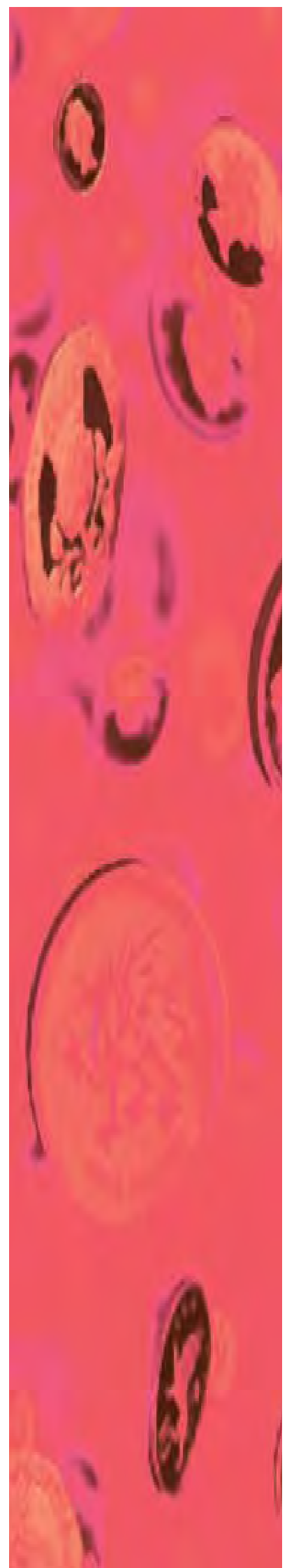


Norfolk Professional Institutes Event Guide 2009/2010

www.npieg.org



The Association of Taxation Technicians



A pdf copy of this booklet and any changes to the events programme are available at:
www.npieg.org



Norwich's independent financial voice

*This booklet is supported by the
Financial Industry Group,
part of the Shaping Norfolk's Future
economic development partnership.*

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- *ifs School of Finance*
- The Personal Finance Society

The Norfolk Professional Institutes Event Guide

Aimed at financial services, the Norfolk Professional Institutes Event Guide promotes the activities of the following:

- The Association of Chartered Certified Accountants
- The Institute of Chartered Accountants in England and Wales
- Business Link East
- The Association of Accounting Technicians
- The Chartered Institute of Taxation
- The Association of Taxation Technicians
- The Chartered Insurance Institute
- *ifs School of Finance*
- The Personal Finance Society

The booklet explains the services provided by each organisation, local contact names and events. The guide is produced by a committee of volunteers. They are:

- Sarah Carter FCCA – Chair
- Tony Meale – Secretary
- David Woodcock FCCA FMAAT MCFI DMS AIMIS – Website Coordinator
- Marjorie Eade BSc FCIB ACIL
- Clare Goodswen CTA
- Sue Donmall ACII
- David Martin FIBC
- Tim Howes BSc ACA

Members and students of the organisations represented in this booklet are welcome to attend any of the events listed.

No responsibility can be accepted by the committee producing the booklet for any consequential loss or damage arising from its use or for the speakers and the content of their presentations and handouts.

Whilst every effort is made to ensure that the information contained in this booklet is correct, it is prepared up to one year ahead and may be subject to change.

For updates please see the website www.npieg.org and click on Local Event Updates and Latest News.

Programme of events

Event	Date Start/End time	Location	Organising Institute	Cost, contact and further information
A Spotlight on SMEs (Morning Only): Technical Update for SMEs, presented by Charles Gubbins	Tuesday 8th September 2009 9.00am for 9.30am to 12.30pm	University of East Anglia Sportspark, Earlham Road, Norwich NR4 7TJ	The Institute of Chartered Accountants in England and Wales	£48.93 inc VAT. To book please visit www.icaew.com/eastengland or contact EASCA on 01284 774730 or eastangliansca@icaew.com
A Spotlight on SMEs (Afternoon Only): Financing an SME, presented by Kirsty McGregor	Tuesday 8th September 2009 1.15pm for 1.45pm to 4.45pm	University of East Anglia Sportspark, Earlham Road, Norwich NR4 7TJ	The Institute of Chartered Accountants in England & Wales	£48.93 inc VAT. To book please visit www.icaew.com/eastengland or contact EASCA on 01284 774730 or eastangliansca@icaew.com
A Spotlight on SMEs (Full Day): Technical Update for SMEs. Speaker: Charles Gubbins, and Financing an SME - Speaker: Kirsty McGregor	Tuesday 8th September 2009 9.00am for 9.30am to 4.45pm	University of East Anglia Sportspark, Earlham Road, Norwich NR4 7TJ	The Institute of Chartered Accountants in England and Wales	£88.09 inc VAT. Lunch included. To book please visit www.icaew.com/eastengland or contact EASCA on 01284 774730 or eastangliansca@icaew.com
Asbestos - The Silent Killer, presented by Peter Taylor of Aviva	Tuesday 8th September 2009 12.30pm to 1.45pm	National Skills Academy, St Andrew's House, St Andrew's Street, Norwich NR2 4TP	The Insurance Institute of Norwich	Free entry. Tea/Coffee from 12.00 noon. To book contact Judith Little on judith@fitzgeraldconsulting.co.uk or 07918 138986. www.insuranceinstituteofnorwich.co.uk
Strategic Business Planning, presented by Caron Betts, Kaplan Financial	Tuesday 8th September 2009 6.00pm to 8.30pm	Institute of Food Research, Norwich Research Park, Colney, Norwich NR4 7UA	Association of Chartered Certified Accountants	Free entry. Email: bookings.london@uk.accaglobal.com or visit www.uk.accaglobal.com/nor
Regional PFS Q3 Meeting.	Thursday 10th September 2009 9.30am to 4.00pm	Newmarket Race Course CB8 0TF	The Personal Finance Society	Free entry to full and Student Members and first meeting free for prospective members. Latest information on programme at thepfs.org
Study Support Session, presented by Joanne Hall	Date to be advised 12.30pm to 1.30pm	Marsh Ltd, Victoria House, Queens Road, Norwich NR1 3QQ	The Insurance Institute of Norwich	Free entry. To Book contact Judith Little on judith@fitzgeraldconsulting.co.uk or 07918 138986. www.insuranceinstituteofnorwich.co.uk
Property Tax Update, presented by Robert Maas	Tuesday 15th September 2009 4.00pm to 7.00pm	King's Centre, King Street, Norwich NR1 1PH	The Chartered Institute of Taxation	Meetings are chargeable and Members and non members are welcome. Booking forms are sent to those on the mailing list prior to the seminar. Contact Stuart Wright on 01842 754166 or email on wright@79cr.freemove.co.uk
Beat Your Reporting Deadlines, presented by David Jones, Paragon Consulting	Tuesday 22nd September 2009 9.00am for 9.30am to 12.30pm	Bedford Lodge Hotel, Bury Road, Newmarket CB8 7BX	The Institute of Chartered Accountants in England and Wales	£48.93 inc VAT. To book please visit www.icaew.com/eastengland or contact EASCA on 01284 774730 or eastangliansca@icaew.com

Event	Date Start/End time	Location	Organising Institute	Cost, contact and further information
Forensic Accounting, presented by Mike Mason, Barrister, Director, BDO Stoy Hayward	Wednesday 23rd September 2009 9.30am to 4.30pm	De Vere Dunston Hall, Ipswich Road, Norwich NR14 8PQ	Association of Chartered Certified Accountants	£195 per person. Email: professionalcourses@uk.accaglobal.com or call 020 7059 5910
HMRC New Disclosure Opportunity, presented by Gary Brothers, Director of RSM Bentley Jennison	Tuesday 29th September 2009 6.30pm to 7.30pm	Great House training centre, Age Concern Norfolk, 300 St Faiths Road, Old Catton, Norwich NR6 7BJ	The Association of Accounting Technicians	Free entry. Refreshments and buffet will be served. Telephone Jeremy Nottingham on 01263 837710.
Anti-Money Laundering Update, presented by Susan Grossey, Thinking about Crime Ltd	Tuesday 6th October 2009 4.00pm for 4.30pm to 7.30pm	University of East Anglia Sportspark, Earlham Road, Norwich NR4 7TJ	The Institute of Chartered Accountants in England and Wales	£48.93 inc VAT or £44.04 inc VAT if booked by Friday 4th September. To book visit www.icaew.com/eastengland or contact EASCA on 01284 774730 or eastangliansca@icaew.com
Management Accounts, presented by Raj Gandhi, FCCA, MCT	Tuesday 6th October 2009 6.00pm to 8.30pm	Institute of Food Research, Norwich Research Park, Colney, Norwich NR4 7UA	Association of Chartered Certified Accountants	Free entry. Email: bookings.london@uk.accaglobal.com or visit www.uk.accaglobal.com/nor
Exam Focused Learning, presented by Kaplan Financial	Wednesday 7th October 2009 6.00pm to 7.30pm	Kaplan Financial, 74 St Faiths Lane, Norwich NR1 1NE	Open to all professional institute students	Free entry. Email: Caron.Betts@kaplan.co.uk
Motor Insurance - Adding Value, presented by Roy Rodger of Insurance & Training Consultancy	Tuesday 13th October 2009 12.30pm to 1.45pm	National Skills Academy, St Andrew's House, St Andrew's Street, Norwich NR2 4TP	The Insurance Institute of Norwich	Free entry. Tea/Coffee from 12.00 noon. To book contact Judith Little on judith@fitzgeraldconsulting.co.uk or 07918 138986. www.insuranceinstituteofnorwich.co.uk
Finance Act 2009, presented by Mark Morton	Tuesday 13th October 2009 4.00pm to 7.00pm	Norfolk Ski Club, Whitlingham Lane, Trowse, Norwich NR14 8TW	The Chartered Institute of Taxation	Meetings are chargeable and Members and non members are welcome. Booking forms are sent to those on the mailing list prior to the seminar. Contact Stuart Wright on 01842 754166 or email on wright@79cr.freemove.co.uk
Redundancy for Employers and an Employment Update, presented by S Tullock, ACAS	Wednesday 14th October 2009 6.30pm to 7.30pm	Great House training centre, Age Concern Norfolk, 300 St Faiths Road, Old Catton, Norwich NR6 7BJ	The Association of Accounting Technicians	Free entry. Refreshments and buffet will be served. Telephone Jeremy Nottingham on 01263 837710.
Annual Dinner	Friday 16th October 2009 6.45pm for 7.30pm	De Vere Dunston Hall, Ipswich Road, Norwich NR14 8PQ	The Insurance Institute of Norwich	Contact Judith Little on judith@fitzgeraldconsulting.co.uk or 07918 138986. www.insuranceinstituteofnorwich.co.uk
Risk Management and Corporate Governance, presented by Philip Basham, Amberwing	Tuesday 27th October 2009 9.00am for 9.30am to 12.30pm	Bedford Lodge Hotel, Bury Road, Newmarket CB8 7BX	The Institute of Chartered Accountants in England and Wales	£48.93 inc VAT or £44.04 inc VAT if booked by Friday 25th September. To book visit www.icaew.com/eastengland or contact EASCA on 01284 774730 or eastangliansca@icaew.com

Event	Date Start/End time	Location	Organising Institute	Cost, contact and further information
ifs/Fig Prestige Lecture - details tbc	October 2009 tbc	National Skills Academy, St Andrew's House, St Andrew's Street, Norwich NR2 4TP	ifs School of Finance and Financial Industry Group	Places must be reserved in advance at info@fignorfolk.com Telephone Marjorie Eade on 01603 773722. Check www.fignorfolk.com for latest details.
Student Presentation and Quiz Night	Thursday 29th October 2009 6.00pm to 10.00pm	Horse & Dray, 137 Ber Street, Norwich NR1 3EY	Association of Chartered Certified Accountants	There will be a charge for this event, booking forms will be sent to ACCA members during September 2009.
LLPs: Legal and Accounting Issues Update presented by Mike Ulrich	Monday 2 November 2009 4.00pm for 4.30pm to 7.30pm	University of East Anglia SportsPark, Earlham Road, Norwich NR4 7TJ	The Institute of Chartered Accountants in England and Wales	£51.75 inc VAT or £46.00 inc VAT if booked by Friday 2nd October. To book visit www.icaew.com/eastengland or contact EASCA on 01284 774730
Employment Law and Health and Safety Update, presented by Clive Oliver, Peninsula Business Services	Tuesday 3rd November 2009 6.00pm to 8.30pm	Institute of Food Research, Norwich Research Park, Colney, Norwich NR4 7UA	Association of Chartered Certified Accountants	Free entry. Email: bookings.london@uk.accaglobal.com or visit www.uk.accaglobal.com/nor
Taxation of Rural Land, presented by Adrian Baird	Tuesday 10th November 2009 4.00pm to 7.00pm	Norfolk Ski Club, Whitlingham Lane, Trowse, Norwich NR14 8TW	The Chartered Institute of Taxation	Meetings are chargeable and Members and non members are welcome. Booking forms are sent to those on the mailing list prior to the seminar. Contact Stuart Wright on 01842 754166 or email on wright@79cr.freeserve.co.uk
SMEs: Using IT to Grow Your Business, presented by John McCarthy, Leadsure	Tuesday 17th November 2009 9.00am for 9.30am to 5.00pm	Bedford Lodge Hotel, Bury Road, Newmarket CB8 7BX	The Institute of Chartered Accountants in England and Wales	£92.00 inc VAT or £86.25 inc VAT if booked by Friday 16th October. Lunch included. To book please visit www.icaew.com/eastengland or contact EASCA on 01284 774730 or eastangliansca@icaew.com
Norfolk PFS Q4 Meeting including AGM	Tuesday 17th November 2009 9.00am to 1.00pm	De Vere Dunston Hall, Ipswich Road, Norwich NR14 8PQ	The Personal Finance Society	Free entry to full and Student Members and first meeting free for prospective members. Latest information on programme at thepfs.org
The Ombudsman Service, presented by John Quinlan of The Financial Ombudsman Service	Tuesday 17th November 2009 12.30pm to 1.45pm	National Skills Academy, St Andrew's House, St Andrew's Street, Norwich NR2 4TP	The Insurance Institute of Norwich	Free entry. Tea/Coffee from 12.00 noon. To book contact Judith Little on judith@fitzgeraldconsulting.co.uk or 07918 138986. www.insuranceinstituteofnorwich.co.uk
IRIS - A Central Database for Accounts Preparation, presented by J Bellamy, IRIS Software	Wednesday 18th November 2009 6.30pm to 7.30pm	Great House training centre, Age Concern Norfolk, 300 St Faiths Road, Old Catton, Norwich NR6 7BJ	The Association of Accounting Technicians	Free entry. Refreshments and buffet will be served. Telephone Jeremy Nottingham on 01263 837710.
VAT Update/HMRC in 2009 and Beyond, presented by Dean Wootten FCA CTA, Lecturer and Consultant	Wednesday 25th November 2009 9.30am to 4.30pm	De Vere Dunston Hall, Ipswich Road, Norwich NR14 8PQ	Association of Chartered Certified Accountants	£195 per person. Email: professionalcourses@uk.accaglobal.com or call 020 7059 5910

Event	Date Start/End time	Location	Organising Institute	Cost, contact and further information
Charities Update, presented by Greyham Dawes, Horwath Clark Whitehill	Thursday 26th November 2009 4.00pm for 4.30pm to 7.30pm	University of East Anglia SportsPark, Earlham Road, Norwich NR4 7TJ	The Institute of Chartered Accountants in England and Wales	£51.75 inc VAT or £46.00 inc VAT if booked by Friday 23rd October. To book visit www.icaew.com/eastengland or contact EASCA on 01284 774730 or eastangliansca@icaew.com
Time Bombs in Your Tax Files, presented by Bob Trunchion, MacIntyre Hudson	Monday 7th December 2009 4.00pm for 4.30pm to 7.30pm	University of East Anglia SportsPark, Earlham Road, Norwich NR4 7TJ	The Institute of Chartered Accountants in England and Wales	£51.75 inc VAT or £46.00 inc VAT if booked by Friday 6th November. To book visit www.icaew.com/eastengland or contact EASCA on 01284 774730 or eastangliansca@icaew.com
Topic To Be Advised	Tuesday 8th December 2009 12.30pm to 1.45pm	National Skills Academy, St Andrew's House, St Andrew's Street, Norwich NR2 4TP	The Insurance Institute of Norwich	Free entry. Tea/Coffee from 12.00 noon. To book contact Judith Little on judith@fitzgeraldconsulting.co.uk or 07918 138986. www.insuranceinstituteofnorwich.co.uk
Enquiries, Powers and Tribunals, presented by Lee Paddon, HMRC National Business Manager. Joint Meeting with HMRC. Andrew Hubbard, the CIOT President, will also be attending	Tuesday 8th December 2009 4.00pm to 7.00pm	Norfolk Ski Club, Whitlingham Lane, Trowse, Norwich NR14 8TW	The Chartered Institute of Taxation	Meetings are chargeable and Members and non members are welcome. Booking forms are sent to those on the mailing list prior to the seminar. Contact Stuart Wright on 01842 754166 or email on wright@79cr.freeserve.co.uk
Companies Act 2006. Practical points for SME's presented by Neil Butler, Companies House	Wednesday 16th December 2009 6.30pm to 7:30pm	Great House training centre, Age Concern Norfolk, 300 St Faiths Road, Old Catton, Norwich NR6 7BJ	The Association of Accounting Technicians	Free entry. Refreshments and buffet will be served. Telephone Jeremy Nottingham on 01263 837710.
Carol Service	Thursday 17th Dec 5.30pm to 6.30pm	St Peter Mancroft Church Norwich NR2 1RD	The Insurance Institute of Norwich	No booking required.
Developments In And The Changing Duties of our Fire Service, presented by Richard Herrell of Norfolk Fire Service	Tuesday 12th January 2010 12.30pm to 1.45pm	National Skills Academy, St Andrew's House, St Andrew's Street, Norwich NR2 4TP	The Insurance Institute of Norwich	Free entry. Tea/Coffee from 12.00 noon. To book contact Judith Little on judith@fitzgeraldconsulting.co.uk or 07918 138986. www.insuranceinstituteofnorwich.co.uk
Capital Allowances, presented by Steven Bone	Tuesday 19th January 2010 4.00pm to 7.00pm	Norfolk Ski Club, Whitlingham Lane, Trowse, Norwich NR14 8TW	The Chartered Institute of Taxation	Meetings are chargeable and Members and non members are welcome. Booking forms are sent to those on the mailing list prior to the seminar. Contact Stuart Wright on 01842 754166 or email on wright@79cr.freeserve.co.uk
Pension Transfers, presented by Maurice Pearce of Parkland Independent Financial Services	Tuesday 9th February 2010 12.30pm to 1.45pm	National Skills Academy, St Andrew's House, St Andrew's Street, Norwich NR2 4TP	The Insurance Institute of Norwich	Free entry. Tea/Coffee from 12.00 noon. To book contact Judith Little on judith@fitzgeraldconsulting.co.uk or 07918 138986. www.insuranceinstituteofnorwich.co.uk
Succession Planning for Businesses, presented by Andrew Burgess	Tuesday 9th February 2010 4.00pm to 7.00pm	King's Centre, King Street, Norwich NR1 1PH	The Chartered Institute of Taxation	Meetings are chargeable and Members and non members are welcome. Booking forms are sent to those on the mailing list prior to the seminar. Contact Stuart Wright on 01842 754166 or email on wright@79cr.freeserve.co.uk

<i>Event</i>	<i>Date Start/End time</i>	<i>Location</i>	<i>Organising Institute</i>	<i>Cost, contact and further information</i>
PAYE and NI Update, presented by Paul Soper	Tuesday 9th February 2010 4.00pm for 4.30pm to 7.30pm	University of East Anglia Sportspark, Earlham Road, Norwich NR4 7TJ	The Institute of Chartered Accountants in England and Wales	£51.75 inc VAT or £46.00 inc VAT if booked by Friday 4th December. To book visit www.icaew.com/eastengland or contact EASCA on 01284 774730 or eastangliansca@icaew.com
Half day Regional Meeting	Wednesday 10th February 2010 9.00am for 9.30am to 1.00pm	De Vere Dunston Hall, Ipswich Road, Norwich NR14 8PQ	The Personal Finance Society	Free to PFS members and their guests. For further details please refer to www.thepfs.org
Accounting Standards Update (joint event with AAT), presented by Charles Gubbins	Tuesday 23rd February 2010 6.00pm to 8.30pm	Institute of Food Research, Norwich Research Park, Colney, Norwich NR4 7UA	Association of Chartered Certified Accountants	Free entry. Email: bookings.london@uk.accaglobal.com or visit www.uk.accaglobal.com/nor
The Credit Crunch - The Return, presented by Tim Pike of the Bank of England	Tuesday 9th March 2010 12.30pm to 1.45pm	National Skills Academy, St Andrew's House, St Andrew's Street, Norwich NR2 4TP	The Insurance Institute of Norwich	Free entry. Tea/Coffee from 12.00 noon. To book contact Judith Little on judith@fitzgeraldconsulting.co.uk or 07918 138986 www.insuranceinstituteofnorwich.co.uk
Taxation Issues for Small Businesses, presented by Peter Rayney	Tuesday 9th March 2010 4.00pm to 7.00pm	Norfolk Ski Club, Whittingham Lane, Trowse, Norwich NR14 8TW	The Chartered Institute of Taxation	Meetings are chargeable and Members and non members are welcome. Booking forms are sent to those on the mailing list prior to the seminar. Contact Stuart Wright on 01842 754166 or email on wright@79cr.freerve.co.uk
State Benefits and Tax Credits, presented by Norwich CAB	Wednesday 17th March 2010 6.30pm to 7.30pm	Great House training centre, Age Concern Norfolk, 300 St Faiths Road, Old Catton, Norwich NR6 7BJ	The Association of Accounting Technicians	Free entry. Refreshments and buffet will be served. Telephone Jeremy Nottingham on 01263 837710.
Career Support, presented by Hays and additional speaker	Tuesday 23rd March 2010 6.00pm to 8.30pm	Institute of Food Research, Norwich Research Park, Colney, Norwich NR4 7UA	Association of Chartered Certified Accountants	Free entry. Email: bookings.london@uk.accaglobal.com or visit www.uk.accaglobal.com/nor
Study Support Session, presented by Joanne Hall	Thursday 8th April 2010 12.30pm to 1.30pm	Marsh Ltd, Victoria House, Queens Road, Norwich NR1 3QQ	The Insurance Institute of Norwich	Free entry. To Book contact Judith Little on judith@fitzgeraldconsulting.co.uk or 07918 138986 www.insuranceinstituteofnorwich.co.uk
Change Management, presented by Brian McPhail of Admin Re	Tuesday 13th April 2010 12.30pm to 1.45pm	National Skills Academy, St Andrew's House, St Andrew's Street, Norwich NR2 4TP	The Insurance Institute of Norwich	Free entry. Tea/Coffee from 12.00 noon. To book contact Judith Little on judith@fitzgeraldconsulting.co.uk or 07918 138986 www.insuranceinstituteofnorwich.co.uk
AGM followed by Divorce and Property Rights of Cohabitors, presented by Tammy Parnell, Partner at Clapham and Collinge, Solicitors	Wednesday 14th April 2010 6.15pm to 7.30pm	Great House training centre, Age Concern Norfolk, 300 St Faiths Road, Old Catton, Norwich NR6 7BJ	The Association of Accounting Technicians	Free entry. Refreshments and buffet will be served. Telephone Jeremy Nottingham on 01263 837710.

<i>Event</i>	<i>Date Start/End time</i>	<i>Location</i>	<i>Organising Institute</i>	<i>Cost, contact and further information</i>
Annual General Meeting	Tuesday 20th April 2010 5.30pm to 6.30pm	Marsh Ltd, Victoria House, Queens Road, Norwich NR1 3QQ	The Insurance Institute of Norwich	In order to ensure entry to the Marsh building please advise Judith Little on judith@fitzgeraldconsulting.co.uk or 07918 138986 of your intention to attend. www.insuranceinstituteofnorwich.co.uk
Charity Support Lecture, speaker to be advised	Tuesday 20th April 2010 6.00pm to 8.30pm	Institute of Food Research, Norwich Research Park, Colney, Norwich NR4 7UA	Association of Chartered Certified Accountants	Free entry. Email: bookings.london@uk.accaglobal.com or visit www.uk.accaglobal.com/nor
Day Conference followed by AGM, presented by Giles Mooney	Thursday 22nd April 2010 9.00am to 5.00pm	John Innes Centre, Norwich Research Park, Colney, Norwich NR4 7UH	The Chartered Institute of Taxation	Meetings are chargeable and Members and non members are welcome. Booking forms are sent to those on the mailing list prior to the seminar. Contact Stuart Wright on 01842 754166 or email on wright@79cr.freerve.co.uk
Half day Regional Meeting	Wednesday 5th May 2010 9.00am for 9.30am to 1.00pm	De Vere Dunston Hall, Ipswich Road, Norwich NR14 8PQ	The Personal Finance Society	Free to PFS members and their guests For further details please refer to www.thepfs.org
ACCA Spring Ball	Friday 7th May 2010 7.15pm until late	Sunningdale Suite, De Vere Dunston Hall, Ipswich Road, Norwich NR14 8PQ	Association of Chartered Certified Accountants	Invitations and booking forms will be circulated early 2010
Budget Update (joint event with ACCA)	Wednesday 12th May 2010 6.00pm to 8.00pm	The Professional Development Centre, Woodside Road, Norwich NR7 9QL	The Association of Accounting Technicians	Free entry. Refreshments and buffet will be served. AAT members telephone Jeremy Nottingham on 01263 837710. ACCA members: please email bookings.london@uk.accaglobal.com
EASCA Annual Dinner	Friday 21st May 2010 7.00pm for 7.30pm to 11.15pm	The Keep, Norwich Castle, Shirehall, Market Avenue, Norwich NR1 3JQ	The Institute of Chartered Accountants in England and Wales	£59.80 inc VAT per person or £50.60 inc VAT student price, or per person if tables of 8 or more. To book please visit www.icaew.com/eastengland or contact EASCA on 01284 774730.
IHT and Trusts. Joint meeting with STEP, presented by Gill Steel	Tuesday 25th May 2010 4.00pm to 7.00pm	King's Centre, King Street, Norwich NR1 1PH	The Chartered Institute of Taxation	Meetings are chargeable and Members and non members are welcome. Booking forms are sent to those on the mailing list prior to the seminar. Contact Stuart Wright on 01842 754166 or email on wright@79cr.freerve.co.uk
Neuro-linguistic programming, presented by Margaret Zuppinger	Tuesday 22nd June 2010 6.00pm to 8.30pm	Institute of Food Research, Norwich Research Park, Colney, Norwich NR4 7UA	Association of Chartered Certified Accountants	Free entry. Email: bookings.london@uk.accaglobal.com or visit www.uk.accaglobal.com/nor

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- Mission statement**
- Business Link is a government funded service designed to promote enterprise.
 - Help, support and advice is available to those growing a business or just starting out.
 - Business Link works closely with partners and intermediaries to encourage and develop enterprise, and so benefit the local economy.
 - All our support is independent and impartial, and most services are provided free of charge.

Information, Diagnostics and Brokerage

Business Link operates a model of support summarised as information, diagnosis and brokerage. We have established a new online database which is exclusively for private sector consultants including lawyers and accountants and providers of IT support services. Clients in need of services are referred to those listed on the supplier brokerage service.

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- Services**
- Business Link is the gateway to business support;
- Free one-to-one business advice with an experienced business adviser
 - Answers to business questions through our Information and Intelligence Centre
 - Workshops and seminars covering a vast range of business topics.

How to contact us

If you would like to know more about Business Link East please contact

Tel: 08457 171615
email: info@businesslinkeast.org.uk
website: www.businesslink.gov.uk/east

Business Link East Seminars in September 2009

All seminars are free of charge.
To book your place call 0845 601 1000
or visit www.bookevents.org

Thursday 3rd September 2009
10.00am to 12.00 noon.

Money and Finance: Money Management in a Recession
The Forum, 2 Millennium Plain, Norwich, NR2 1TF

Tuesday 8th September 2009
10.00am to 12.00 noon.

**Sales and Marketing: How to Turn Your Website
into a Customer Magnet**
The Forum, 2 Millennium Plain, Norwich, NR2 1TF

Friday 11th September 2009
10.00am to 12.00 noon.

Developing People: Influencing Skills
Novus Centre, Great Yarmouth, NR30 1NA

Tuesday 15th September 2009
10.00am to 12.00 noon.

Sales and Marketing: Smart Networking
Novus Centre, Great Yarmouth, NR30 1NA

Thursday 24th September 2009
10.00am to 12.00 noon.

Developing People: Dealing with Difficult Customers
The Forum, 2 Millennium Plain, Norwich, NR2 1TF

Tuesday 29th September 2009
10.00am to 12.00 noon.

Legislation: Employment Law Update
The Forum, 2 Millennium Plain, Norwich, NR2 1TF

The Institute of Chartered Accountants in England and Wales

(Norfolk & Norwich Society)



Mission statement To work in the public interest to enhance the reputation of the accounting profession.

To maintain the public standing of members in all sectors of the economy.

To achieve the above through a continuing commitment to the highest standards of professional learning and development encompassing:

- technical excellence.
- professional conduct.
- representation and support.

Membership Qualifying as a Chartered Accountant requires individuals to pass rigorous professional exams, while also completing a demanding training contract. The majority of members work either in practice, or in industry, across a wide variety of industry sectors.

The local institute The Norfolk & Norwich Society of Chartered Accountants is a branch of the East Anglian Society of Chartered Accountants which has a membership of over 3,500. Its objectives are:

- To provide a focal point of contact and support for members.
- To facilitate a range of courses, seminars, presentations and other relevant focused activities for members locally.
- To provide local representation of the Institute and maintain contact with other professional and civic bodies.
- To respond to Institute discussion documents on behalf of local members.

How to contact us If you would like to know more about the Institute of Chartered Accountants please contact:

Margaret Jackson or Michelle May-Jones

Tel: 01284 774730
email: eastangliansca@icaew.com

The Association of Chartered Certified Accountants

(Norwich Members' Network)



About ACCA

- ACCA (the Association of Chartered Certified Accountants) is the global body for professional accountants. We aim to offer business-relevant, first-choice qualifications to people of application, ability and ambition around the world who seek a rewarding career in accountancy, finance and management. We support our 122,000 members and 325,000 students throughout their careers, providing services through a network of 80 offices and centres. Our global infrastructure means that exams and support are delivered - and reputation and influence developed - at a local level, directly benefiting stakeholders wherever they are based, or plan to move to, in pursuit of new career opportunities. Our focus is on professional values, ethics, and governance, and we deliver value-added services through 50 global accountancy partnerships, working closely with multinational and small entities to promote global standards and support.

Mission statement

- To provide opportunity and access to people of ability around the world and to support our members throughout their careers in accounting, business and finance.
- To achieve and promote the highest professional, ethical and governance standards.
- To advance the public interest
- To be a global leader in the profession.

Membership

- Membership is open to those who have completed the professional exams and can meet the professional training requirements.

The Norwich Members' Network

- Norwich Members' Network has approximately 1000 members' affiliates and students living in the region and organises educational events on topical subjects as well as a programme of presentations that enables members to keep up to date with professional and business matters.
- For information on presentations and contact details for the Norwich Members Network please visit the website www.uk.accaglobal.com/nor

How to contact us

If you would like to know more about the Norwich Members' Network please contact:

Sarah Carter FCCA email: scarter@carterandco.co.uk
Tel: 0771 484 9560

Mission statement ■ Our vision is to be a strong, visible and respected body for accounting technicians; to offer internationally recognised membership and qualifications, which are valued by the public, employers and the business world.

Membership Accounting Technicians work in accounting and finance alongside chartered accountants in industry and commerce, accountancy practices and in the public and voluntary sectors. Some are self-employed offering accountancy services to the general public.

To become a full member of the AAT, students are required to demonstrate:

- Proven competence at NVQ/SVQ Levels 3 and 4 in Accounting.
- One year's full-time work experience (or the equivalent part-time).
- Evidence of suitability for full membership and commitment to the AAT.

The local branch The objective of the AAT's Norfolk Branch is to provide relevant, high quality, accessible and affordable CPD opportunities for local fellow, full, affiliate and student members.

How to contact us If you would like to know more about the AAT and/or the AAT Norfolk Branch please contact the following:

Jeremy Nottingham FMAAT
Chairman

Tel: 01263 837710
email: jn@paston.co.uk

David Woodcock FMAAT
Publicity Officer

Tel: 01603 785204
email: david.woodcock@acnorfolk.org.uk

website: www.aat.org.uk/norfolk

The Chartered Institute of Taxation

(East Anglia Branch)



The Association of Taxation Technicians



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- Mission statement**
- To promote the aims and interests of The Chartered Institute of Taxation (CIOT), and the Association of Taxation Technicians (ATT), and the members of both bodies.
 - To advance education in, and to promote the study of, the administration and practice of tax.

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- Membership**
- Membership of the East Anglia Branch is open to:
- Members of the Chartered Institute of Taxation or Association of Taxation Technicians who live or work in East Anglia.

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- Services**
- To help members, students and other attendees fulfil their requirement for Continuing Professional Development (CPD).
 - To act as a link between members and the CIOT/ATT.
 - As part of its charitable activities, the CIOT also sponsors the Low Incomes Tax Reform Group which works to improve and simplify the tax system so as to make it more responsive to the needs of those who cannot afford to pay for tax advice.

How to contact us If you would like to know more about the Chartered Institute of Taxation or the Association of Taxation Technicians please contact:

John Weston
Branch Secretary
Grant Thornton UK LLP
Kingfisher House
1 Gilders Way
Norwich
NR3 1UB

Tel: 01603 203213
email: john.f.weston@gtuk.com

The Chartered Insurance Institute

(Insurance Institute of Norwich)



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- Mission statement**
- To promote efficiency and improvement in the practice of insurance amongst both members and non-members.
 - To make the conduct of insurance business more effective and professional.
 - To encourage confidence in those people working in the insurance industry through reliable testing.
 - To promote and assist the study of any subjects relating to a branch of insurance.
 - To collect and form a body of expert opinion on the law and practice relating to all things connected with insurance.
 - To supervise and control the professional standards of members and to promote their interests, welfare and advancement.
 - To provide information and advice about employment in insurance.
 - To help members and their dependants in times of financial hardship.

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- Membership**
- Membership of the Association is open to:
- Members of the Chartered Insurance Institute who live or work in the area.
 - Other members of the Chartered Insurance Institute at the discretion of the council.

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- The local institute**
- The Institute of Norwich represents all those living and working in Norfolk.
- Services**
- Membership is about 1300 people which includes Personal Finance Society members. Our members work in a wide variety of industry sectors.
 - To organise educational, charitable, social and sporting activities.

How to contact us If you would like to know more about the Insurance Institute of Norwich please contact:

Judith Little
Secretary

Tel: 07918 138986 email: judith@fitzgeraldconsulting.co.uk
website: www.insuranceinstituteofnorwich.co.uk

Derek Cousins
Assistant Secretary
Marsh Ltd, Queens Road,
Norwich NR1 3QQ

Tel: 01603 207464
email: dpcousins@homecall.co.uk

Mission statement ■ Founded in 1879 as the Institute of Bankers, the *ifs School of Finance* is a registered educational charity incorporated by Royal Charter. During the past two decades the *ifs* has evolved into a “business school for finance” thus extending its 130 year old remit to provide the financial services industry with a skilled, effective and competent workforce. The *ifs School of Finance* is also in the vanguard of promoting a better understanding of finance among consumers in the UK. Its provision includes formal qualifications ranging from financial capability for 14-19 year olds to Master’s level and Continuing Professional Development (CPD) through executive education programmes.

Membership ■ Membership is open to all members of the *ifs School of Finance* or current students.

The Norwich Centre ■ The Norwich Centre represents members living and working in Norfolk and has been in existence since 1924.

■ The centre now forms the hub of the Norwich and East Anglia Regional Network – one of 10 such networks around the UK.

■ Membership of the network now numbers over 1700.

Services ■ To run high quality educational events for members, customers and potential customers.

■ To provide purposeful networking opportunities.

■ To promote the *ifs* products, services and values.

■ To provide links to other educational opportunities provided by other organisations.

■ Events are generally free, and are open to both members and non-members alike.

How to contact us If you would like to know more about the *ifs School of Finance* please contact the Regional President

Marjorie Eade BSc, FCIB, ACIL

Tel: 01603 773722
email: info@fignorfolk.com
website: www.ifslearning.ac.uk

Head Office Contact:

David Fear AdvCeMAP, BSc(Hons), Fifs
Senior Corporate Relationship Manager
ifs School of Finance

Tel: 07836 573617
email: dfear@ifslearning.ac.uk

The Personal Finance Society

(Norfolk Region)



Mission statement

- To form a professional association for all those who give and support personal financial advice.
- To represent the views of financial advisers from every industry sector.
- To expand the knowledge, skills and effectiveness of financial advisers and promote professional qualifications so as to increase their competence, standing and success.
- To foster the business and personal development of financial advisers.

Membership

Membership of the Society is open to:

- Anyone in the Financial Services industry who lives or works in the area.

The local society

- In Norfolk the Personal Finance Society represents all those involved in Financial Services. We currently have over 650 members, working in a wide variety of industry sectors.

Services

- Regional meetings – Include Business Development, Regulatory up-date, Specialist Technical sessions
- Annual Conference – Contact Meeting Point 020 7808 5600
- Technical Seminars – include AFPC revision days.
- AFPC Study Groups – Led by AFPC qualified facilitators.
- Monthly Magazine – Financial Solutions.
- The Personal Finance Society Website – Look in Meeting/Seminars section at www.thepfs.org for latest information

How to contact us

If you would like to know more about the Personal Finance Society please contact:

David Hickman
Tel: 01508 492818
Mob: 07860 191111
email: djh@poringlandic.co.uk

Mr M Wells
Personal Finance Society
20, Aldermanbury
LONDON
EC2V 7HY

Tel: 020 8530 0852
Fax: 020 8530 3052