



Winter Conference

Tips & Tricks: Pump Up Your Tech Skills!



Thursday, February 22, 2018

Join us for a day of useful and time-saving tips and tricks for enhancing your skills with daily usage of Outlook, Excel and other tech tools. Improve your business and personal productivity, organizational skills and lessen your stress!

**FOUNDATION FOR
THE CAROLINAS**

220 North Tryon Street
Charlotte, North Carolina
Directions and Parking Options:
https://www.fftc.org/directions_and_parking

Conference Agenda

MORNING SCHEDULE	8:00 am	Breakfast & Registration	Kearney Solarium
	8:45 am	Welcome Remarks & Chapter Business	Pamela Sachs, CLM, SPHR Charlotte ALA President
	9:00 - 10:30 am	EXCEL	Tips, tricks, and techniques to improve your general level of productivity, reduce the amount of time you spend on mundane tasks, such as formatting, and customize Excel for greater accuracy and efficiency
	10:30 - 10:45 am	Break	
	10:45 - Noon	HOT TECH TOOLS– Part 1	Learn how to utilize technical tools and gadgets to enhance both personal and team productivity and learn how to take advantage of many features in tools that you likely already own

LUNCHEON	12:00 - 1:30 pm	Kearney Solarium	Our Guests: Charlotte ALA Gold Level Business Partners
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AFTERNOON SCHEDULE	1:30 – 3:00 pm	OUTLOOK	Tips, tricks and tools to improve your productivity with daily usage of Outlook
	3:00 – 3:15 pm	Break	
	3:15 – 4:30 pm	HOT TECH TOOLS – Part 2	Continuation of presentation of new and hot tech tools as well as tips and tricks to increase your personal and business level of technical security
	4:30 pm	Closing Remarks	John Hartnett, President-Elect and Education Committee Chair



**Our Presenter: Thomas G. Stephens, Jr.
K2Enterprises, Inc.**

Mr. Stephens received a Bachelor of Science in Business Administration degree (Major in Accounting) from Auburn University in 1985. Upon graduation, Mr. Stephens began working for an Atlanta-based public accounting firm. After earning his designation as a Certified Public Accountant, Mr. Stephens worked for BellSouth Corporation in Atlanta as an Internal Auditor. After two years as an auditor, he was promoted to Staff Manager and then Operations Manager of the Internal Audit Group. In 1991, he transferred to the Comptrollers' department of BellSouth and served as Manager of the Cost Accounting organization. While working full-time at BellSouth Corporation, Mr. Stephens also attended graduate school, earning a Master of Science (Major in Finance) from Georgia State University in 1992.

Mr. Stephens left BellSouth in 1994 and opened his public accounting practice in the metropolitan Atlanta area. In his practice, Mr. Stephens provides accounting, tax, and consulting services to individuals and a wide variety of small and emerging businesses. Additionally, in 1995 he began authoring and presenting continuing professional education courses to accounting and finance professionals. In 2003, Mr. Stephens affiliated with K2 Enterprises and in 2007 he joined the firm as a partner. To date, he has lectured nationally on subjects such as internal controls for small businesses, technology strategies, computer hardware and software applications, tax strategies and compliance, and financial accounting standards and applications. Over the past twenty-two years, Mr. Stephens has presented over 2,100 educational sessions to over 61,000 participants nationwide.

Presently, Mr. Stephens resides in Woodstock, Georgia where, in addition to his association with K2 Enterprises, he provides consulting services to small businesses and CPA firms. In addition to an active professional career, Mr. Stephens enjoys an active personal life as well. He and Michelle – his wife of thirty-one years – have two children. His hobbies include snow skiing, fishing, and running. Additionally, Mr. Stephens maintains professional memberships with the American Institute of Certified Public Accountants and the Georgia Society of Certified Public Accountants and is a past member of the Institute of Internal Auditors.



K2Enterprise's goal is to produce and deliver the highest quality technology seminars and conferences available to business professionals. They work cooperatively with professional organizations (such as state CPA societies and associations of Chartered Accountants) and vendors of technology products. K2 also provides consulting services and advice on technology.

K2Enterprises writes, presents, and produces hundreds of seminars presented to thousands of CPA's and other financial professionals each year in the United States and Canada.

REGISTRATION FORM

**Registration Deadline
February 9**

CONTACT INFORMATION

Name	E-Mail Address	
Firm/Company	Title	ALA Member ID
Address	City, State, Zip	
Name for Badge	Phone	

CONFERENCE REGISTRATION

Conference Attendance - Charlotte ALA Member \$50.00

Includes registration for full program
Breakfast and Lunch

Conference Attendance – Guest \$75.00

Includes registration for full program
Breakfast and Lunch

Total Enclosed: \$ _____

Make checks payable to "Charlotte Chapter ALA" and return with this form with payment no later than **Friday, February 9** to:

Charlotte Chapter ALA
100 North Tryon Street, Suite B220
PMB 121
Charlotte, NC 28202