

PA ENTERPRISE

DeskDemon's Magazine for Executive PAs, Office Managers and Secretaries

SEPTEMBER 2012

**Win the biggest
coffee morning
ever!**

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office* 2012 – the ultimate networking event

Win tickets for London Fashion Weekend

Yoga in the office – exercises we can all benefit from

How to protect your boss from bad meetings

Reader Product Reviews • Country House Venues



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Partner



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For the third year running, Kenco is the official Coffee Partner for Macmillan Cancer Support's World's Biggest Coffee Morning. It is really easy to get involved and help make a huge difference to the lives of people affected by cancer.

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- **Choose a date.** Officially it's Friday 28th September, but have your coffee morning when it suits you best!
- **Invite friends and work colleagues** to give some time and a small donation for what really matters.



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Which Office Workers Down the Most Coffee?

Many of us enjoy a cup of coffee in the morning — but depending on your job, you may be more likely keep a pot brewing all day long.

In a survey of almost 5,000 US workers, Dunkin' Donuts and CareerBuilder found our professions, age, and even the region in which we live can influence how much java we drink every day.

For example, about half of the survey respondents in the Northeast admitting to needing coffee while on the job, and younger workers — those between 18 and 24 — said drinking coffee gives them the chance to network with other employees, thus helping their careers.

And which workers are most likely to say they need coffee to get through the workday? Scientists and lab technicians took the top spot, with marketing and public relations people taking runner-up honours. Education administrators, writers and editors, and healthcare administrators also ranked among the most caffeinated professionals in the country.



Professions that drink the most coffee:

- | | |
|--|--|
| 1 Scientist/Lab Technician | 8 Professor |
| 2 Marketing/Public Relations Professional | 9 Social Worker |
| 3 Education Administrator | 10 Financial Professional |
| 4 Editor/Writer | 11 Personal Caretaker |
| 5 Healthcare Administrator | 12 Human Resources Benefits Coordinator |
| 6 Physician | 13 Nurse |
| 7 Food Preparer | 14 Government Professional |
| | 15 Skilled Tradesperson |

No mixed messages with Nexus bags

Europe's largest manufacturer of conference bags, Nexus, has introduced sublimation printing to dramatically improve the impact of conference bags.

Sublimation prints are lifelike graphics which can be printed onto Nexus Collections' bags. Sublimation is perfect for full colour photos on the front panel of a bag. The result gives bright, vibrant colours which are long lasting and scratch resistant.

Sublimation printing is the application of inks onto a panel of a bag using a heat press. The heat causes the inks to be converted from a solid to a gaseous state enabling the ink to penetrate the material so that a permanent, full colour image is formed. Businesses can create their own unique environmentally responsible conference bag through a choice of different materials, fittings and branding techniques.

Nexus Collections has seen a significant increase



in the number of organisations sponsoring bags for conferences and events. As a result of the introduction of the 4 colour process by screen print, transfer and also sublimation printing many sponsors are now increasing their budget to accommodate the reproduction of their branding in full colour.

Nexus manufacture over half a million bags each year to over 600 professional conference organisers for their events all over the world. For more information go to:
www.nexuscollections.com

MAKE YOUR MESSAGE STICK

Post-it Super Sticky Notes from 3M will be reinforcing the importance of using quality sticky notes through a major awareness campaign starting towards the end of August, which includes a two week TV advertising campaign, social media and promotional activity.

Post-it Super Sticky Notes come in a range of colours from the traditional Canary yellow, to eye-catching neon pinks, greens and oranges. The range includes square, rectangle, plain, lined and even large notes perfect for brainstorming a meetings.

The super-strong adhesive properties of Post-it Super Sticky Notes make them ideal for a variety of surfaces including walls, doors and monitors, ensuring that they won't fall off.



office*

12-13 SEPTEMBER 2012



*PERSONAL ASSISTANT

*OFFICE MANAGER

*EXECUTIVE SUPPORT

OLYMPIA | LONDON

Network with thousands of fellow PAs and EAs at office* 2012

office*, taking place on 12-13 September at London's Olympia, is the essential event for PAs, EAs and Office Managers. A visit will provide you with all you need to excel and develop in your career.

office*'s dynamic exhibitor line-up features an impressive number of new business-to-business suppliers ready to debut a host of solutions. Features for 2012 include the new HBAA Village, the AIM Accredited Destinations and Venue Village – featuring venues from across the UK, and the benefit Pamper Parlour – a chance to relax with the help of a world-leading cosmetic brand.

Alongside the exhibition sits office*'s 32-strong, 4-theatre, seminar and master class training programme which promises to provide visitors with a wealth of invaluable tools and practical solutions, which can be taken away and implemented in their office immediately.

Led by top industry experts including senior trainers from Hemsley Fraser and Reed Learning, each session is great value for money. Topics being covered include successful networking, personal effectiveness, saving time with Microsoft and tips for managing multiple bosses.



Entry to the exhibition is free of charge, including entry to the Keynote Theatre where visitors will be able to hear inspirational free Keynotes from Deborah Meaden of Dragons' Den fame, and Penni Pike, Richard Branson's Executive Personal Assistant of 31 years amongst others.

office* is taking place at the new venue of London's Olympia on Wednesday 12 and Thursday 13 September. To register free in advance, please visit www.officeshow.co.uk and quote priority code OFF454.

Reviewers Wanted!

Got an opinion and happy to share it? We are looking for PAs to check out venues, restaurants, hotels, products, books etc on our behalf - please send your details (name, title, company, location) to review@deskdemon.com

We will give you a comprehensive brief with advice and points to consider during your visit and when writing your review. And if you have a camera and can take a few snaps at well, that would be great. Your review will feature on DeskDemon, in PA Enterprise and What's New.

We currently have an overnight stay at a London hotel waiting to be reviewed - so, if you have experience in managing meetings and events and business travel, please email asap.

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Avery Makes Labelling Easy at Office*

Visit Avery on stand 1048 at this year's Office Show, 12-13 September and you'll be rewarded with some fantastic free sample packs showcasing Avery's range of labelling solutions and the chance to win an iPad.

Choosing the right label for the right job is easier than ever before. The Avery labels range is organised into Labels for Letters, Labels for Parcels & Packaging, Organising & Filing Labels, Multipurpose Labels, Marking Labels, Protection & Security Labels and DataMedia Labels. Whether you have letters to mail, parcels to package or files to organise, Avery has all your office needs covered.



While you're at the stand, why not see if you can guess how many labels are on Avery's super-organised office desk? You could win an iPad!

Avery will also be on hand to tell you all about how they're rewarding busy office workers with vouchers for some of the nation's best loved brands, simply by purchasing Avery products. If you really can't wait for the show to find out more, just look inside special Avery Rewards promotional packs to find your unique code and start treating yourself to some retail therapy or a once in a lifetime experience by signing up at www.averyrewards.co.uk.



Start treating yourself to some retail therapy or a once in a lifetime experience by signing up at www.averyrewards.co.uk



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office 
12-13 SEPTEMBER 2012

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Visit us at the Office Show, Olympia
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of this page



Switch on to the AF way of cleaning

A reason to reinforce the need for cleaning

AF International, computer and ITC cleaning chemical specialists have recently surveyed 1000 business people who regularly use IT equipment to find out who cleans regularly, who eats at their desk as well as what equipment is used in the home environment.



With only 45.8% of people surveyed having their workplace cleaned on a daily basis, and an astounding 15% not knowing if their office was cleaned or had ever been cleaned, the results show some interesting facts about cleanliness within the office. And when you think that 47% admitted to eating at their desk every day, hygiene should be something high on the agenda.

A surprising amount of people not only work and eat at their laptop at the office, but 28.3% take them home, and use them outside of working hours an additional reason to clean to stop the spread of germs from one environment to another. The reverse is 26.4% take personal laptops from home into the workplace.

The survey also asked about what technology equipment they used at home in general and it's no surprise that 73.5% said a laptop but amazingly 46.6% said smartphones and 43.8% regularly used game consoles.

Regular cleaning of technology equipment can reduce the risk of germs leading to coughs, colds and that 'there's something going around the office' syndrome that can result in absenteeism.



By answering three simple questions you will be entered into a prize draw to win £100 of Love2Shop Vouchers, and 10 runners up will receive a cleaning kit.

[CLICK HERE TO ENTER](#)

To find out more about the AF range of products go to www.af-net.com, for news updates, competitions and giveaways can also be found on AF International's facebook page at www.facebook.com/AFInternational and on twitter @AFInternational.

Win your biggest coffee morning ever

For the third year running, Kenco is the official Coffee Partner for Macmillan Cancer Support's World's Biggest Coffee Morning, which takes place on 28th September 2012. Get involved to make this year's coffee morning the biggest ever and raise even more money to help people living with cancer in the UK.

Fill in your details to register, and you will be sent your Coffee Morning kit to help you make your coffee morning a huge success.

Want to make your event extra special? Once you've registered, enter the competition to win your biggest coffee morning and Kenco could help make it a truly spectacular day for you and your guests. This year, Kenco are giving 3 lucky winners the chance to host the coffee morning they've been dreaming of and give you and your friends a day to remember.

So, for your chance to win, simply tell us what your perfect coffee morning would be like, if you had to think BIG and we'll organise it for you.

For example, where your ideal venue would be. Or whether you'd love a band to play live. Perhaps you'd like to invite a local celebrity? It's up to you!

In order to enter the competition you must have already registered for a Coffee Morning Kit.

[Click here to register](#)



DeskDemon PA Review

We asked two DeskDemon Members to review the DYMO® LabelManager™ 500TS Touch Screen Label Maker. Step forward Tara and Natalie who put two of the machines through their paces for two weeks.

Here's how they got on:

“The DYMO LabelManager 500TS Touch Screen Label Maker - Not Your Mum's Label Maker!”

says PA to Executive Vice President of AEG Europe Facilities Tara Vickers, AEG, London

“Gone are the days of the label maker with the rotary wheel. You know the one: the one your mum would keep in the drawer. The one where you would type in the word and it would be pressed into a label much in the same manner as a typewriter - complete with the odd wonky letter just slightly out of line with the rest of the word. It was memorable in its own charming way, but not the most professional tool in the arsenal of labeling what you need. But we were captivated by it and everyone found an excuse to borrow it and label up whatever they wanted.

But as technology progressed, so have label makers. And the latest tool from DYMO is the coolest one yet. The LabelManager 500TS is

attention grabbing, powerful, full of little gadgets inside of one big gadget. Yet, surprising, is not daunting to use. In fact, it is very user friendly. Just plug in, set the parameters and start typing. The touch screen function is great - very easy to move between the tabs to decide what font, direction or symbols I would like to insert. However for those of us who are a bit more “old school”, there are also navigation buttons to fall back on. The keypad is very tactile and is, thankfully, set up as a QWERTY keyboard, making it effortless to type on (unlike my previous labeling machine whose letters were laid out alphabetically).

I found it easy to print out multiple labels in a snap, thanks to the ability to select how many copies of each label I wanted to print...and save those labels for any future use. I set up the LabelManager 500TS to cut automatically, saving precious time pushing the cut button. However that can easily be un-ticked in case you prefer to have extra tape on either side

(or just get a kick out of cutting your own tape).

The only thing I found a bit cumbersome was inserting symbols into the label. I wanted the same symbol on both sides of the wording however had to settle for it only on one side. But



this minor hiccup certainly would not cause me to throw the LabelManager 500TS out the window.

The DYMO LabelManager 500TS has pride of place on my desk. It's dark, sleek and gets a lot of comments from those walking past my desk who - while in sleep mode - think it's just a really cool clock. It's only when I wake up the 500TS and start to show them its magic, do the onlookers see past its innocent facade.

Yes, this is definitely not my Mum's old label maker."

"You can add borders, change font styles and sizes, within under a minute of switching on"

reports Natalie England, PA to the Director of Legal at City & Guilds

"I remember the original DYMO label machines that you clicked and turned the wheel, so not quite electronic. I usually use my PC to print labels; it can be a hassle though if you need to print just one or two.

The instructions for the DYMO LabelManager 500TS touch screen label maker were easy to understand. I'm not one for spending hours trying to figure something out so it was refreshing that I didn't have to do that. I thought it was good that there were step by step pictures to help you along the way.

It was very easy to use with a laptop, as once you have it all set up with the correct label colour it's very simple to use and I love the fact you can import from word and excel documents. The

touch screen was also easy to use. It reminds me of a mini pc, just with the ability of touch screen - like most things nowadays - so DYMO is moving with the times.

With this machine, I won't have to look up the label templates that I had to use before, also you don't have to even plug it into a computer, you can just switch on and within 30 seconds you have a label. A lot easier than templates and also usual labels are mostly white whereas you can choose various colours.

A good point is that you can add borders, change font styles and sizes, literally within under a minute of switching on. Changing fonts was easy, just like MS Word you can choose what you want, and I think you can also download more fonts if you wish. I think I would use the different fonts for the different types of files we have. I also used the different coloured labels - I think my favourite was blue. It's nice to know you don't have to always use white and it will be a lot easier to identify files with the different colours available.

I do think it's a nice machine; my only negative point is that it could be a bit bulky, but that is probably because it has to facilitate the functions. I was surprised at how big it was though.

My favourite features were the fact you can use with or without a computer so you could just take it out with you and the different colour options.

So, would I or my boss use this machine? To be honest I think a lot of the company will use it. Funnily enough, our facilities department uses a DYMO label maker but not as new as this one, so I can see them borrowing it. It will make my life easier and I will mostly use it for files and labelling shelves in our library. I think EVERYTHING will be labelled!

Overall it's a good machine and very easy to use, my only negative comment would be the size, but it's not like you would carry round on a daily basis so it's not too bad!"



Step out in style with Canon and WIN Two Tickets for a day at London Fashion Weekend

From its market leading range of digital cameras to its office printing portfolio, the Canon name is synonymous with high end quality, pin sharp images, the latest advanced technology and stylish design.

Canon's All-in-One range of inkjet and laser printers are ideal for home and office environments. The PIXMA MX715 and PIXMA MX895 come with enhanced functionality and connectivity features to make printing from smartphones and tablets easy. Stylish in design and featuring fast colour document printing speeds, each printer has high-speed fax capabilities, a 35 page Duplex Auto Document Feeder and Auto Duplex printing.

For larger offices the Canon i-SENSYS range of laser multifunctional devices offer the latest technology, combining productivity with efficiency, and have Typical Energy Consumption (TEC) ratings among the lowest in their class – helping you to reduce your costs and your carbon footprint.

Canon



Canon is offering one lucky winner two tickets for a day at London Fashion Weekend during 20-23 September. Just fill out the survey by midday 14th September to be in with a chance to win. [CLICK HERE](#)

5 Healthy Snacks to Go

By Diane Gilabert

Do you eat in your car or at your desk between appointments? Don't resort to the vending machine or drive-through! Here are five snacks that keep your weight loss goals intact. They're healthy and filling too.

1. Nuts and Seeds

A small amount of walnuts, peanuts, or sunflower seeds can go a long way when it comes to satisfying hunger. Starbucks sells small packages of healthy nuts like cashews and almonds. Not sure how well they go with coffee, but they make a healthy, nutritious snack on the go.

2. Healthy Energy Bars

The challenge is to choose a bar that is not too high in fat, sugar, or additives - and that tastes great too! My favourite is Clif Bars. They come in a huge variety of flavours to please everyone, from Chocolate Brownie to Apricot to Oatmeal Raisin.

While a little high in sugar, Clif Bars are a satisfying choice with 10 grams of quality soy protein, 4 grams of fibre, and mostly organic ingredients. This is a snack you can feel good about too. Clif bars use all-natural ingredients, and the company is environmentally sensitive. Best of all, Clif bars were originally formulated for hikers, so they pack easily and stay fresh for a long time, even in a hot car.

3. Fresh Fruit

Satisfy your sweet tooth and get a good dose of fibre with a banana or apple. If you're really motivated, pop in to the supermarket and grab a pre-made fruit salad.

4. Soy Yogurt

Why soy? Dairy products are generally not friendly to most of us over the age of two. Soy yogurt like



Whole Soy and Silk brands are made from organic soy. They're creamy and delicious and come in a variety of yummy flavours.

Soy lasts longer than dairy too, so buy a bunch and stash them in the fridge at work. Just be sure to put your name on the bag or hungry colleagues might swipe them!

5. Instant Organic Oatmeal

Nature's Path Instant Organic Oatmeal is the winner among these 5 snacks for maximum nutrition and health benefits. Low in sugar, high in fibre, and made with organic ingredients, this oatmeal is killer. It comes in boxes of 8 single-serve packets. Keep some in your desk for emergencies. You can even top with raisins or nuts for variety and extra nutrients.

These 5 snacks will keep you satiated until your next healthy meal. Yes you can stick to your diet and be a healthy eater even if the rest of your life is completely hectic!

Get more healthy meal ideas and recipes by visiting www.lose-weight-for-life.com/meal-plans.html

Office workers could benefit from yoga



Everyone who works in an office could benefit from yoga, it seems. One expert in the technique has suggested that it could help those whose work life involves a very common office activity.

Asked about the health help that yoga can give, Charlotte Watts, a nutritional therapist, yoga teacher and co-author of *The De-Stress Diet* (www.de-stressyourlife.com), commented: "Better posture and alignment can lead to improved circulation, digestion and hormone balance. Specifically this can help common issues like back and neck pain, headaches, clenched jaws and muscle tension, cramps and spasms."

Of course, many workers will already work yoga, or other types of exercise, into their

weekly routines, either on an individual level or as a member of a specific group or gym.

Ms Watts said that yoga aims to encourage unity when it comes to mind and body – and that this is able to create “more appropriate” responses to something many workers face a lot of: stress, as well as create a sense of being ‘grounded’.

“It also specifically aims to promote stress-relief – calming of the nervous system to help relieve tension, headaches, muscle pains, fatigue,” she explained.

Here are a five office yoga exercises you could try for a start.

Neck Roll

1. Close your eyes.
2. Let your chin drop down to your chest.
3. Begin the circular motion of your neck slowly, by moving the right ear to the right shoulder, taking the head backwards and then bringing the left ear to the left shoulder.
4. Keep your shoulders loose and relax.
5. Rotate your neck 3-5 times and then switch directions.

Cow Stretch

1. Keep your feet on the floor.
2. Bring both hands on your knees.
3. While inhaling, stretch your back backwards and look towards the ceiling.
4. While exhaling, stretch your back forward and drop your head forward.
5. Repeat this exercise for 3-5 breaths.

Seated Forward Bend

1. Push your chair away from your desk.
2. Remaining seated, keep your feet flat on the floor.
3. Take your arms behind the lower back, keep your back straight and interlace your fingers behind your back.
4. Bending forward from the waist, bring your interlaced hands over your back.
5. Rest your chest on your thighs and relax your neck.

Eagle Arms

1. Stretch your arms straight in front of your body and parallel to the floor. Palms facing the ceiling.
2. Cross your right arm over the left (bend your arm slightly at the elbow if needed). Bring both palms together.
3. Lift both elbows. The shoulders slide down your back.
4. Repeat this exercise with the left arm over the right.

Seated Spinal Twist

1. Sit sideways in your chair.
2. Place your feet flat on the floor.
3. Holding the back of the chair with both hands, twist your waist to the right towards the back of the chair.
4. Turn to the other side. Repeat this exercise a few more times.

Temple Rub

1. Keep your elbows on your desk and place your hands on your temples.
2. With small circular motions gently rub your temples first clockwise and then anti-clockwise.
3. Do this for 10 – 15 long deep breaths.

Country House Conference Venues

Ashdown Park, East Sussex

Bedrooms and Suites: 106

Restaurants: The award-winning Anderida Restaurant and the Fairways Lounge Restaurant which has a more bistro style to it.

Meeting Room capacity: 10 - 200

Leisure Facilities: Country Club with indoor heated swimming pool, whirlpool spa, male and female sauna and steam rooms, aerobic studio, table tennis, 18 hole par 3 golf course, driving range and indoor golf nets, two tennis courts, fully equipped gym and 6 beauty rooms and nail salon. In addition, there is croquet, walking/jogging trails and bicycle hire.

Transport: Excellent road and rail links to London, and close proximity to Gatwick Airport (approximately a 30minute drive). The hotel is also under an hour to Ebbsfleet Eurostar.

Richard Towneley Suite: A dramatic setting for a presentation or any other important business event. Vaulted ceiling and stained glass, this converted chapel can accommodate up to 160 delegates for conferences or banquets.





Luton Hoo, Bedfordshire/ Hertfordshire border



Bedrooms and Suites: 144

Restaurants: The fine dining Wernher Restaurant and the slightly more informal Adam's Brasserie

Meeting Rooms/Suites capacity: 10 - 400

Leisure Facilities: Indoor pool, grass and all weather tennis, 18 hole par 73 golf course, croquet, spa, walking/jogging trail, bicycle hire.

Transport: Luton Hoo is well served by road, rail, and air links. Luton Parkway railway station provides speedy access to London, and junction 10 of the M1 and Luton Airport are close by.

Warren Weir at Luton Hoo: Surrounded by the lake and tributaries of the River Lea, Warren Weir offers a tranquil meeting venue, hosting up to 400 delegates with 84 bedrooms and suites. Leisure facilities include an 18 metre indoor swimming pool with whirlpool, fitness studio with Technogym and snooker room.



Country House Conference Venues

The Grand Hotel, Eastbourne

Bedrooms and Suites: 152

Restaurants: The award-winning Mirabelle which serves modern European cuisine and The Garden Restaurant which offers a more relaxed style, popular with families.

Meeting Room capacity: 10 - 400

Leisure Facilities: Outdoor swimming pool, indoor swimming pool, tennis (by arrangement), golf (by arrangement), walking/jogging trail, bicycle hire. Also, the Sussex Spa offers exclusive treatments from Kerstin Florian and men's only range, VitaMan.

Transport: There is a twice hourly service from London Victoria to Eastbourne (90 minutes) and a Direct Rail link from Gatwick Airport to Eastbourne (50 minutes).



Tylney Hall, Hook, Hampshire

Bedrooms and Suites: 112

Restaurants: The Oak Room Restaurant serves innovative cuisine with a British twist.

Meeting Room capacity: 10 - 120

Leisure Facilities: Outdoor swimming pool,

indoor swimming pool, tennis, croquet, Health Suite Spa, walking/jogging trail, bicycle hire. Golf can be arranged at the adjoining 18 hole course and outdoor pursuits such as archery, clay pigeon shooting and hot air ballooning can be arranged.

Travel: Tylney Hall is located on the border of Hampshire and Surrey, and is close to the M3, M4 and M25 motorways. Farnborough Airport and Business Park is a fifteen minute drive away.



The **venuefinder.com/blue&green** directory is an invaluable tool for organisers of any kind of event.

Find the perfect venue for your next event, from academic venues to boutique hotels, conference centres to the unusual, **venuefinder.com/blue&green** has it all.



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How to Protect Your Boss From Bad Meetings

Most bosses spend too much of their time in meetings. This happens because executives respond to problems by calling meetings to fix them. And when the meetings fail to produce results, they call more meetings. In some companies, people have even called meetings to figure out why their meetings didn't work.

Rather than watch your boss trudge off to an endless schedule of meetings, here are things you can do to protect your boss's valuable time.

By Steve Kaye

- **When someone calls to schedule a meeting for your boss, ask for the agenda.** If there is no agenda, check if your boss wants to attend. Lack of an agenda is the number one cause of bad meetings. Ideally, your boss would insist on having an agenda because time is money. For example, I doubt that your boss signs blank cheques.

If the caller replies that your boss will receive an agenda at the meeting, state that your boss wants to see the agenda at least a day before the meeting. This gives your boss time to prepare and avoids being ambushed by surprises.

- **Ask "What are the goals for this meeting?" or "What results do you want to have by the end of the meeting?"** A meeting without goals will lack direction, which can be as deadly as no agenda.

- **Ask "What is my boss's role in the meeting?" or "Why do you want my boss to attend?"** Many junior employees invite executives to their meetings because it makes them seem important. They also use this as an opportunity to delegate work upwards, show off, and ask their boss to make decisions. Vague replies (such as, "Oh, we just want hear what your boss has to say") suggest lazy planning.

If your boss is being invited to "find out what everyone is doing" check if your boss would prefer to receive a copy of the minutes instead. It takes much less time to read minutes than attend a meeting.

If your boss has an important role in a minor part of a meeting, ask if your boss can attend only that part of the meeting. Suggest that they schedule your boss' participation at the beginning so your boss can be on time for this part and then leave after contributing.



- **Ask “How should my boss prepare for the meeting?”** This helps your boss do well and avoids being surprised. If the preparation requires extensive work, check with your boss if the schedule makes sense. Also, check if others will be prepared. Unprepared participants always waste time. If necessary, revise the scope of the meeting or schedule it for a later date to allow adequate preparation.

- **Ask “What should my boss bring?”** You want to make sure that your boss has whatever is needed for effective participation. You also want to know what is needed because you may have to help obtain it. If the resources are unavailable, suggest alternatives.

- **Ask who else will be there.** This will help your boss anticipate what might happen. And in some cases you may find it useful to call some of the other participants to survey their expectations, concerns, and support for the issues on the agenda.

- **Finally, make sure that you collect details such as the starting time, duration, and location. Obtain a map and directions when needed.**

As an administrative assistant you work as an important partner with your boss. Thus, you may want to share this article and use it as the basis for how you can work together, making sure that your boss attends the right meetings for the right reasons with the right preparation.

If your boss is being invited to “find out what everyone is doing” check if your boss would prefer to receive a copy of the minutes instead. It takes much less time to read minutes than attend a meeting.