

DAY 1 – MAY 28

8:00am-8:30am
8:30am-10:15am
10:15am-10:25am
10:25am-12:00pm

Registration and Continental Breakfast
General Session – Technology Update
Coffee Break

CONCURRENT SESSIONS

- Document Management Solutions
- Office 2007 / Office 14 - Pros and Cons
- Enhancing Performance with Business Intelligence

12:00pm-1:00pm
1:00pm-2:35pm

Lunch

CONCURRENT SESSIONS

- Accounting Software - What You Need to Know
- Creating and Managing PDF Forms
- Workflow Management - The Next Technology Evolution

2:35pm-2:45pm
2:45pm-4:30pm

Coffee Break
General Session – Smart Technology in Today's Economy

DAY 2 – MAY 29

8:00am-8:30am
8:30am-10:15am
10:15am-10:25am
10:25am-12:00pm

Continental Breakfast
General Session – Sneak Preview of Windows 7 and Office 14
Coffee Break

CONCURRENT SESSIONS

- Exporting Accounting Reports to Excel - Getting It Right
- Accounting Firm Update
- Technology for a New Generation of Professionals

12:00pm-1:00pm
1:00pm-2:35pm

Lunch

CONCURRENT SESSIONS

- Virtual Machines
- Analyzing Data with Excel PivotTables
- E-mail Retention Best Practices

2:35pm-2:45pm
2:45pm-4:30pm

Coffee Break
General Session – Excel for Accountants - Best Unknown Features

DAY 1 – MAY 28

8:30AM-10:15AM GENERAL SESSION	TECHNOLOGY UPDATE You have enough to consider with changing accounting, auditing, and tax regulations and managing through the economy. How can you stay up to date with the changes in technology? By attending this session, you will obtain a valuable overview of the changes in technology that affect you today, as well as in the future. You will learn about hardware, software, and strategic options that provide improved efficiency and productivity, both professionally and personally.		
10:15AM-10:25AM	COFFEE BREAK		
10:25AM-12:00PM CONCURRENT SESSIONS	DOCUMENT MANAGEMENT SOLUTIONS Of the document management solutions available today, which one best fits your needs? This session will review the leading solution for public accounting practices as well as industry solutions. In this session, you will learn about the features and benefits associated with leading solutions, best practices for implementing and managing your document management solution. For those seeking to get the most from a document management solution, this session is a must-see!	OFFICE 2007/OFFICE 14 - PROS AND CONS Are you confused about Office 2007 and Office 14? Have you waited to upgrade? Have you already upgraded, but don't feel like you are getting an adequate return on your investment? This session examines the Pros and Cons of upgrading to Office 2007 and Office 14. In this session, you will learn about key issues such as the learning curve, training issues, helpful tools, costs, and much more. For those making the transition to Office 2007 or Office 14, this session is necessary to achieve peak productivity.	ENHANCING PERFORMANCE WITH BUSINESS INTELLIGENCE Today, more than ever, organizations are searching for the next dollar of profitability, and Business Intelligence (BI) is one key tool used in this hunt. BI tools are everywhere; key performance indicators, dashboards, business alerts, server-based reporting, web-based analytics, and Excel Services are just a few of the options available to increase corporate performance through BI. Learn how to put BI tools to work today to improve organizational performance and profitability.
12:00PM-1:00PM	LUNCH		
1:00PM-2:35PM CONCURRENT SESSIONS	ACCOUNTING SOFTWARE – WHAT YOU NEED TO KNOW Accounting software continues to evolve to include software-as-a-service (SaaS), customer relationship management (CRM), workflow, handhelds, and portals in addition to traditional financial accounting and reporting features. Specialty products for the distribution, manufacturing, and services industries are vastly improving as well. Given these developments, is your current system doing what you need and keeping up with the competition? This overview will present recent developments that will reshape your expectations of accounting software. Accounting software is about more than just debits and credits; learn how to put a new generation of accounting software to work for you today.	CREATING AND MANAGING PDF FORMS You've worked with PDF files for years, but did you know that you could quickly and easily turn routine forms into interactive, fill-in PDF documents? Imagine converting timesheets, expense reports, job applications, time-off requests, and all of your other forms into interactive PDF documents that are automatically distributed. Now also imagine responses collected and summarized using just a few keystrokes. Additionally, think about extending this functionality to transactional documents such as estimates, invoices, and purchase orders so that these documents can be prepared as interactive PDF forms and then imported into leading accounting applications, including QuickBooks. Attend this session and learn about the near limitless possibilities of PDF forms!	WORKFLOW MANAGEMENT – THE NEXT TECHNOLOGY EVOLUTION Workflow is more than simply a new buzzword; it is in fact the next evolution of leveraging technology. We can no longer simply invest in faster hardware and more sophisticated software. We must learn how to manage workflow in our organizations to increase productivity and profits. The businesses that are successful and that will survive the next ten years will be highly disciplined and deploy enterprise-wide workflow tools to automate and manage day-to-day processes. Get your organization ready for increased productivity and profits by attending this session and learning how to take advantage of workflow management tools.
2:35PM-2:45PM	COFFEE BREAK		
2:45PM-4:30PM GENERAL SESSION	SMART TECHNOLOGY IN TODAY'S ECONOMY You have read the headlines and you know all too well the economic issues facing companies of all sizes. The question is "how do we navigate through this economy". One potential solution is to ensure that your technology platforms allow your workers to be as productive as possible, thereby increasing overall organizational efficiency and profitability – even in tough economic times. Attend this session and you will learn what types of solutions can help you succeed in today's economy.		

DAY 2 – MAY 29

8:30AM-10:15AM GENERAL SESSION	SNEAK PREVIEW OF WINDOWS 7 AND OFFICE 14 Windows Vista was plagued with early hardware and software incompatibility issues and Office 2007 received harsh criticism from early reviewers because its interface was dramatically different from Office 2003. Recent reviews and comments from actual users of Vista and Office 2007 have been very positive. For those organizations that passed on Vista because of compatibility issues, time is running out on Windows XP, with support from Microsoft expiring soon. Now is the perfect opportunity to start investigating and planning for its likely successor in your office, Windows 7. Ease of use, outstanding new functionality, and improved staff productivity has made Office 2007 a big hit in those organizations that adopted it. Your organization can expect similar results by implementing Office 14 on its release. This session will provide a demonstration of these new products along with the information necessary to implement them successfully in your organization.		
10:15AM-10:25AM	COFFEE BREAK		
10:25AM-12:00PM CONCURRENT SESSIONS	EXPORTING ACCOUNTING REPORTS TO EXCEL – GETTING IT RIGHT It is a relatively easy task to export a report from an accounting program to Excel. Many accountants do this on a regular basis so they can enhance the report in Excel. However, the next time they export this report to Excel they must redo all the enhancements again and this is certainly not an efficient use of their time. In this session, you will learn how to do the export, make your changes and then not have to redo these changes when you update your Excel file by re-exporting the latest data from your accounting program. You will also understand how to create custom reports in Excel using your accounting data. Come and be surprised at just how much more productive you can be by creating Excel worksheets using data from your accounting data.	ACCOUNTING FIRM UPDATE This session is an exciting and informative overview of technology solutions designed to increase CA firm productivity. The demands for increased efficiencies and improved staff skills, coupled with higher client expectations are causing leading-edge firms to reconsider how deploying technology can help them to succeed in the future. In this session, learn about the top technologies used to address successfully many of the challenges facing the profession. This is a great opportunity to hear about and see the latest solutions and strategies to be competitive and thrive.	TECHNOLOGY FOR A NEW GENERATION OF PROFESSIONALS A new generation of professionals means a new generation of tools used to complete day-in and day-out tasks and activities in ways that were previously unthinkable. Social networking sites, collaboration tools, and on-line applications are just some of many ways this new breed of information worker is getting the job done today. Whether you are using any of these new tools or managing others on your team who do, now is the time to learn about the potential gains in productivity – along with the potential risks – associated with this new generation of technology.
12:00PM-1:00PM	LUNCH		
1:00PM-2:35PM CONCURRENT SESSIONS	VIRTUAL MACHINES Whether you are seeking to run older applications, reduce the number of servers in your organization, provide an improved remote desktop experience to users, or establish training and testing environments, virtual PCs and virtual servers should be at the forefront of your plans. In this session, learn about the concepts and benefits of virtual machines along with how to create, deploy, and manage virtual PCs and servers. Additionally, you will learn about security concerns, hardware requirements, licensing issues, and optimizing virtual machines in this session. Learn how to leverage this exciting technology to its fullest by attending this session. As a bonus, participants will be provided instructions on how to obtain free, fully-licensed copies of virtualization software such as Microsoft's Virtual PC 2007, Virtual Server 2005, and Hyper-V; and VMware's VMware Player and VMware Server 2.	ANALYZING DATA WITH EXCEL PIVOTTABLES Many refer to PivotTables as "Excel's most powerful function." In this advanced session, you will learn how to use the "power of the PivotTable" to solve many of your data analysis problems. You will learn how to analyze data using specific PivotTable tools such as Field Settings, Calculated Fields and Items, Grouping, Sorting, and Filtering. You will also learn how PivotCharts extend the functionality of PivotTables and can help you communicate key data. In addition, you will learn how use the little-understood GETPIVOTDATA command to extract information from a PivotTable. Don't miss this opportunity to build upon your knowledge of this powerful data analysis and reporting tool.	E-MAIL RETENTION BEST PRACTICES Email has become the communication tool of choice, forever altering the ways in which we exchange information and manage professional relationships. Yet the storage of such vital information is nowhere near as orderly as paper documents stored in file cabinets. From email content and usage to electronic business record retention and archiving, failing to manage email properly can be costly – in lost productivity, lost evidence for a court case, or fines for failure to comply with numerous government regulations. In this session you will learn how to mitigate the significant risks of poor email management resulting from employee misuse, improper archiving, and poor retention policies. The risks are many and the rewards are great – put best practices for email retention to use in your organization today!
2:35PM-2:45PM	COFFEE BREAK		
2:45PM-4:30PM GENERAL SESSION	EXCEL FOR ACCOUNTANTS – BEST UNKNOWN FEATURES Even many accountants who use Excel daily and consider themselves advanced users are not aware of some of Excel's most powerful features. These powerful but underutilized features are the subject of this session, which is sure to increase your productivity. In this session, you will learn how to take advantage of many Excel features that are both easy to use and provide great benefits in situations accountants encounter regularly. Come be amazed at how much more productive you can be with Excel!		
4:30PM-4:45PM	CLOSING AND EVALUATION		

INFORMATION TECHNOLOGY CONFERENCE 2009

MAY 28-29, 2009

VANCOUVER CONVENTION & EXHIBITION CENTRE

The 2009 Information Technology Conference strives to be the touchstone for CAs who want the best for their customers and clients. Each session has been custom-tailored to enhance the day-to-day working environment of CAs.

Keeping current with the latest technologies as well as determining what applications are worth implementing can be a daunting task. In today's breakneck world of technology, making the mark is critical to the well-being of your business. If you lag behind, you are playing an un-winnable game of cat and mouse, where close calls and near misses eventually catch up and cause major problems.

This conference offers practical technology topics designed specifically to help alleviate the heavy workloads of today's busy accountants. Learn to master these applications to increase your productivity, improve security, promote legal compliance and deliver a higher quality product. Don't miss this two-day event. Participants will receive helpful information, technology trends, tips, and shortcuts to improve job productivity for themselves and their organizations. Come to learn, discuss and network with your peers.

ABOUT THE SPEAKERS

This conference is presented by K2 ENTERPRISES, known for delivering top-quality, timely technology updates for today's business professionals.

WARD BLATCH, B. COM., CA, MCSA, is Senior Associate with K2 Enterprises Canada. Ward also has his own practice in Halifax, NS. He provides accounting firms with information technology support and training.

RANDY JOHNSTON, MCS, MCP, is Executive Vice President, K2 Enterprises in Kansas. Randy is a nationally recognized educator, consultant, and writer with over 30 years experience in Strategic Technology Planning, Systems and Network Integration, Accounting Software Selection, Business Development and Management, Disaster Recovery and Contingency Planning, and Process Engineering.

ALAN SALMON is recognized as Canada's leading analyst in the area of accounting technology. He has over 26 years of business, management systems, education, and journalism experience. As the Canadian CEO and President of K2 Enterprises Canada, he is responsible for the Canadian operations of this international consulting group which provides professional development technology education for accountants across Canada and the US. He has a degree in Science and an Advanced Teaching Certificate from the University of Toronto.

TECHNOLOGY CONFERENCE

MAY 28-29, 2009
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PLEASE CHECK ONE SESSION PER TIME SLOT.

DAY 1 Concurrent Sessions Choice of: (please choose one from each time block)

10:25am-12:00pm

- Document Management Solutions
 Office 2007 / Office 14
 Enhancing Performance with BI

1:00pm-2:35pm

- Accounting Software
 Creating & Managing PDF Forms
 Workflow Management

DAY 2 Concurrent Sessions Choice of: (please choose one from each time block)

10:25am-12:00pm

- Exporting Accounting Reports to Excel
 Accounting Firm Update
 Technology for a New Generation

1:00pm-2:35pm

- Virtual Machines
 Analyzing Data with Excel PivotTables
 E-mail Retention

Program Disclaimer

The speakers, topics, program format and events are correct at the time of printing. If unforeseen circumstances occur, ICABC reserves the right to alter or delete items from the program, or cancel the Conference and refund all registration fees.

Special Dietary Requirements

If you have allergies or need other special meal considerations, please let us know at the time you register, so we can make the necessary arrangements with the hotel catering staff.

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All cancellations/transfers must be received in writing at least 10 calendar days prior to the course date for a full refund. Requests received less than 10 calendar days but more than 2 full business days prior to the course date will be subject to an administration fee of \$50. Registrants who do not attend and do not notify the Institute in writing at least 2 full business days prior to the course will be invoiced for the full cost of the course. There will be no refunds issued in this situation. PD Passport terms and conditions, including cancellation/transfer policies, apply to all registrations made under the PD Passport.

PROFESSIONAL DEVELOPMENT

EDUCATION FOR INDUSTRY AND PUBLIC PRACTICE MEMBERS



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