

## 2nd ANNUAL PROFESSIONAL ORGANISER CONFERENCE *it's all possible*



### INFORMATION PACK

Following the tremendous success of the 1st Annual Professional Organiser Conference held in Cape Town in 2007, we are proud to welcome you to the 2008 Conference, our theme, IT'S ALL POSSIBLE. The organising profession continues to grow in South Africa and this event promises to offer an opportunity for you to expand your knowledge and skill through interacting with likeminded business owners and industry leaders. You'll benefit from our incredibly experienced, professional and international speaker line up, educational slots and networking opportunities. We look forward to sharing with you.

**Conference Date:** Saturday 30 August 2008

**Conference Time:** 08h30 – 17h00

**Conference Venue:** Midrand Conference Centre, Midrand, Gauteng ([www.midrandconferencecentre.co.za](http://www.midrandconferencecentre.co.za))

### WHO SHOULD ATTEND?

- If you are a professional organiser, clutter specialist, consultant or lifesaver.
- If you enhance the lives of clients by designing systems and processes using organising principles, transferring organising skills, or educating the public on organising solutions.
- If you are intending on starting a career as a professional organiser in the near future, regardless of your level of experience, you will benefit from the conference

The conference is suited from novice to veteran and will address a variety of professional organising topics with the aim of broadening your knowledge and enhancing your career.

### WHY SHOULD YOU ATTEND?

- Meet and mingle with other organisers (swap/brainstorm ideas, build up a national referral network)
- Learn from the professional speakers to broaden your business expertise and knowledge to help you grow your organising business
- Benefit from the practical solutions offered by industry professionals on working with your clients – use these to create a competitive edge.
- Get introduced to some outstanding organising products.
- Building your knowledge base increases your credibility and allows you to charge more for your time.

### HOW MUCH DOES IT COST TO ATTEND?

R 1 500 per delegate

**TAKE 20% OFF FOR BOOKINGS MADE (WITH FULL PAYMENT) BY 30 APRIL 2008.**

Only pay R 1 200 per delegate (save R 300).

**BOOKING CLOSES 31 JULY 2008 - BOOKINGS BEYOND THIS DATE ARE SUBJECT TO AVAILABILITY.**

#### Investment includes:

- Access to leading professional speakers on conference day.
- All meals on conference day: arrival tea/coffee and pastries, mid-morning tea/coffee and biscuits, 2 course lunch with a soft drink, afternoon tea/coffee.
- Notepad and pen
- Goody-bag including organising products
- Conference material.

## WHO ARE THE SPEAKERS?

### OPENING KEYNOTE ADDRESS - Business Skills



**09h30 - 10h30**

#### **The ABC of success**

**Alison Gitelson**

Learn essential success tools from personal and business development tutor Alison Gitelson. Her company, CanBeeDone is a management consultancy, personal and leadership development organisation. Alison, our opening speaker, will share her 25 years of hands on business knowledge to equip you with success techniques.

During her talk you will learn:

- How to maintain focus within your business environment & your life
- The secret to abundant energy
- How to fail forwards
- How to stand out
- To reach your goals
- To make it all possible

Alison is passionate about facilitating people to grow in their work and personal environments. She works with managers to develop the intra and interpersonal skills required to develop loyal and effective teams and helps business owners to grow sustainable, profitable and efficient businesses. Alison has been interviewed on Radio Today and appeared on iTV and Shift (SABC 1), is a contributor to Entrepreneur.co.za and Spice4Life and a panelist for Business Day: Real Business. She is also a member of Women in Finance.

### GENERAL SESSION - Organising Skills



**11h00 - 12h00**

#### **Working with chronically disorganized clients**

**Colette Robicheau CPO-CD, ASP, CRSS**

**Organize Anything, Halifax, Canada**

Colette, a professional organiser, trained life coach and adult educator will share her knowledge on helping clients to eliminate the clutter in their office, home and head to allow for a clearer insight on how to build the life they want. Her studies and experience with chronically disorganized individuals allows her to tackle the toughest home and work environments.

During her talk you will learn:

1. What the term Chronic Disorganization (CD) means and where it came from
2. What a CD client looks like at home and at work
3. What differentiates them from our other clients
4. Strategies and resources for working with CD clients
5. Differences between Chronic Disorganization and compulsive hoarding

Colette is an organizing consultant and coach who helps individuals improve their daily lives through improved practices, strategies and skills. Among her many distinctions, Colette was the first in Canada to receive the Certified Professional Organizer - CD (Chronic Disorganization) designation from the US based National Study Group on Chronic Disorganization (NSGCD). Colette is a member of the Professional Organizers in Canada (POC) and the Canadian Redesign Association (CRDA). She is also a member of the U.S. National Association of Professional Organizers (NAPO).

## WHO ARE THE SPEAKERS?

### GENERAL SESSION - Organising Skills



**14h00 - 15h00**

#### **Finding your ideal client**

**Elaine Shannon**

**Elaine Shannon Organizing Consultant, Rothesy, Canada**

In an industry where new competitors are entering the field daily, how do you compete? You don't need to... Everyone has a skill set and passion that is unique to them. As unique as the clients that they serve.

So how do you find your ideal client?

Entrepreneurs who work with Elaine have a desire to get more of what they want in life...control of their time...and less stress. What they get is freedom and peace of mind allowing them to focus on achieving their dreams and goals.

Elaine has earned her "Trained Professional Organizer" TPO designation from POC (Professional Organizers In Canada) and was a previous Board member and is currently on her local Chapter Board . Elaine is also a member of Professional Organizers in Canada (POC) and the American National Association of Professional Organizers (NAPO).

### GENERAL SESSION - Organisation Skills

**13H30 - 14h30 - Marketing to Make It**

**16h00 - 16h30 - International Industry Trends**

#### **ASK-THE-ORGANISER**

Learn from industry experts during these Q&A sessions

**Facilitator: Kim Urban (Organised Solutions)**

Panel experts have been identified for their exceptional skill within the organising industry. This is an opportunity to learn more about what these individuals implement within their own organising businesses to ensure continual growth and success.

## OFFICIAL CONFERENCE OPENING - Friday 29 August 2008 COCKTAIL PARTY

**VENUE: MIDRAND CONFERENCE CENTRE**

**TIME: 18h30 - 20h30**

Leave the week behind and take this opportunity to get into the conference swing. Delicious snacks, champagne and orange juice are what's on the cards.

This is your opportunity to relax, laugh, meet and mingle with the other delegates at this conference opening cocktail party.

It is highly recommended that you attend this event. We will be using this forum to:

- Officially open the 2008 Conference - It's all possible
- Introduce the theme and format of the conference
- Launch the Professional Organiser Association Africa

Partners welcome.

NOTE: This event is not covered in the conference fee. Cocktail party charge R 150 per person inclusive of hot & cold snacks, champagne and orange juice. Click on the link go to the shopping cart to reserve your place at this event: [http://www.getorganised.co.za/view\\_products.asp?catID=2&category\\_name=Workshops%20and%20Conferences](http://www.getorganised.co.za/view_products.asp?catID=2&category_name=Workshops%20and%20Conferences)



## CONFERENCE AGENDA - Saturday 30 August 2008

08h30 - 09h00 **Registration** (pastries, tea/coffee will be served)

09h00 - 09h30 **Opening and Welcome**

09h30 - 10h30 **Keynote Address:** The ABC of success - A Gitelson, CanBeeDone.

10h30 - 11h00 **Tea & Networking** (biscuits, tea/coffee will be served)

11h00 - 12h15 **General Session - Organising Skill: Working with chronically disorganized clients -**  
C Robicheau - Organize Anything (Halifax, Canada)

12h15 - 13h15 **Lunch & Networking** (Set 2 course meal with a soft drink served in the restaurant)

13h15 - 13h30 **Group Photograph**

13h30 - 14h30 **Ask-the-Organiser (Panel) - Marketing to Make It.**

14h30 - 15h45 **General Session—Organising Skill: Finding your ideal client -**  
E Shannon - Elaine Shannon Organizing Consultant (Rothesy, Canada)

15h45 - 16h15 **Tea & Networking** (tea/coffee will be served)

16h15 - 16h45 **Ask-the-Organiser - International Industry Trends.**

16h45 - 17h00 **Conclusion & Conference Close**

Conference agenda subject to change without notice

## HOW DO I GET THERE?

**Conference Venue:** Midrand Conference Centre

661 Pendulum Road, Halfway House Ext. 12, Midrand, Gauteng.



### Directions from Johannesburg:

- Take the N1 towards Pretoria
- Take the Allandale offramp
- Turn right at the robot into Allandale
- Turn left at the third set of robots onto the K101
- Turn left at the third robots into Johnnic Boulevard
- Turn left into the very first road (Lupton)

### Directions from Pretoria:

- Take the N1 towards Johannesburg
- Take the New Road off ramp
- Turn left at the robot into New Road
- Turn right at the second set of robots onto the K101
- Turn right at the fourth robots into Johnnic Boulevard
- Turn left into the very first road (Lupton)

### TRAVELING FROM OUT OF TOWN:

*The following flights are suggestions only. Flight subject to availability. Prices correct as at 22 February 2008.*

#### **Cape Town to Johannesburg (return):**

Airline: Kulula [www.kulula.com](http://www.kulula.com) (flights from R 379 o/w)

Depart Cape Town Flight MN 120 Friday 29 August 2008 - 11h15, arrive Johannesburg 13:15

Depart Johannesburg Saturday Flight MN 10930 August 2008 - 18h30, arrive Cape Town 20h30

Airline: Mango [www.flymango.com](http://www.flymango.com) (flights from R 333 o/w)

Depart Cape Town Flight JE146 Friday 29 August 2008 – 11h05, arrive Johannesburg 13h10

Depart Johannesburg Flight JE173 Saturday 30 August 2008 - 20h00, arrive Cape Town 22h15

#### **Durban to Johannesburg (return):**

Airline: South African Airways [www.flysaa.com](http://www.flysaa.com) (flights from R 285 o/w)

Depart Durban Flight SA550 Friday 29 August 2008 – 11h50, arrive Johannesburg 13h00

Depart Johannesburg Flight SA405 Saturday 30 August 2008 – 21h00, arrive Durban 22h10

#### **Port Elizabeth to Johannesburg (return):**

Airline: South African Airways [www.flysaa.com](http://www.flysaa.com) (flights from R 490 o/w)

Depart Port Elizabeth Flight SA406 Friday 29 August 2008 – 10h35, arrive Johannesburg 12h20

Depart Johannesburg Flight SA405 Sunday 31 August 2008 – 10h20, arrive Port Elizabeth 12h05

*Book your flights early to ensure you qualify for lower airfare rates.*

## WHERE TO STAY?

### MIDRAND CONFERENCE CENTRE, MIDRAND



The guesthouse at Midrand Conference Centre offers luxurious en-suite bedrooms amongst gorgeous Tuscan gardens. All accommodation is in close proximity to the conference venue.

The following special rates apply - room only (subject to availability):  
 R 702 single occupancy. R 815.40 for 2 people sharing. If you would like to contact another delegate to share your room please advise [tracey@getorganised.co.za](mailto:tracey@getorganised.co.za).

For reservations please contact Midrand Conference Centre directly on: 011 315 8326 (Caryn Leitgeb) or email [admin@midrandconferencecentre.co.za](mailto:admin@midrandconferencecentre.co.za). **IMPORTANT** To qualify for this special rate, you must ask for Caryn Leitgeb and mention that you will be attending the Professional Organising Conference.

## HOW DO I BOOK FOR THE CONFERENCE?

Fill in the Conference application form below and return to us via email or fax together with full payment. Remember that the **20% EARLY BIRD SPECIAL** is only valid for fully paid bookings by **30 April 2008**. For credit card payments, fill in this application form and make payment through the shopping cart:  
[http://www.getorganised.co.za/view\\_products.asp?catID=2&category\\_name=Workshops%20and%20Conferences](http://www.getorganised.co.za/view_products.asp?catID=2&category_name=Workshops%20and%20Conferences)

### Personal details:

Complete Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Postal Address \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

**Dietary requirements:** please advise of any specific dietary requirements.

*Every attempt will be made to accommodate these specific requirements. In the event that your requirements can not be met a vegetarian option will be catered for.*

**2 Easy Ways to Register:** Fill in this booking form and return together with your full payment to:

**Email:** [tracey@getorganised.co.za](mailto:tracey@getorganised.co.za)

**Fax:** 086 654 2728

### Investment:

		Place an <b>X</b> next to the option you are booking:
R 1500 per delegate		
R 1200 per delegate	*Early bird special	
R 150 per delegate	Conference Opening Cocktail Party (Friday 29 August 2008)	Number attending:

*Early bird specials are only valid for bookings made with full payment received on or before 30 April 2008.*

## Payment:

Payment can be made by direct deposit, electronic transfer or with your credit card via our shopping cart. Contact [info@getorganised.co.za](mailto:info@getorganised.co.za) for more information. Link to shopping cart:

[http://www.getorganised.co.za/view\\_products.asp?catID=2&category\\_name=Workshops%20and%20Conferences](http://www.getorganised.co.za/view_products.asp?catID=2&category_name=Workshops%20and%20Conferences)

### Banking details:

**Acc Name:** Get Organised

**Bank:** First National Bank

**Account Number:** 62086104454

**Branch:** Table View

**Branch Code:** 203809

**Please use your full name as a reference.**

### FULL PAYMENT REQUIRED ON SUBMISSION OF THE APPLICATION FORM

### CANCELLATION POLICY:

Full payment is required within 72 hours of submission of application. If payment has not been made within this time frame, your application will automatically be deemed to be null and void and a new application will need to be submitted.

**Any cancellation to be forwarded in writing to [info@getorganised.co.za](mailto:info@getorganised.co.za)**

The following cancellation terms apply:

30+ days before the conference date, in the event that full payment for the conference has been paid, the delegate will be refunded 75% of the full amount paid

0-29 days prior the conference date, the full amount paid will be retained by Get Organised.

Should Get Organised cancel the conference, the amount paid will be paid back to the applicant unless the conference is cancelled due to circumstances beyond Get Organised's control, in which event Get Organised will do everything possible to reschedule the event. Failing this no refund will be due.

### NOTE:

This conference will be digitally recorded. You will be required to sign an appearance release at registration giving us the right to film you.