Technology
- Improving Your Workflow Systems
- Email Management & Office Communication
- How to Move Your Firm to the Cloud
- Tablets and Smart Devices
- Delegation: Do or Die
- Panel Discussion: Best Things Implemented
- Branding Your Practice, Marketing Your Firm
- Confidential Data, Compliance & Client Portals
- Getting the Most Out of Practice Management
- Social Media and the Accounting Office
- Beyond the Numbers: Billing Reports
- How to Work Less and Make More and more...



Fax completed form to 661-794-2165 or email to sales@officetoolspro.com

Attendees	Conference (Day 1)	Conference (Day 2)	Conference (Day 3)	All Access (All 3 Days)	
Attendee Name: _____	<input type="checkbox"/> \$275	<input type="checkbox"/> \$275	<input type="checkbox"/> \$275	<input type="checkbox"/> \$725	
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					Sub-Total
					Other
					Total

Registration includes: Conference; breakfast and lunch eachday. Hotel accommodations are not included and must be booked separately with Flamingo Las Vegas or other hotels. Room rates that start at \$59. Higher rates apply starting 30 days before the conference. Rooms may not be guaranteed so make your reservation soon. Use this reservation code *will be available soon* when making reservations. Conference pricing is \$725 for all three days or \$275/day for the first member of your firm. Discounts of \$50 per attendees will be applied for early registration and an additional \$50 for the second and subsequent members of one firm. Must purchase at least two days to receive any discounts. In addition, attendees will receive future discounts on training, user licenses, renewals, and the 2013 Users Conference. Early registration ends March 15th, 2012. Late registration is \$800 for all three days or \$300/day for all registering 30 days or less before the conference. No discounts will apply for late registration. Full payment is required at time of registration. Refunds are limited to 50% 90 days prior and no refunds will be granted after that. For more information regarding refund, complaint and/or program cancellation policies, please contact customer service at 661.951.9900. OFFICE TOOLS PROFESSIONAL is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Web site: www.nasba.org.

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