



OIVAC.com Online International Virtual Assistants Convention

2010 Janet Jordan Award
Winner

2010 Thomas Leonard
Award Winner

Charity Begins with...

IT Corner with Becki Noles

Worldwide Events for the
VA Community

OIVAC 2010 Pullout

VA Coaching by Lisa Malloy



**Alliance for
Virtual Businesses**

Supporting the future of Business through innovative ideas

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Magazine Layout donated by Rosie Shilo at Virtual Yours Virtual Assistant (VYVA)

THE 5TH NATIONAL VA conference & awards 2011

www.vaconference.co.uk

Friday 17th June, 2011

Woking, Surrey

With Pre-Conference Business Networking with local businesses 16th June, 2011

The UK's Leading VA Industry Event of the Year
Celebrating & Connecting VAs in the UK

We are really excited about the 5th event which is the only event which celebrates and rewards VAs in the UK and Europe. Everyone is welcome, from aspiring VAs to the veterans in the industry, there is something to benefit everyone.

With some outstanding speakers providing some amazing presentations and workshops, you can be guaranteed to create a positive boom to you and your business.

Whether you're looking to meet other VAs from your local area, new associates or those with specialist skills, there will be plenty of opportunities for quality networking throughout the day aimed to help you make these important connections.

Do visit our website now for details and how you can benefit from booking early: www.vaconference.co.uk

Founder and President, Carmen MacDougall, The VA Coaching and Training Company www.vact.co.uk



Your Trusted Team for
Small Business Advise

Supports the

Alliance for Virtual Businesses
&

Online International Virtual
Assistants Convention

Note from OIVAC Founder— Sharon Williams

Sharon Williams is the owner of The 24 Hour Secretary and founder of the Alliance for Virtual Businesses and the Online International Virtual Assistants Convention. Sharon brings 25+ years of administrative, marketing and business management experience to her numerous ventures and diverse clientele.

Can It Get Any Better Than This?

Dramatic speakers, new, relevant panel discussions and an inspiring keynoter propelled OIVAC2010 to new heights, and I went along for the ride. There are lots of people to thank for creating an experience I will remember for a long time.

First, kudos goes to our speakers for opening their vaults and sharing their knowledge and expertise with attendees. Many received rave reviews and requests to speak again.

Accolades also go to volunteers who worked many, many hours to ensure the convention was a resounding success. Third, I congratulate the attendees, for registering year after year and spending countless hours absorbing all the business development, marketing and technology information available.

And finally, members of the Steering Committee and technical support,

whose boundless, unselfish faith and dedication to the concept of educating and sharing with the global VA community cannot be surpassed. These are the true OIVAC unsung heroes, and I thank you and appreciate all your contributions.

What's next?

In 2010, we focused on technology, business growth and marketing. Our 2011 agenda focuses on VA business success and topics such as:

- Create Your 6-Figure VA Business With a New CEO (YOU!)
- How to Become a R.O.C.K.'I.N. Affiliate Manager
- How to Get Your Ideal Customer to Choose You
- SPUNK(10): Maximize the Profitability of Your Virtual Assistant Business
- Hate Selling? 5 powerful steps to follow when the product you are promoting is you!



Plus 25 other business growth and marketing subjects, numerous networking opportunities, and specialist sessions such as: Hot Seats VA, VA Trainers, Successful VAs Panels, Introduction to the VA Industry, UK and African VAs along with the “make it and take it” hard core training mini-course.

OIVAC 2011 kicks off Thursday, May 19 through Saturday, May 21, 2011 and its theme: Pathways to Virtual Success: Moving Your Business from 1st Gear to Hyper-Drive...is sure to help oil your business gears with little to no effort.

So mark your calendars and take advantage of the early bird registration. Visit <http://OIVAC.com> for details.

I look forward to greeting you during the convention.

Note from the Editor

Welcome... to the first online magazine edition for OIVAC—the Online International Virtual Assistant Convention!

As you can imagine May was a busy time, finalizing all of the work for the great online training event. Sharon Williams and her trusted Committee members worked around the clock (literally across the time zones) to bring you THE BEST VA convention to date, seeing it into its 5th Year... amazing!

Well this is your bumper sized e-zine; a gift. It is here to inform you, serve you, support you and encourage you to have your say in our ever growing virtual world.

Bringing you top tips, news from the world of IT, inspiration, motivation and training opportunities all year round, you won't want to miss a copy!

This is it... the global virtual revolution! Join us and help make our industry an award winning one...

Be Amazing
Yvonne

Yvonne Bignall

OIVAC Steering Committee Member,
UK



JOIN

Alliance for Virtual Businesses

Supporting the future of Business through innovative ideas



The leading professional Virtual Assistant (VA) Membership Organization on the 'Net' for VAs and individuals seeking structured and focused **Information, Education, Coaching, Training, Networking** and **Mentoring** as they investigate, launch, and grow their businesses.

Come join in on the excitement as we launch our new site and unveil new programs:

- VA Spotlight
- Laser Coaching
- AllianceOnlineTV
- AllianceOnlineRadio
- Request for Proposals
- Ask Sharon Program
- AllianceOnlineTraining
- Mastermind and Mentoring
- Accessible and Business Growth Member Forums

AND MUCH MORE

Visit: <http://www.AllianceForVirtualBiz.com>
For Details and Registration

OIVAC STEERING COMMITTEE



Sharon Williams
All Committees
The 24 Hour Secretary
the24hoursecretary.com



Teresa Berger
PR/Media
Key Business Partners
keybusinesspartners.com



Yvonne Bignall
UK Marketing
Entrepreneur Home Office
entrepreneurhomeoffice.com



Nancy Calandra
IVAD
My Virtual Counterpart
myvirtualcounterpart.com



Andrea Cannavina
Speakers, Moderator Training
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legaltypist.com



Topsie Egbetokun
Donations
Business Without Boundaries
businesswithoutboundaries.net



Karen McGreevey
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Konceptuality
konceptuality.com



Becki Noles
Website & Program Schedule
Virtual Accuracy
virtualaccuracy.com



Iris Poole
Registration
VA Professional
vaprofessional.com



Lyn Prowse-Bishop
PR, Speakers
Executive Stress Office Support
execstress.com



Kathie Ritchie
Customer Services
The Best VA
thebestva.com



Rosie Shilo
Sponsors & Exhibitors
Virtually Yours
virtuallyyours.com.au



Society of Virtual Assistants
www.societyofvirtualassistants.co.uk

Society of Virtual Assistants is a free resource for UK based virtual assistants formed to raise the profile of VAs in the UK, promote the industry to clients and establish best practice, as well as providing support and advice to new, aspiring and established VAs.

“The New African Dream” for Virtual Assistants

We are Virtual Assistants (VAs), a diverse group of skilled professional consultants who partner with individuals and small businesses in Africa and across the globe to provide business support services to allow entrepreneurs freedom to focus on their areas of excellence.

Virtual Assistance Organizations for Africa



[African Virtual Assistants Network \(Afrivan\) \(Bevaw\) http://afrivan.org](http://afrivan.org)



[Be Virtual Assistant Wise \(Bevaw\) http://be-virtual-assistant-wise.com](http://be-virtual-assistant-wise.com)



[Be Virtual Assistant Wise \(TAVASA\) http://tavasa.co.za](http://tavasa.co.za)

UK VA Celebration

the **UKVA CELEBRATION** being held on:

**MONDAY 16TH MAY 2011
HILTON HOTEL
READING**

In association with **INTERNATIONAL VA WEEK**, UKVAC is hosting a day long event with expert presenters in the fields of mind mapping, low cost marketing, PR and social media

A DAY NOT TO BE MISSED!

VISIT US AT: WWW.UKVAC.ORG.UK NOW!

For further information email:

Yvonne@ukvac.org.uk or Julie@ukvac.org.uk



Virtual Assistant HOSTS



How To Select the Right Server For Your Virtual Assistant Business

By: Becki Noles, virtual accuracy companies

So you've registered your domain name and now you're trying to decide where to host your website. There are many options, you can host it yourself with your own server or you can outsource that task to a service provider.

A website host generally offers two main services, they provide internet connectivity to your website and they provide a data center, they store the files

necessary to run your internet business. When you think about it, this data center or server is a very important job because the wrong server can put your files at risk for corruption, loss, and spam.

Here are a few things to look for to select the right server for your small business:

Make sure the control panel is easy to use. Of course you won't know this before trying it out, however most providers offer the ability to take a trial, sometimes it's a week and sometimes it's a 30 day trial. Use this trial to make sure it's the right system for you.

Make sure they offer round the clock

support. You never know when something is going to happen and having to wait until 'normal business hours' can cost you tons of lost time and revenue. Your server must have 24/7 customer service. And the support system whether it's on the telephone, via email or chat needs to be recordable so you can reference the information, save it in the event you need it again or need it for backup.

Look for a server that promises uptime. This means your website is up and running 99-100% of the time. This must be guaranteed.

Look for a server that backs up your server on a daily basis. Some back up less often however you don't want to lose any information on your website and if someone hacks it, you want to be able to quickly upload the last saved version with little or no downtime.

Know what type of server you're getting. There are different types of servers including:

Shared web hosting service – your website is on the same server as many other websites and you all share the same resources.

Dedicated hosting service – you receive your own web server and have full

control over it and you are responsible for the security and maintenance.

Managed hosting service – you get your own web server but do not have full control over it. Security, backups and so on are taken care of by the provider.

Choosing the right server isn't a small choice, however there are a number of qualified providers available. Compare service providers based on what they can do for your business first and then compare prices as the final decision maker.

About the Author:

Becki Noles, Visionary of virtual accuracy companies has been at the forefront of stream-lining coaching and entrepreneurial businesses since 1998.

Utilizing her background in marketing, publicity, corporate training, advertising and media, Becki custom tailors and implements individualized action plans for taking coaching businesses to the next level.

Charity begins with us all... (charities supported by OIVAC)

January 12, 2010. The date that shocked the world as a 7.0 major earthquake created catastrophic havoc and devastation in Haiti, an already poor and troubled country.

As a global and compassionate Virtual Assistant industry, we, as representatives of the Online International Virtual Assistants Convention, feel an obligation to join businesses and organizations, and

others worldwide working to alleviate the tragedy and devastation inflicted upon this country and its people.

In this spirit, we are committed to offering our assistance in some small way in the efforts to rebuild the country devastated by this natural disaster. And so, we are contributing a portion of the proceeds of this year's Convention's registrations to Haiti to help in the relief efforts. The OIVAC donation will be made after the Convention once the final registration amounts are known.

If you would like to make a personal donation to the charity of your choice and in your own currency, for your convenience, we are including a link below to a number of charities in the US, Canada, the UK and Australia, from which you might choose.

<http://oivac.com/haitian-disaster-relief/>

Sweet Success in less than 5 years... Meet the Janet Jordan Award Winning Virtual Assistant, 2010

Just being nominated for the Janet Jordan Achievement Award was humbling.



To find out I won was a true honor and the feelings aren't easy to put into words. It's such a surreal feeling knowing that I am being placed in a category with someone as prestigious as Janet Jordan and the previous distinguished and respected winners.

Thank you to my peers for thinking highly enough of me and worthy enough of me to be named the 2010 Janet Jordan Achievement Award winner. It's a true honor and one I'll never forget!

2010 WINNER:
Tishia Lee of Tishia Saves Time - Janet Jordan Award
www.tishiasavestime.com

Tishia has helped grow the VA industry by supporting single moms like her in their efforts to start their own businesses.

She comments, "I want to help grow the VA industry by showing other single moms that they can support their family by working from home as a VA. I was contacted by so many single moms after a reporter wrote an article about me and my business last summer that I saw a need within my local community of single moms that I want to help fulfil. I've pointed some of the single moms that were serious about working from home in the right direction - forums

to check out, etc. Now it's just a matter of being able to mentor those women and help them build up successful VA businesses."

2010 NOMINEES FOR THE JANET JORDAN AWARD



Diane Potter of The Virtual Difference

www.thevirtualdifference.com



Sally Ponton of Virtual PA Executives

www.virtualpaexecutives.co.uk

Registrations opening soon. Accepting speaker proposals now.

Full details www.australianvaconference.com Open to all VAs from all locations.

Australian VA Conference

18th and 19th March 2011
Clifton's Conference Centre
Collins Street, Melbourne

Raising the VA Industry profile unselfishly ... Meet the Thomas Leonard Award Winning Virtual Assistant 2010

Being a coach to Virtual Assistants and a Virtual Assistant who services the Coaching Industry, I feel that I have a somewhat unique perspective and appreciation for this award that only a handful of VAs share with me.



the founding father of the Coaching Industry and the Virtual Assistant Industry, as well.

First and foremost, I want to thank Jesus Christ for his gift of Salvation and his many blessings to not only me personally but also for my business. I want to thank my wife, Becki. She is always there for me to be a sounding board and be the source of my encouragement. I want to thank Thomas Leonard and Janet

Jordan for their commitment to their respective Industries, my coaches, Denise Corcoran and Bea Fields, for being a rock, a source of inspiration and a friend and the OIVAC Steering Committee for putting together not only the conference but also the VA Day Celebration and their hard work to make it successful, 5 years running.

Because of this, the Thomas Leonard International Virtual Assistant of Distinction Award has a very profound meaning for me.

Thomas Leonard was a man with big ideas who took even bigger risks to earn the prestige that he had as being

2010 WINNER: Dale Noles of Virtual Accuracy Companies—Thomas Leonard Award

www.virtualaccuracy.com

Being the recipient of the Thomas Leonard award, Dale knows his way around the VA industry and offers this advice to other VAs – “You cannot afford to work with someone who cannot afford to work with you. When you take the time to calculate how much you should receive to cover your expenses and you have a potential client haggling you down to less than that price point, you de-value your business and your talents. A potential client will likely not appreciate your overall value. It may foster a growing resentment toward your new client and eventually may lead to letting that client go. Or, your client may start looking elsewhere for the next cheapest solution. In the long term, standing firm on your rates will produce a viable and sustainable business.”

2010 NOMINEES FOR THE THOMAS LEONARD AWARD



Donna Toothaker of 1st VA
<http://1stva.com>



Michelle Murphy of Murphy Virtual Assistants
www.murphyassistants.com



Pam Ivey of My Creative Assistant
www.pamivey.com



Alison Fourie of AMF Typing Services
www.amftyping.co.za



Cindy Greenway of Virtually Successful
www.virtuallysuccessful.com

Want to Make \$\$\$ as a Virtual Assistant?

It's SIMPLE!
It's FREE!

JOIN TODAY the largest, most supportive
Social Network online for **Virtual Assistants**
to connect, share, promote and learn at...



VAnetworking.com

Thomas Leonard Awards History

2009

2009 WINNER THOMAS LEONARD AWARD:

JEANNINE CLONTZ OF ACCURATE BUSINESS SERVICES WWW.ACCBIZSVCS.COM

2009 NOMINEES FOR THE THOMAS LEONARD AWARD

Candy Beauchamp of OffAssist
(<http://www.offassist.com>)

Cindy Greenway of Victoria Business Solutions
(<http://www.GrowYourVABiz.com>)

Danielle Guerin of VADG
(<http://www.votreadjointe.com>)

Dianna Ennen of Virtual Word Publishing
(<http://www.virtualwordpublishing.com>)

Diane Hess of Hess Business Professionals
(<http://www.hbpassociates.biz>)

Janet Barclay of Organized Assistant
(<http://www.organizedassistant.com>)

2009 WINNER JANET JORDAN ACHIEVEMENT AWARD:

JEF KEEP OF DAILY PLANET VIRTUAL SERVICES DAILYPLANETVIRTUAL.CA

2009 NOMINEES FOR THE JANET JORDAN AWARD

Marlene Oulton of Write Choice Virtual Assistants (<http://www.WriteChoiceVA.com>)

2008

2008 WINNER THOMAS LEONARD AWARD:
TAWNYA SUTHERLAND OF MEDIAMAGE BUSINESS
SOLUTIONS WWW.MEDIAMAGE.COM

2008 NOMINEES FOR THE THOMAS LEONARD AWARD

Jeannine Clontz of Accurate Business Services
(<http://www.accbizsvcs.com>)

Sally Kuhlman of Virtual Simplicity
(<http://www.virtualsimplicity.net>)

Dale Noles of Virtual Accuracy Companies
(<http://www.virtualaccuracy.com>)

Kathy Ritchie of Ritchie Secretarial Service
(<http://www.thebestva.com>)

Elayne Whitfield-Parr of Executive Assistance
(<http://www.executive-assistance.ca>)

2008 WINNER JANET JORDAN ACHIEVEMENT
AWARD:

KYLIE SHORT OF TILDA VIRTUAL SERVICES
WWW.TILDAVIRTUAL.COM.AU

2008 NOMINEES FOR THE JANET JORDAN AWARD

Yamisi Daniel of In Touch Virtual Assistance
(<http://www.intouchva.com>)

Patty Dost of Time is of the Escent
(<http://www.timeisofthescents.com>)

Caroline Jarzabek of CMJ Virtual Office Manager
(<http://www.clickawayva.com>)

Jeff Keep of Daily Planet Virtual Services
(<http://www.dailyplanetvirtual.ca>)

Loraine Nelson of Dial-A-VA Inc.
(<http://www.dialava.com>)

Hazel Theocharous of Assisting U 2 Connect
(<http://www.assistingu2connect.com.au>)

Yvonne Weld of ABLE Virtual Assistant Services
(<http://www.ableva.com>)

Nikki White of Scribes
(<http://www.scribes.net.au>)

TESTIMONIAL:

The OIVAC Volunteer and Steering Committee did a wonderful job as in years past. Each year it gets a bit better. Congratulations and thank you for your hard work.

2007

2007 WINNER THOMAS LEONARD AWARD:
TERRY GREEN OF FASTYPE VA SERVICES INC. WWW.MYFASTYPE.COM

2007 NOMINEES FOR THE THOMAS LEONARD AWARD

Mary Lou Ashton of Virtual Strategies
(<http://www.vatp.ca>)

Candace Beauchamp of OffAssist
(<http://www.offassist.com>)

Cheryl Callighan of eOffice- Virtual Assistants, LLC
(<http://www.eoffice-virtualassist.com>)

Jeannine Clontz of Clontz Business Services, LLC
(<http://www.AccBizSvcs.com>)

Diana Ennen of Virtual Word Publishing
(<http://www.virtualwordpublishing.com/>)

Christina Greenway of Online Office Assistants
(<http://www.officeassist.ca>)

Terence Kierans of Cyberspace Virtual Services
(<http://www.virtualservices.com.au>)

Rosie Murphy of Virtually Yours
(<http://www.virtuallyyours.com.au>)

Kelly Poelker of Another 8 Hours
(<http://www.another8hours.com>)

Kathy Ritchie of Ritchie Secretarial Service
(<http://www.thebestva.com>)

2007 WINNER JANET JORDAN AWARD:
JAMIE LEE MANN OF MANN MADE TIME WWW.MANNMADETIME.COM

2007 NOMINEES FOR THE JANET JORDAN AWARD

Andrea Kalli of Andrea Kalli Virtual Trainer & Assistant, LLC
(<http://www.virtualassist.net>)

Hope Martin of HOPE's (Hope's Online Professional E-Services)
(<http://www.hopesva.com>)

Connie McVicker of Signature Worx, LLC
(<http://www.signatureworx.com>)

TESTIMONIAL:

I think OIVAC was excellently run, something great to attend to feel like a community within our industry, to network with others and to gain great information to assist us in our businesses as well.

TESTIMONIAL:

I loved it!!! I loved it!!! I loved it!!! Material was presented in a clear an understandable way. I only wish I had taken more seminars. I will next year..

TESTIMONIAL:

Very well worth it. The availability of replay if I could not attend at seminar time was appreciated, and I could attend the seminar to fit my schedule.

TESTIMONIAL:

Great and very informative conference. This was my first time to attend and I was really impressed. It's a wonderful resource for VAs that can't afford the time or money to travel to a live conference.

2006 WINNER THOMAS LEONARD AWARD:
SHARON WILLIAMS OF THE 24 HOUR SECRETARY WWW.THE24HOURSECRETARY.COM

2006 NOMINEES FOR THE THOMAS LEONARD AWARD

Lyn Prowse-Bishop of Executive Stress Office Support
(<http://www.execstress.com>)

Candace Beauchamp of OffAssist
(<http://www.offassist.com>)

Stacy Brice of Assist University
(<http://www.assistu.com>)

Janice Byer of Docu-Type Administrative & Web Design Services
(<http://www.docutype.net>)

Deborah Carraro of My Virtual Partner
(<http://myvirtualpartner.com>)

Jeannine Clontz of Accurate Business Services
(<http://www.AccBizSvcs.com>)

Diana Ennen of Virtual Word Publishing
(<http://www.virtualwordpublishing.com/>)

Cindy Greenway of Victoria Business Solutions
(<http://www.victoriabusinesssolutions.com>)

Dale Noles of Virtual Accuracy
(<http://www.virtualaccuracy.com/>)

Kelly Poelker of Another 8 Hours
(<http://www.another8hours.com>)

Beryl Powell of Completely Virtual Group
(<http://www.CompletelyVirtualGroup.com>)

Kathy Ritchie of Ritchie Secretarial Service
(<http://www.thebestva.com>)

Tawnya Sutherland of Mediamage Business Solutions
(<http://www.mediamage.com>)

Kathie Thomas of A Claytons Secretary
(<http://www.vadirectory.net>)

Michelle Ulrich of The Virtual Nation
(<http://www.thevirtualnation.com>)

2006 WINNER JANET JORDAN AWARD:
HEATHER JACOBSON OF VALLEY VIRTUAL ASSISTANTS WWW.VALLEYVA.NET

2006 NOMINEES FOR THE JANET JORDAN AWARD

Karri Flatla of Snap Virtual Assistance
(<http://www.snap-va.com>)

Hope Martin of Hope's Online Professional E-Services
(<http://www.hopesva.com>)

Rita Miest of Virtual Friday Administrative Solutions
(<http://www.virtualfri.com/>)

Lyndsey McKendry of Diamond Secretarial
(<http://www.diamondsecretarial.co.uk/>)

To all of the award winners, thank you for your contribution
to our great industry!

Warwick Merry: Keynote Speaker

The Get More Guy!

Warwick Merry is a talented speaker, consultant and a leading authority in aiding individuals and organisations to live their passion. Warwick has impacted the lives of thousands of people through his presentations and programs. He helps people find their passion and take action to create better and more productive lives. Warwick's sessions are full of energy with fun and practical examples of how to implement the new skills he shares with you. Each participant will leave his session entertained, educated and with tips, tools and techniques to Get More.

Transcript: Warwick Merry Keynote Address

FULL TRANSCRIPT

Intro: Warwick is a talented speaker, consultant and a leading authority in aiding individuals and organizations to their passion. Warwick has impacted the lives of thousands of people. Through his presentations and programs he helps people find their passion and take action to create better and more productive lives. And he has a really cool Australian accent – or he may think us Americans have a really cool accent. At any rate I'm going to enjoy listening to him and getting energized. Take it away Warwick!

WM: Thank you very much. What a delightful introduction, and yes, I will put on my best deep Australian accent voice for you. It's funny I lived in Texas for 12 months in Dallas, Texas boy and they have a very strong accent. But it's an absolute pleasure to be here and Dale just so you know, we actually call them prawns not shrimp – but when we advertise to the rest of the world we happily use your words. It's all part of the fun.

Hey, let's kick it off and get going. ...



Yeah don't put prawns on a barbie. No I do actually. Prawns on a barbie are good. They're just always difficult to peel.

I want to talk today just really quickly 'cause I've got about half an hour left now is to talk about how to be a goal getter and not just a goal setter.

A lot of people talk about how you can set goals and achieve more etcetera.

But before we get started I just wanted to get a bit of an idea if any of you when you start the day feel a bit like this – when you've got that kind of feeling when you're just like oh my here we go again. Like you know all your clients want more of your time, your kids want more of your time, your partner wants more of your time and you wish you had more time for yourself. You know, a lot of VAs I know they go 'Oh yes I want to work for myself 'cause it'll give me freedom and everything'. How's that going for you?

For a lot of people it works but there are some people like 'Oh my god I work harder in my own business than I ever worked working for someone else, and

not only do I work harder for myself I'm spending more time working'.

And as Pam is saying 'Freedom? What freedom?'

Because you're at home you're nearly always at work. So sometimes it's not as the vision that we had. So there's a couple of things we can do about it.

But before we get started, everyone in life has the question 'What's in it for me'. So today I what I wanted to do is just let you know what's in it for you in terms of this is what you can expect to get out of today.

I'm going to give you a few different tips, tools and techniques; a few different ideas. I'm going to leave it up to you as to what of those you decide to follow up with. [Click Here](#) to read the rest of the transcript.

The Australian Virtual Business Network - you deserve the best!

Australia's ONLY source of *pre-qualified* virtual businesses. Members undergo a rigorous pre-screening process to ensure they possess the fundamentals of experience, skill and professionalism.

Visit the site to fill out our Request for Proposal and we'll partner you with the right virtual business right away



www.avbn.com.au



Join Virtually Yours to help your VA business grow and to network with your peers. Connecting VAs with clients and providing support along the way, Virtually Yours is the VA network that really supports YOU!

www.virtuallyyours.com.au

Introducing our OIVAC Presenters



Rob Anderson

Victoria, Australia

Cagora

Topic: Creating Extra Streams of Revenue by Providing Online SEO Marketing Services to Small Business



Leesa Barnes

Ontario, Canada

Virtual Event Success

Topic: How to Skyrocket Your Profits by Becoming a Virtual Events Manager



Robert Brenner

San Diego, Cal, USA

Brenner Information Group

Topic: An Overview of the 2010 Earnings Special Report



Tom Buford

Atlanta GA, USA

Charge What You Deserve

Topic: 5 Simple Steps to Charge What You Deserve



Cheryl Callighan

Centennial Co, USA

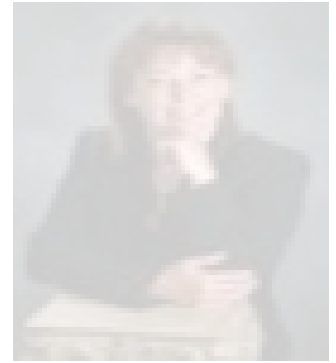
E-office Virtual Assistants

Topic: Marketing Your VA Services to Authors





Andrea Cannivana
Hicksville, NY, USA
Law Firm Solutions
Topic: Digital Security Salad



Nicole Chamblin
Carolina Beach, NC, USA
Productive Environment Institute
Topic: Creating a Productive Environment in the Digital Age™



Kathy Colaiacovo
Nova Scotia, Canada
Time on Task VA Services
Topic: Landing Business Success with a Facebook Fanpage



Tony Cosentino
New South Wales, Australia
The Wordpress Guy
Topic: How to Get Out of 2nd Gear and Get Your WordPress Site Moving



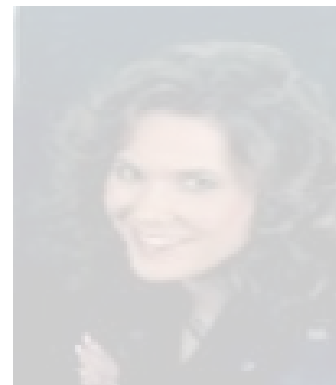
Sydni Craig-Hart
Emeryville, CA, USA
Executive Assistant to Virtual Assistant!
Topic: How to Fill Your VA Practice With High Paying Ideal Clients

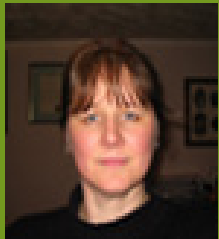


Patty Dost
Lafayette, IN, USA
Time is of the EscentS
Topic: How to Be a Sought After VA Subcontractor



Topsy Egbetokun
New York, New York
Business Without Boundaries
Topic: Writing a Business Proposal that Address Client Needs





Julie Farmer
Faringdon, UK
My PA Business
Networking – Should I Scatter or Cultivate?



Cindy Greenway
Sidney, Canada
Hot Skills VA Training
Topic: The #1 Quality Business Owners Want From Virtual Assistants



Julie Hinge
Surrey, UK
i2i Virtual Assistant Limited
Topic: Customer Service is King



Annie Jennings
Annie Jennings PR
Belle Mead, New Jersey, USA
Topic: Publicity And Marketing Strategies To Build Your Virtual Assistant Business



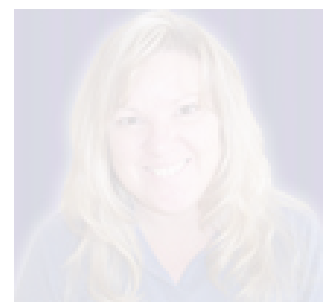
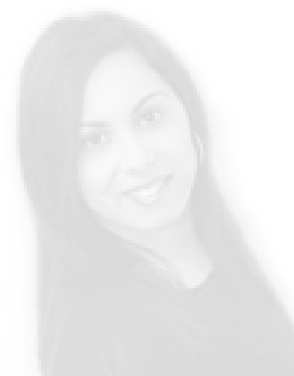
Andrea Kalli
Aurora, Colorado
Andrea Kalli Virtual Trainer and Assistant, LLC
Topic: Creating a Membership Site to Use with Your Clients



Sharon Williams
The 24 Hour Secretary
Randallstown, MD, USA
Topic: How to Get and Keep Clients – Advanced Client Retention Strategies

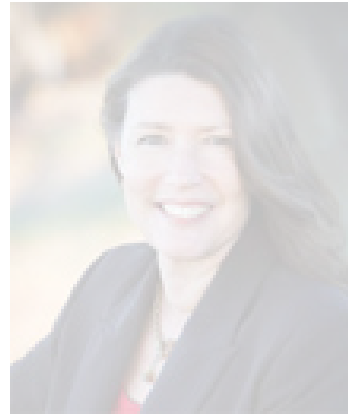


Mary Motz
Perkiomenville, PA, USA
Pro Virtual Solutions
Topic: Shopping Carts for VAs





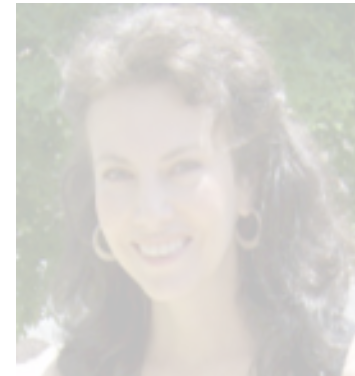
Beverly Neil
Queensland, Australia
d'Scriptive Words
Topic: Incorporating Resume Writing in Your Virtual Assistant Practice



Becki Noles
Elizabethville, PA, USA
Virtual Accuracy Companies
Topic: How to Become an Affiliate Manager



Dale Noles
Elizabethtown, PA, USA
Virtual Accuracy Companies
Topic: 1Shopping Cart Mastery: Marketable Skills to Make You a Star



Crystal Pina
Ware, MA, USA
Wordpress Mastery Club
Topic: Learn How to Maintain Your Own Wordpress Blog



Lyn Prowse-Bishop
Warwick, Australia
Executive Stress Office Support
Topic: Getting – and – Keeping! – Clients



Michelle Schoen
Canton, GA, USA
VA Demo Girl
Topic: 8 Ways to Profit by Adding Camtasia Screencasts to Your Services

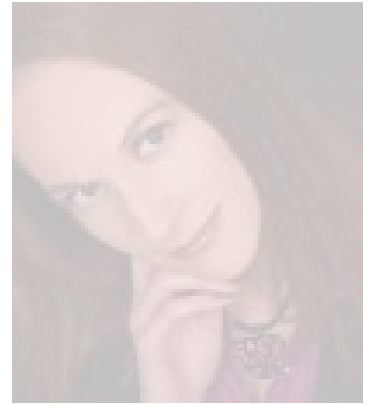


Susie Shina
Canton, GA, USA
Team Shina GO!
Topic: Fit Enough to Increase Your Bottom Line





Janet Slack
 Hendersonville, NC, USA
 Solopreneur.biz
 Topic: VA and Client Relations – Interview of a VA Client



Donna Toothaker
 Ashburnham, MA, USA
 Step It Up VA
 Topic: Marketing Plans Made Easy



Ellen Victor
 Garden City, NY, USA
 Victor Law Firm, P.C.
 Topic: Business Formation



TESTIMONIAL:

Outstanding as always! Such a lot of time and effort is freely given by wonderful VAs to provide this awesome resource for VAs at all levels; they really are to be commended. If you have never attended, just sign up for one single session and I know you will be hooked straight away :)

TESTIMONIAL:

This was my first experience and I was amazed by the technology; impressed by the work of the Committee; inspired and motivated by the speakers; and loved the friendliness, banter and ease of communication with fellow participants. It was better than anything I could have imagined.

TESTIMONIAL:

Well, I said that if OIVAC 2010 was half as good as 2009, it would be sensational; what's better than sensational?!

TESTIMONIAL:

Love it, but was very tiring! Being in Australia made some sessions difficult - I liked the sessions US time from 8am - about 1pm. I'd love to see it run over more days or 2 weekends.

Create a Business Vision and Secure Your Success

A RESULT OF YOUR IMAGINATION AND DECISION MAKING

Speak to any successful business owner and he - she will tell you exactly where their business will be in 1-3 years time. They know where their business is going and what they have to do to get there. A Business Vision is the "Where" the Business Mission is "How". Having a vision is having a clear picture of what you want the future to be, and what it will hold for your business. A Business Vision will give you the drive to move your business forward, and the determination to get there.

I. What does a Business Vision look like?

All visions start with a dream. You need some time to let your mind wander, and allow your imagination to run wild. Think really big and write down what you come up with. There are no limits

on your thoughts, look a head 1-3 years. Your vision has to be strong enough to motivate you through those times when the daily distractions make you wonder whether it is all worth while. It has to be powerful enough to make you jump out of bed each morning and drive your business forward.

It must be bold enough to inspire you. It is the dream which covers all aspects of your business as you look forward. It must be a concise summary of all your thoughts. For example, you may want to be considered as the go to person in your niche market.

Another example may be you may decide that you want to expand your range of services to provide a complete turnkey operation. Keep in mind that Your Vision is the foundation to your true success.

II. What is the next step?

Unless you take some action, the vision you have decided upon will remain only a dream. Now that you have decided what you want to incorporate into your business, you must use that to help you decide how you are going to get there. In other words you need to evaluate what steps are necessary to cover each item in your Vision and create a plan to achieve those steps. Remember that your Vision must be used by you and those around you to motivate you, inspire you, and spur you into action to achieve it.

Still feeling stuck? Inspiring VA Coaching, LLC., can walk with you step by step to help you make your Vision a reality.

All the best for your success!

Lisa Malloy
Inspiring VA Coaching, LLC.
www.inspiringva.com

Q&A Corner...

WHY SHOULD I PAY TO GO TO OIVAC WHEN I CAN ACCESS THE INFORMATION FOR FREE?

It's all relative! VAs should first understand "everything ain't free" and be willing to invest in their businesses beyond asking questions on list serves and forums, and potentially receiving inaccurate information from non-expert sources.

OIVAC provides a variety of niche-specific seminars covering a wide range of technology, general business and marketing topics, and led by knowledgeable and experienced VAs and business consultants, all at reasonable costs. Attendees access 30+ education sessions and the session recordings.

In addition, OIVAC provides other features/benefits for attendees:

- International Virtual Assistants Day Celebration
- Motivational keynote presenter
- Structured networking with peers
- Opportunity to create partnerships

- and joint venture relationships
- Access to workshops on topics specific to the industry, such as:
 - Two Hotseats VA Panel
 - Intro to the VA Industry
 - VA Training Programs Panel
 - Successful VA Roundtable
 - Exhibitor Halls

Overall, the convention is not only about learning, but also about creating relationships, sharing experiences, networking, and a ton of other intangible benefits. It's the once a year opportunity, spanning three 18 hour days, to connect, learn and network with VAs from around the globe.

IN YOUR EXPERIENCE, HOW DOES A BUSINESS OWNER KNOW WHEN IT'S TIME TO OUTSOURCE WORK TO A VIRTUAL PROFESSIONAL?

Great question! The answer is quite simple -- when the owner is ready to stop working IN their business and begin working ON the business.

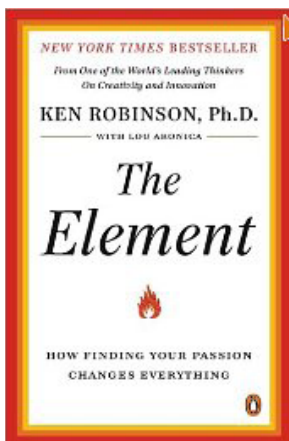
Working IN the business means handling the back office operations,

spending an inordinate amount of time checking emails, submitting articles, writing and posting blog posts, updating your site, creating auto-responder series, etc. Many business owners are "putting out fires" or have become "crisis managers", all examples of working IN the business.

Working ON your business means you have time to think about the future and how to use all that knowledge bottled up inside but not exercised because of day-to-day pressures. The owner can spend time developing a long term growth plan -- circulating in the community, making contacts with other on and offline owners of small businesses getting ideas, seeking out organizations made up of like-minded business people, networking and forming relationships, etc.

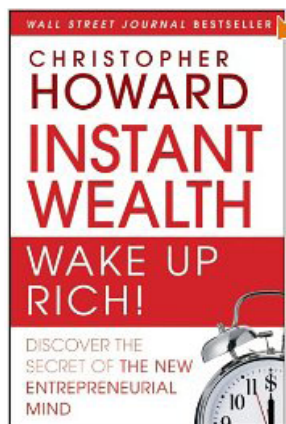
So, if the business owner is inundated or overwhelmed with internal operations-related duties, or new tasks they are unfamiliar with, lack time, skills, knowledge or the desire to perform, then it's time to outsource to a virtual professional.

Recommended Reading—Self Development



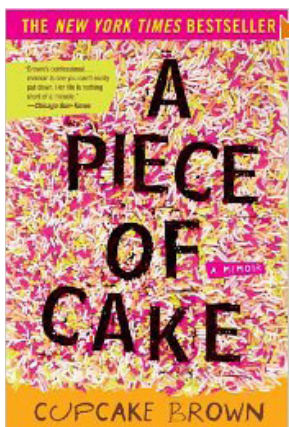
THE ELEMENT—HOW FINDING YOUR PASSION CHANGES EVERYTHING Ken Robinson with Lou Aronica

Are you utilising your natural talents in your business? This book is filled with great life stories of individuals who found ways to become successful through their natural talents. For some it came in childhood and for others much later in life but either way their joy of 'working passionately' inspires you to seek out yours...



INSTANT WEALTH—WAKE UP RICH Christopher Howard

A great interactive book that sets out to show you how building a business that is passion focused brings success. Great exercises to do along the way and insightful content with some mega entrepreneur stories from Oprah Winfrey to Richard Branson.



PIECE OF CAKE Cupcake Brown

When life gets tough we, as humans, have a tendency to moan away our days. In this hard hitting true story you live the life of Cupcake Brown, heartbreaking & heart-warming and soon realize your life is never as bad as you think. Powerful, moving and highly inspirational.

TESTIMONIALS:

"I love OIVAC! There is an atmosphere of excitement, camaraderie and friendship that I didn't expect from an online event the first time I attended. The organizers and volunteers should be so proud of this fantastic conference and I recommend to all VAs that you attend OIVAC at least once because once you've been you'll keep coming back for more!"

"Loved it! I will participate every year."

"I am very much looking forward to listening to the recordings of the sessions I missed."

"I attended a LOT of sessions - loved the interaction and opportunity to ask questions."

"A really great resource, good value and wonderful learning experience."

OIVAC 2011

Planning for the 2011 OIVAC Event is already underway and of course we want to see you there! So...

'HOLD THE DATE'

Yes, make sure you have

19th-21st May 2011

firmly penciled in your diary... you won't want to miss out

And maybe you will be one of our award winning VAs!



OIVAC.com
Online International
Virtual Assistants
Convention

TESTIMONIAL:

Very well worth it. The availability of replay if I could not attend at seminar time was appreciated, and I could attend the seminar to fit my schedule.

TESTIMONIAL:

I was very impressed. I am new to this industry and actually am in the process of setting up my business. I haven't even opened my doors yet, and I have so much that I have learned! Thank you so much!

TESTIMONIAL:

It was my first year attending OIVAC this year, and while I didn't get to attend all the sessions live due to a sick daughter, I found it to be incredibly well organized, and the information obtained was excellent. I will definitely be booking a space for next year.

TESTIMONIAL:

I appreciated your offering some free sessions along with paid sessions. Also, it was helpful to not have to register for the entire conference (though I hope to next year!) Response to questions before and after the convention were answered in a very timely manner.

Connect with local and International VAs and potential clients during the 1st annual Global Virtual Assistants Week



Monday May 16th - Saturday May 21st, 2011

- Local and virtual meet-ups
- Networking with like-minded VAs
- Industry-wide local and International PR and Media exposure
- International Virtual Assistants Day celebrations
- Online International Virtual Assistants Convention

Visit www.globalvaweek.com for details

