



Fri & Sat 13 & 14 March 2020

Oaks on Collins, 480 Collins St, Melbourne

DAY 1 – Friday

08:30 – 08:45	Registration	
08:45 – 09:15	Summit Opening & Welcome	Ingrid Bayer – VA Institute
09:15 – 10:45	How to Become the Expert in your Field of Excellence / Discover the 10 Secrets to becoming a Superstar VA	Katrena Friel – Refresh Your Thinking
10:45 – 11:00	<i>MORNING TEA BREAK</i>	
11:00 – 11:45	Achieving Work Life Balance in your VA business	Rosie Shilo - Virtually Yours
11:45 – 12:30	Writing Applications that GET YOU WORK	Heidi Fowler – Simply Careers
12:30 – 13:30	<i>LUNCH BREAK</i>	
13:30 – 15:00	IT/Software Secrets for VAs	Angela Revell – Revellation
15:00 – 15:15	<i>AFTERNOON TEA BREAK</i>	
15:15 – 15:45	VA Spotlight – Collaborating for Success	Ingrid Bayer & Angela Revell – VA Institute
15:45 – 16:30	Find a VA – information and tips to stand out	Ingrid Bayer – VA Institute
16:30 – 17:00	Insurance Essentials for VAs	Tim Allan – Insurance Advisernet Aus
17:00 – 19:00	OPTIONAL – Drinks and Networking	



DAY 2 – Saturday

08:30 – 08:45	Registration	
08:45 – 09:00	Welcome / Recap	Ingrid Bayer – VA Institute
09:00 – 10:30	Learn to LOVE Sales	Katrena Friel – Refresh Your Thinking
10:30 – 11:15	How to Find and Onboard your Ideal Client – including Networking Strategies that work	Ingrid Bayer & Melissa Patterson – VA Institute
11:15 – 11:30	<i>MORNING TEA BREAK</i>	
11:30 – 12:15	Bookkeeping and Tax for VAs	Diana Todd – Balance Tax Accountants
12:15 – 12:45	Software for VAs - Rounded	Oliver Garside
12:45 – 14:00	<i>LUNCH BREAK</i>	
14:00 – 14:45	Legals for VAs	Courtney Bowie - Her Lawyer
14:45 – 15:30	Social Media for Today's VA – Tips and Tricks for Facebook, Instagram and LinkedIn	Melissa Patterson – VA Institute / Blink by Miss Melly
15:30 – 15:45	<i>AFTERNOON TEA BREAK</i>	
15:45 – 16:30	Canva Tips & Tricks for VAs	Melissa Patterson – VA Institute / Blink by Miss Melly
16:30 – 17:00	VA in the Spotlight – Success Stories & Q&A	TBA
17:00 – 17:15	Wrap Up	
17:15 – 19:00	OPTIONAL – Drinks and Networking	
19:00	OPTIONAL – Dinner	