



CMA Ontario/Midwestern Ontario District

REGISTRATION FORM

Beating the Inbox Slash Your E-mail Volume and Be More Persuasive

Are you wasting time managing an overflowing inbox?
Do you get annoyed when it takes several e-mails to clarify one misinterpreted message?
Do you ever wish people would just do what your e-mail asked them to do?

If so, you don't want to miss this event. Geoff Weinstein of Mainstream Communications will share some practical techniques that will help you slash your e-mail volume and be more persuasive. We all "suffer" from the inbox at various times and often fall into the trap of having hit the send button too soon. E-mail etiquette also needs to be fostered in this world that has gone beyond e-mail to blogs and tweets.

About the Speaker

Geoff Weinstein is the owner of Mainstream Communications, which he founded in 2006 after spending almost 10 years managing communication teams at TD Bank. Geoff has a deep passion for communication that he wants to share with others. In his sessions, participants learn how to be more influential, while slashing the amount of time the amount of time they spend writing.

Date: Wednesday, April 21, 2010

Location:

Holiday Inn Centre
590 Argus Road
Oakville, ON L6J 3J3
905-842-5000
www.hioakville.com

Holiday Inn Centre is located near the Oakville GO station in the QEW and Trafalgar Road area.

Time:

5:30 p.m. – Registration/Networking/Cash Bar
6:15 p.m. – Dinner
7:00 p.m. – Speaker followed by Q&A

Cost:

\$45.00 plus GST – Members
\$50.00 plus GST – Non-Members

CPLD: 2 credits

REGISTRATION FORM

Please fax or email your registration form to Leena Rosenberg, Tel :(416) 204-3140 or (800) 387-2991 ext 140,
Fax (416) 977-1365, lrosenberg@cmaontario.org

Name: _____ Member #: _____

Tel: _____ Guest Name(s): _____

Credit Card (Visa/MasterCard): _____ Expiry Date: _____

Signature: _____ Dietary Restrictions: _____

No refunds for cancellations after April 16, 2010. Substitutions accepted at no charge.