

This event is organised by HM Revenue & Customs

Organised by HM Revenue & Customs' Business Liaison Team, Business Advice Open Days are a unique opportunity for you to obtain all the quality advice and information you need to run your business successfully.



The National Programme of Business Advice Open Days is sponsored by Business Link

## BUSINESS ADVICE OPEN DAY

In partnership with...



The Institute of Trade Mark Attorneys

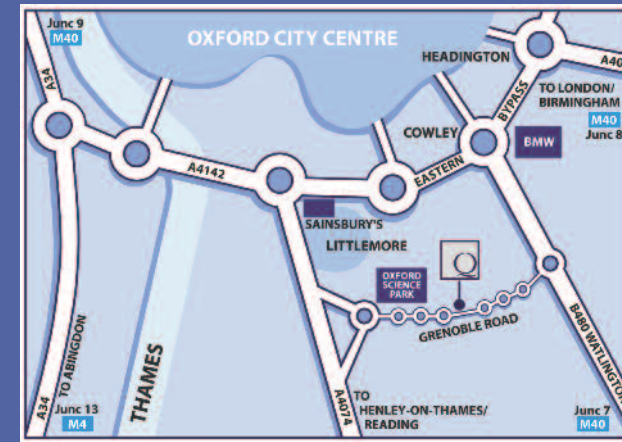


environmental regulations online  
[www.netregs.gov.uk](http://www.netregs.gov.uk)



Exhibitors at this event include:-

- Acas
- Age Positive
- Better Regulation Executive
- Business Link
- Environment Agency
- Ethnic Minority Business Service
- Health & Safety Executive
- HM Revenue & Customs
- HM Government and Oxfordshire Fire & Rescue Service
- Institute of Payroll Professionals
- Intellectual Property Office
- Institute of Trade Mark Attorneys
- NetRegs
- Oxfordshire Business Enterprises
- Oxfordshire Economic Partnership
- Oxfordshire Town Chambers Network
- PRIME
- TBAC Business Mentoring
- Thames Valley Chamber of Commerce
- UK Trade & Investment



The Kassam Stadium  
Grenoble Road  
Oxford OX4 4XP  
Tel: 01865 337600  
[www.thekassamstadium.com](http://www.thekassamstadium.com)

Directions to The Kassam Stadium

From the M4

Leave the M4 at Junction 13 and join the northbound carriageway of the A34. Follow the A34 towards Oxford. Exit A34 onto A4142 and follow the brown football signs towards the Kassam Football Stadium.

From the M40 - Northbound

Leave the M40 at Junction 7. At the end of the slip road, turn left onto the A329 signposted Little Milton and Stadhampton and you will see signs for the B480. Continue forward on the B480 (through Stadhampton and Chiselhampton) for approx 8 miles until you reach a main roundabout. Take the first exit signposted Reading & the Bowlplex and the Kassam Stadium is approx 1 mile on the right hand side.

From the M40 - Southbound

Leave the M40 at junction 8a. Follow A40 to the first roundabout (McDonalds Family Restaurant is on left hand side). Take first exit towards Cowley and Newbury A34 and follow the brown football signs which will take you to the stadium.

Free car parking is available.



# Free

## Business Advice Open Day

THE KASSAM STADIUM, OXFORD



THURSDAY 27TH MAY 2010  
EXHIBITION 09:15 - 16:45 SEMINARS 09:45 - 16:30

Please visit [www.businesslink.gov.uk/advisedays](http://www.businesslink.gov.uk/advisedays) to book your seminar places or alternatively complete this form and return by fax on 0164 27 55214 or post to:

Business Liaison Team  
HM Revenue & Customs,  
2 Broadway, Broad Street,  
Birmingham B15 1BG.

Tel: 0845 603 2691  
Email: [open.days@hmrc.gsi.gov.uk](mailto:open.days@hmrc.gsi.gov.uk)

BOOK ONLINE AT  
[www.businesslink.gov.uk/advisedays](http://www.businesslink.gov.uk/advisedays)

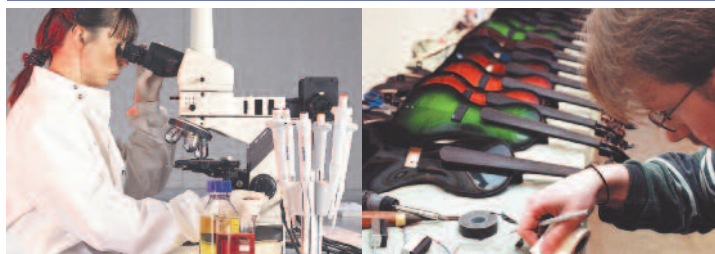
Sponsored by



## Professional Advice from the Experts

Designed for small and medium sized businesses, Business Advice Open Days bring together the largest collection of government agencies, departments and public sector organisations under one roof. So, you can find out about your legal obligations, learn about recent developments and gain endless help and advice in a relaxed and friendly environment.

## Book Now



### Free Exhibition

During the day, a wide range of organisations will provide answers and advice from over 25 stands in the main exhibition hall. Experts will be on hand to deal with practical issues, or you could stock up on leaflets and information.

### Free Seminars

A full programme of seminars takes place throughout the day giving you a chance to hear more about recent developments and specific topics. See the booking form for more details about 'what's on when'.

### Free Drop-In Centre

In addition there is a drop-in centre where you can get free one-to-one advice in private on importing, exporting and VAT, as well as Tax and National Insurance matters. Make the most of this opportunity to get answers to those unresolved issues.

### Free Networking Area

A very useful area for you to exchange your details with other potential business contacts.

**BOOK ONLINE AT**  
[www.businesslink.gov.uk/advisedays](http://www.businesslink.gov.uk/advisedays)

## Oxford Business Advice Open Day Please complete a separate booking form for each delegate attending (photocopies accepted).

09:45 – 10:30	<p><b>HM Revenue &amp; Customs</b>  <b>VAT – Understand the basics</b>                      Frightened of VAT? Don't be!                      We are here to help you with a user-friendly presentation for both new and established businesses, giving you straight forward help and advice about everyday VAT.</p>	<p><b>Business Link</b>  <b>Starting out – things you need to know</b>                      When starting a business, many people are not sure what to do. We will tell you what you need to know and where to go for help, also, how you access workshops, on-line tools, experienced advisors and much more – most of it free. Learn how to give your business the best start that you can.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>New to business? Things you need to know about VAT &amp; Tax</b>                      Are you starting up in business or just thinking about it? Then this is the presentation for you. We will tell you what you need to consider regarding income tax, self assessment, VAT and other taxes, what you should do and when you should do it.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Online Services</b>                      Does going online worry you? Let us guide you through our services and show you what is available now, what is planned for the future and how it will benefit you and your business.</p>	<p><b>Environment Agency</b>  <b>Your business protecting our environment – rules and top tips.</b>                      Do you know your environmental responsibilities? We explain how to prevent pollution, deal with your business waste and show how the NetRegs website (<a href="http://www.netregs.gov.uk">www.netregs.gov.uk</a>) can guide you through environmental regulations.</p>
10:45 – 11:30	<p><b>Malcolm Gallagher</b>  <b>Compete and win in the 2010 Tough Times</b>                      After recession comes recovery which can be even more challenging for your business. You need to thrive in the 2010 tough times. Come and be inspired as Malcolm Gallagher shows you how you can compete to win more customers and beat the pants off your competition!</p>	<p><b>HM Revenue &amp; Customs</b>  <b>VAT – Grasp the Technical</b>                      So you understand the basics but the rest is still daunting? Let us soothe those worries with a simple overview of the more detailed elements of VAT such as partial exemption, tax points and bad debt relief.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>An Introduction to Importing &amp; Exporting</b>                      Importing or exporting from outside the EU? An introduction to the basics of Customs importing and exporting.</p>	<p><b>Acas</b>  <b>Your first ten steps: the Acas guide for new employers</b>                      Employing people, that's easy, you hire them, then set them to work. Or is it? Looking after your employees is not just about obeying the law, it's also about developing good working relationships. Join Acas as we take you through the first ten steps towards motivated employees and business success.</p>	<p><b>HM Government</b>  <b>Oxfordshire Fire &amp; Rescue Service – The Fire Safety Order and what it means to your business</b>                      New Fire Safety Legislation entitled the 'Regulatory Reform (Fire Safety) Order 2005 came into effect on 1st October 2006. What are the implications for the Business Community and what you can expect from the Fire Service with regards to its role in the enforcement of legislation?</p>
11:45 – 12:30	<p><b>Malcolm Gallagher</b>  <b>Lead your business to brilliance</b>                      Any business of any size needs great leadership to achieve success and there are 7 skills you need to master. Join leadership speaker, Malcolm Gallagher, and be stimulated into building a brilliant business as he gives you his 7 skills to great leadership toolkit!</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Self-employed? Handy things to know about Tax &amp; NI</b>                      Find out what you have to do to keep on the right track, what records you should keep and when to make returns.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Research &amp; Development Tax Credits</b>                      How companies can claim R&amp;D Tax Credits and reduce their tax bill or receive cash back from HMRC.</p>	<p><b>Age Positive</b>  <b>17 Facts about age discrimination and older workers</b>                      Find out how to:                      • Keep on the right side of Age regulations                      • Make savings through reduced recruitment and training costs                      • Stay on top of trends in demographics                      • Re-think your traditional approaches to recruitment and retirement                      • Unlock new potential and improve your bottom-line</p>	<p><b>Health &amp; Safety Executive</b>  <b>An introduction to Health and Safety.</b></p>
12:45 – 13:30	<p><b>Business Link</b>  <b>Financing your business</b>                      Some start up businesses don't need finance. But if yours does – where do you go? There are many organisations out there, but which is the right one for you and how best to approach it? Hear some great advice on dealing with traditional finance organisations and learn about any new finance initiatives.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>VAT on International Trade</b>                      A basic introduction to the VAT implications of buying &amp; selling goods and services within &amp; outside the EU.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>VAT on Land and Property</b>                      We will tell you what land is for VAT purposes, which VAT rate applies to different types of transaction involving land and explain what the Option to Tax and Capital Goods Scheme are. We also tell you about Partial Exemption: when it applies and what you need to do about it if it does.</p>	<p><b>Intellectual Property Office</b>  <b>Intellectual Property - How does it affect me?</b>                      A modern economy depends on innovation and creativity and means of bringing this creativity in the market place as a new product, process or service. Learn how IP can help!</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Online Services</b>                      Does going online worry you? Let us guide you through our services and show you what is available now, what is planned for the future and how it will benefit you and your business.</p>
13:45 – 14:30	<p><b>Business Link</b>  <b>Building your business – sales tips</b>                      It's a tough world out there whether you are selling a service or product, whether you are a new or an established business. Finding customers and keeping them is a challenge. So, hear about various ways to persuade customers to buy or buy more from you...and a few other tips too.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>VAT – Understand the basics</b>                      Frightened of VAT? Don't be!                      We are here to help you with a user-friendly presentation for both new and established businesses, giving you straight forward help and advice about everyday VAT.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Problems paying your Tax? Help us to help you</b>                      Do you know what your deadlines are? Do you think you may have problems paying your tax? Then this is the presentation for you. Find out what you need to do and how we can help you.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Buying and selling in the EU – Intrastat</b>                      What do you have to report to Customs if you trade with businesses in other EU countries? Get the latest Intrastat information, advice on common problems, new legislation and automatic updates.</p>	<p><b>PRIME</b>  <b>Setting up in business when you're over 50</b>                      If you're over 50 and planning to set up in business for the first time, this is for you. The national charity, PRIME, looks at popular sectors, reasons for better survival rates and examples from people who've taken the plunge.</p>
14:45 – 15:30	<p><b>HM Revenue &amp; Customs</b>  <b>VAT – Grasp the Technical</b>                      So you understand the basics but the rest is still daunting? Let us soothe those worries with a simple overview of the more detailed elements of VAT such as partial exemption, tax points and bad debt relief.</p>	<p><b>Business Link</b>  <b>Building your business – marketing and the SME</b>                      Marketing is the heart of any business. It's about providing products and services that meet customer needs and solve their problems – at the right price for the customer and at a profit for you. Get your marketing right and you are on the way to success. Dip your toes into the wonderful world of marketing.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>An Introduction to Importing &amp; Exporting</b>                      Importing or exporting from outside the EU? An introduction to the basics of Customs importing and exporting.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Employing people for the first time – start here</b>                      Employing people for the first time isn't something to worry about. We'll help you understand what you need to do to get started with PAYE and National Insurance contributions – for you or your employees – and where to get more help.</p>	<p><b>Better Regulation Executive</b>                      This is your opportunity to find out what the Government is doing to reduce the time and money businesses spend on dealing with regulation as well as feed back on what regulation needs to be changed to ensure your business success.</p>
15:45 – 16:30	<p><b>Malcolm Gallagher</b>  <b>How you and your business can be brilliant!</b>                      Today it's not enough to be the best! You must go from best to brilliant to be a real winner. Come to this fun, inspiring and practical seminar, presented by Malcolm Gallagher, and you'll learn how to achieve brilliance and develop your success plan.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Importing &amp; Exporting - What you need to know about Customs change</b>                      The EU is currently progressing major changes to Customs law and processing. This seminar explains the potential impact on all importers and exporters.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>Self-employed? Helping you to complete your first tax return</b>                      We will go through the new style return giving pointers on how best to complete it.</p>	<p><b>HM Revenue and Customs</b>  <b>Self-employed? Handy things to know about Tax &amp; NI</b>                      Find out what you have to do to keep on the right track, what records you should keep and when to make returns.</p>	<p><b>HM Revenue &amp; Customs</b>  <b>VAT – Leisure and Tourism</b>                      We tell you about the VAT treatment of holiday accommodation, hotel facilities, caravans, camping, golf clubs and holiday packages, including those with fishing and shooting rights. There is also an introduction to the Tour Operators' Margin Scheme.</p>

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Business Liaison Team, HM Revenue & Customs, 2 Broadway, Broad Street, Birmingham B15 1BG.  
 Tel: 0845 603 2691. Email: [open.days@hmrc.gsi.gov.uk](mailto:open.days@hmrc.gsi.gov.uk)

This Open Day is organised by HM Revenue & Customs with Business Link, Better Regulation Executive, Age Positive, Environment Agency, Health & Safety Executive, Intellectual Property Office, HM Government, PRIME, Institute of Trade Mark Attorneys, NetRegs and Acas. We may pass your name and address to our partners but not your VAT details, so that you may receive information from them, which may benefit your business. If you do not wish to receive this information please tick the box.

Contact Name \_\_\_\_\_

Nature of business \_\_\_\_\_

No. of employees \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

How long have you been trading \_\_\_\_\_Yrs \_\_\_\_\_ Months

Company Name \_\_\_\_\_

VAT Reg No \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

No. of delegate bookings attached \_\_\_\_\_

**This information will be used to confirm your booking.**  
 If you have any access, communication or personal needs, please phone us on 0845 603 2691.