

## LAST MINUTE INSTRUCTIONS FOR WORDBIZ E-NEWSLETTER SEMINAR

**Greetings All,**

**We're looking forward to seeing you on Wednesday. Here are last minute instructions and information that we thought you might find handy!**

### **THE DETAILS:**

*Take the pain out of publishing an e-newsletter*

**DATE:** Wednesday, May 21, 2003

**TIME:** 7:30 AM - 11:30 AM

**WHERE:** [The Tower Club](#), Tysons Corner, VA (17<sup>th</sup> floor - top floor)

**DIRECTIONS:** <http://www.tower-tysons.com/about/directions.htm>

**ATTIRE:** Business Casual

### **THE AGENDA:**

7:30 – 8:00 AM Continental breakfast & networking

8:00 – 9:15 AM Nitty gritty of publishing

9:15 – 9:30 AM Break

9:30 – 10:30 AM Creating killer content

10:30 – 10:50 AM Hands-on exercises

10:50 – 11:30 AM Q & A

**Feel free to call or email me if you have any additional questions**

**202.364.5705. See you Wednesday!**

**Thanks,**

**Debbie**