



**TORONTO APPLIED SYSTEMS CLIENT NETWORK**  
**FULL DAY SESSION**  
(COST \$75.00 PER PERSON FOR MEMBERS, \$100 FOR NON-MEMBERS)

**Wednesday June 18, 2008 - 8:30 AM to 3:45 PM**

Weston Golf & Country Club  
50 St. Philip's Road, Toronto

**AGENDA**

**8:30 – 9:00 Registration and Coffee**

**9:00 – 10:30 LIVE WARP/Real-Time Presentation**

Brian Bartosh, principal of Top O' Michigan Insurance Agency, will do a live demonstration of how WARP is being used in the U.S. – and not just for billing inquiries. This promises to be an informative and interactive session showcasing the functionality of WARP and how it can be used to maximize broker recourses

**10:30 – 12:00**

**Microsoft Office**

Wanted to learn more about Microsoft Office? What's included (Word, Excel, Outlook, and PowerPoint)? What are the differences between the different versions of Office? Feel you're not getting full use of your Office software? Then this is your chance. ES Computer Training will be speaking about the various versions of Office, the differences, and how to better use the Microsoft products. Please note: Specific questions can be answered in the round table discussions following the lunch break.

**12:00 – 1:00**

**Lunch**

**1:00 – 3:45**

**Round Table Discussions**

**COME PREPARED WITH SPECIFIC QUESTIONS ABOUT MICROSOFT OFFICE PRODUCTS!!**

After hearing about ES Computer Training speak about the products that make up Microsoft Office, this is your chance to try the products, and to ask the experts! Each the first two roundtable sessions will be **hands on** – **each** table will have an ES instructor, and a 2-3 laptops, equipped with different versions of Microsoft Office. Bring your questions, and the trainers will help you navigate your way through Word, Excel, Outlook, and PowerPoint. The third round of sessions will be TAM related. Please note: There will be a 10 minute break between sessions.

**1:00 - 1:50 - Round One Table Topics:**

**- WORD - EXCEL - OUTLOOK**

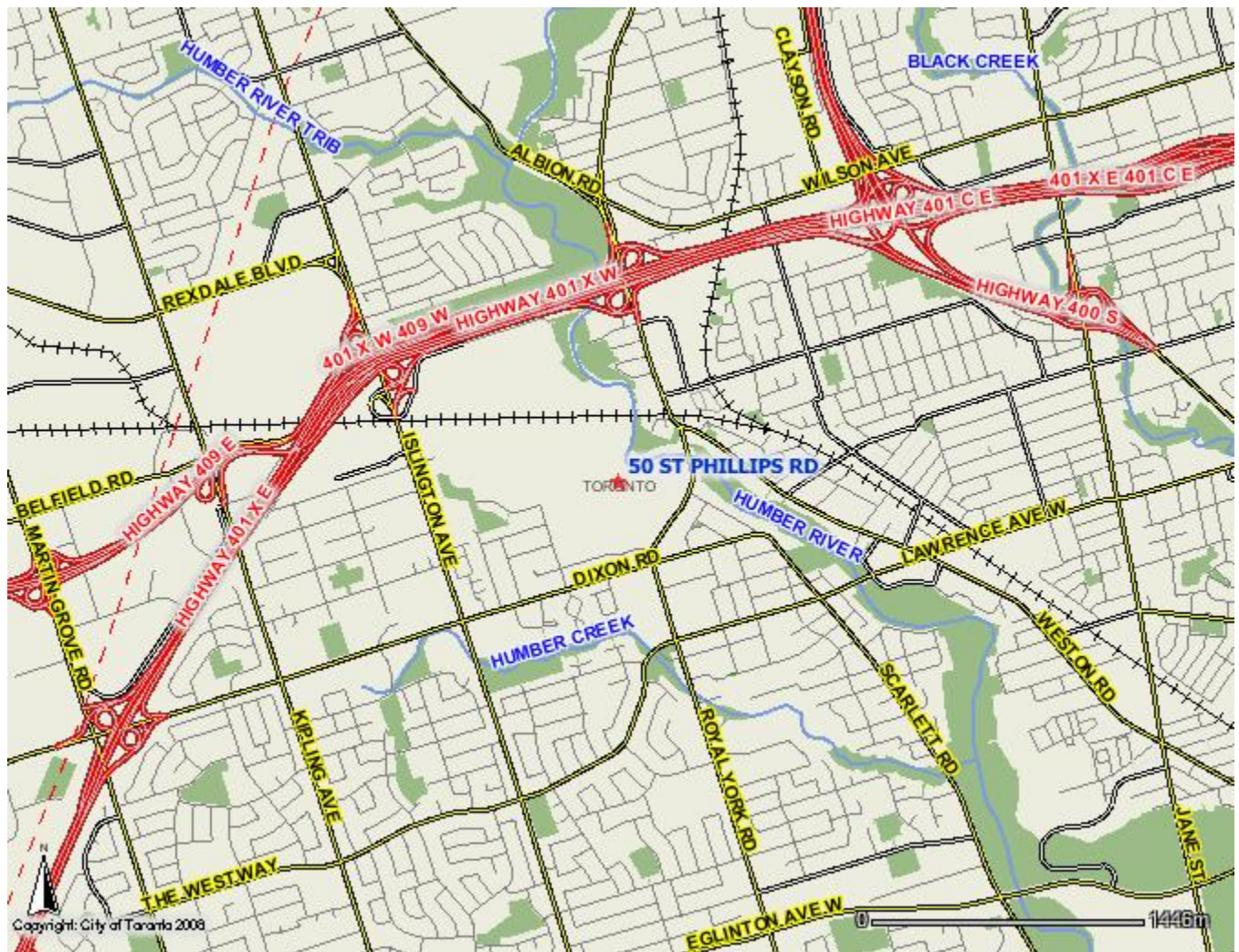
**2:00 - 2:50 - Round Two Table Topics:**

**- WORD - EXCEL - POWERPOINT**

**3:00 – 3:45 Round Three Table Topics:**

- **Marketing In TAM Using Excel, Outlook, & TAM Reports**
- **Outlook Integration In TAM**
- **Document Setup & Integration Using Word**
- **TAM On-Line**

**RIBO CE CREDITS WILL BE AVAILABLE**



**Directions to Weston Golf Club:**

- exit Highway 401 east or westbound at Weston Road (first exit west of Hwy 400)
- go south on Weston Road
- keep to the right, turning onto St. Phillip's just after going under the railway overpass
- the entrance to Weston Golf Club is on the right about 100 feet after crossing the bridge
- follow the signs and park at the back of the building

Each participant will have the opportunity to visit 3 roundtable discussions. Please check each participant's choice below. There will be a cost of \$75 per person for members and \$100 per person for non-members.

Please return this response form via FAX to Chris Gory @ 416-754-3914 by Fri. June 13th

Brokerage: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_ Please make cheque payable to TASCnet and forward to:  
Chris Gory, Insurance Portfolio Inc.  
10 Milner Business Court, Suite 800 Toronto, ON M1B 3C6

<b>Participant 1 Name:</b>				
<b>Round 1</b>	<b>Word</b>	<b>Excel</b>	<b>Outlook</b>	
<b>Round 2</b>	<b>Word</b>	<b>Excel</b>	<b>PowerPoint</b>	
<b>Round 3</b>	<b>Marketing</b>	<b>Outlook</b>	<b>Word</b>	<b>TAM Online</b>
<b>Participant 2 Name:</b>				
<b>Round 1</b>	<b>Word</b>	<b>Excel</b>	<b>Outlook</b>	
<b>Round 2</b>	<b>Word</b>	<b>Excel</b>	<b>PowerPoint</b>	
<b>Round 3</b>	<b>Marketing</b>	<b>Outlook</b>	<b>Word</b>	<b>TAM Online</b>
<b>Participant 3 Name:</b>				
<b>Round 1</b>	<b>Word</b>	<b>Excel</b>	<b>Outlook</b>	
<b>Round 2</b>	<b>Word</b>	<b>Excel</b>	<b>PowerPoint</b>	
<b>Round 3</b>	<b>Marketing</b>	<b>Outlook</b>	<b>Word</b>	<b>TAM Online</b>

*Please Note: There is no limit to the number of participants from one office. Should you wish to send more than 3 participants please complete additional forms.*