

2012 NATIONAL TRAINING MEETING



SEPT
20-21

Philadelphia

PA

Meeting Registration Fee: \$125/person*
CPE Credit: \$25/person

*Dinner events & transportation for Office Visits are not included in registration fee.
Please see the registration form online for additional costs.

Log in to <http://members.pasba.org>.

- » Click on *Conferences & Meetings*
- » Click on *2012 National Training Meeting*
- » Click *Register*

Registration Deadline: September 3

Cancellations after September 1 will not be refunded.

AGENDA

THURSDAY, SEPTEMBER 20

9:00 am-12:00 pm	Registration
12:30 pm – 5:30 pm	Office Visits
6:00 pm – 9:00 pm	Group Dinner at Broad St. Bullies Pub · XFinity Live! Philadelphia

FRIDAY, SEPTEMBER 21

 All meetings are on the following schedule:

7:30 am – 8:30 am	Breakfast
8:30 am – 11:30 am	Meeting
11:30 am – 12:30 pm	Lunch
12:30 pm – 5:00 pm	Meeting
6:00 pm – 9:00 pm	Group Dinner Event · Philly Flavors & Traditions Tour

Sample your way through Philadelphia's signature flavors! It's an evening of fun progressive snacking and eating while exploring Philadelphia's foods and neighborhood traditions.

HOTEL INFO

HILTON PHILADELPHIA AIRPORT

4509 Island Ave. | Philadelphia, PA | 19153
www.hiltonphiladelphiaairport.com

Reservations: 1-800-HILTONS

The hotel is conveniently located adjacent to the Philadelphia International Airport.

Group Rate: \$125/night
for Singles/Doubles

Group Rate Code: PRO

Hotel Cutoff: Sept 3

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This meeting is directed toward bookkeepers, supervisors, and owners of PASBA member accounting firms who want to learn not only the basics of bookkeeping and supervisor training, but also best practices of successful offices. All participants are encouraged to openly share information about the daily management and marketing in their practices during all sessions.

Office Visits

Office visits are a key component to this meeting. Allowing your staff to see how other offices successfully operate creates opportunities for them to improve their daily work routines. This year, we are excited to have organized visits to the offices of PASBA members Scott Elwell, Rich Schwartz, and Dennis Snyder.

Beginning Bookkeeper

Participants are expected to have a working knowledge of bookkeeping procedures to participate in this PASBA basics session. This session includes tips on production, client reporting, and overall PASBA processes. There are no prerequisites for attendance.

Advanced Bookkeeper

All advanced bookkeepers will choose the breakout sessions most applicable to their needs. They will choose from: QuickBooks Techniques for Bookkeepers, Bookkeeper Goals & Deadlines, Client Reporting Objectives, Keys to Tracking & Reporting, and Key Controls for Financial Statement Preparation & Review. In addition, all bookkeepers will attend a session on Client/Customer Service and an Open Roundtable Discussion.

Supervisor

All supervisors will choose the breakout sessions most applicable to their needs. They will choose from: What is My Job Description?, Year Round Tax Planning, Initial Client Strategy Session, Goals & Deadlines, New Client Procedures, and Keys to Tracking & Reporting. In addition, all supervisors will attend a session on Client/Customer Service and an Open Roundtable Discussion.

Owners' Meeting

PASBA members are invited to participate in discussions about PASBA best practices, marketing, and current technologies with other owners of PASBA practices. This meeting is viewed as an Open Roundtable Discussion.

PLEASE CONTACT JORDAN BENNETT IN THE PASBA CENTRAL OFFICE WITH ANY QUESTIONS.

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