

Secure Your Small Office Data with Steve Chapelle September 25, 2010 from 1:00 pm to 4:00 pm

This workshop will teach small business owners and managers best practices toward information security. Often vulnerable to ongoing risks to their data and electronic identity, the small business owner will learn practical techniques for protecting their business information from loss and theft. There are 6 modules delivered in this course: Computer Integrity, Storage Media, Data Availability, Business Continuity Planning, Identity Protection and Data Destruction.

Secure Your Small Office Data was developed and is presented by Steve Chapelle, an Information Technology expert with over 20 years of management, technical and client services experience.

Each workshop attendee will receive the Small Business Handbook, detailed instructions for implementing the methods learned in the workshop, as well as the Small Business Continuity Kit, templates for preparing your business continuity plan.

Course Details:

Date: Saturday, September 25, 2010
Time: 1:00 pm to 4:00 pm
Location: Renaissance Toronto Downtown Hotel, One Blue Jays Way, Toronto, ON M5V 1J4
Cost: \$150 Members (includes HST) \$225 Non-Members (includes HST)

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

OPA/CPA Membership No.: _____ Phone: _____

Email: _____

Payment Information:

Credit Card Cheque

Please provide the following Credit Card Information:

Type of Card (Visa, MasterCard): _____

Name of Cardholder: _____

Card Number: _____

Expiry Date: _____ Signature: _____

Please fax registration form to Courtney Alexander at the OPA Office at **416-322-6705**.

Or if sending a cheque please fax registration and mail cheque to:

55 Eglinton Ave. E, Suite 210, Toronto, ON M4P 1G8