

Need a Speaker for your club?

Synectics does seminars. To be considered for a **FREE** computing seminar, fax this form to **321-733-1709**



Co. Name: _____ Phone: _____

Your Name: _____ Title: _____

Address: _____ Fax: _____

City, State: _____ Email: _____

Organization: _____

Synectics Inc. does seminars on business computing related topics. Usually, we can do 15 – 30 minute seminars for free; more in depth topics require payment. We require a minimum of 10 people for an audience and at least two weeks notice for simple educational seminars, 30 days for more complex topics. For consideration, just complete this form and fax it back to us so that we can contact you. Or, you can just call us if you prefer.

Please check the box of the topic that you are interested in:

- MS Word, Excel, Productivity
- Avoiding SPAM
- Data Analysis with Excel
- Avoiding Spyware and Viruses
- Windows Tips and Shortcuts
- Using Computers to Improve Business
- HIPAA – Data Security Requirements
- Internet Surfing Safety
- Business Management Software
- Internal Security and Theft Prevention
- _____
- Data Loss and Recovery
- Data Security
- Practice Management
- Business Reporting
- Planning for Natural Disasters – Hurricanes
- Do I need a network?
- Planning your business computing strategy
- Working from Home - Securely
- Working from the Road - Securely
- Creating Effective Business Presentations
- _____

What would you like to discuss when we speak?
