



AdvantEDGE

End of Year Finance Seminar

Information

27th February, 7th & 12th March 2018

Seminar Locations

All of the seminars will run from 9.30am to 4.30pm with times allocated for breaks and lunch.

The seminar on the 27st February 2018, will be held at Nailsworth Town Council, which is located at:

Nailsworth Town Hall, Old Bristol Road, Stroud, Gloucestershire, GL6 0JF - 01453 833592

On arrival, please go up the stairs to the right of the door and the seminar will be held in the Council Chamber.

The seminars on the 7th & 12th March are to be held in the following location:

Old Mill, Mill Hill, Baginton, Warwickshire, CV8 3AH - 02476 302241.

The seminars will be held in the Grey Lady Suite. On arrival, please report to reception where you will then be directed to the room upstairs.

Information

We are asking all delegates to bring their own laptop or tablet (with a power adapter) so that you can work on your own data. For those that do not have access to a laptop or tablet and have not already informed us please let us know prior to the seminar, so that we can make alternative arrangements.

We also ask that you ensure that the EDGE hosted icon is downloaded onto your device so that you can access it straight away. If you do not already have it downloaded, please go to www.edgeitsystems.com then choose customer support and click on download, this must be done from the device that you will be using. If you require further assistance with this, please let us know as soon as possible.

There is Wi-Fi available at Nailsworth and the password will be available on arrival for you to connect to it.

The internet at the Old Mill is provided by www.thecloud.co.uk please register on their site, so that when you arrive you will be able to log onto the Wi-Fi straight away.

Important

Please bring the following, as these will form an integral part of the seminar.

- Last year's annual return (signed version)
- Balance sheet (signed version)
- Income & expenditure statement (signed version)
- A list of all closing debtors, creditors, receipts in advance & prepayments
- Yourself

We are looking forward to seeing you soon.