



**North Carolina Society of Enrolled Agents**  
**New and Small Business**  
**2<sup>nd</sup> Annual Practice Management Workshop**  
**September 21<sup>st</sup> – 23<sup>rd</sup>, 2018**  
**1 ½ day workshop**

**Friday “Meet and Greet” with dinner at Hotel after NCSEA CE event**  
**Saturday workshop 9am – noon then 1-5pm then Dinner out**  
**Sunday workshop and wrap up 9-12pm**  
**Embassy Suites Greensboro-Airport, Greensboro, NC**  
**Register today - Space is Limited.**

**Seating is limited to no more than 20 participants.**

**THIS IS NOT A CE EVENT**

Requirements:

1. Must be owner or part owner of your tax practice
2. Must be a member in good standing of NCSEA
3. Must be an Enrolled Agent

This Tax Practice Management Workshop is our 2<sup>nd</sup> Annual NCSEA specialty workshop designed for business owners or part owners in a tax practice. Although there are some requirements which are noted above, there are no other criteria to meet. Whether you have a large or a small practice, we want to share ideas on how to build and strengthen your practice. We all want to work smarter, not harder.

Lisa Eyrolles is moderating the workshop. Once registered, you will be emailed a questionnaire about your business. We will share your questionnaire and any pertinent documents about your business that helps your practice run better with the other participants in a roundtable discussion at the workshop. This format has been used very successfully by the Florida Society of Enrolled Agents for several years now. These questionnaires need to be returned to Lisa by **August 22<sup>nd</sup>** in order for her to get our notebooks completed in time for the Workshop.

Time will be spent discussing valuable information such as: growing your practice, how to market your practice, time management, safeguarding taxpayer information, how to handle unhappy customers, what you need to know when purchasing a practice, succession planning, engagement letters, social media and so much more. Not all of these topics are discussed at every workshop. Email Lisa Eyrolles at [lisa@elitetaxandfinancial.com](mailto:lisa@elitetaxandfinancial.com) with any suggestions of topics you would like to see at the next Tax Practice Management Workshop.

This workshop is for 1 ½ days. The registration fee is \$199 per person. Continuing education credit is NOT available.

**Cost of seminar includes dinner on Friday at the hotel, lunch on Saturday and dinner Saturday night (if enough register). Snacks and drinks will be provided each day.**

**NCSEA MEMBER: \$199**

**Networking with fellow EAs - no additional charge!**

Space is limited! Register online today at [www.ncseaonline.com](http://www.ncseaonline.com)!

# North Carolina Society of Enrolled Agents

## 2018 New and Small Business Practice Management Workshop

**When:** September 21 dinner thru Sunday September 23 ends at noon

**Where:** Embassy Suites Hotel - Greensboro Airport, 204 Centreport Drive, Greensboro, NC 27409

**Accommodations – Embassy Suites Hotel – Greensboro Airport:**

**Nightly Room Rate:** **\$132.00 per standard suite per night** - Special rate applies to overnight stays on 9/21 & 9/22. This favorable rate is available until August 31<sup>st</sup> or until our block of rooms is filled, whichever occurs first. **Book your room early!!**

**Reservations:** Call 1-800-Embassy or (336) 668-4535 and mention **NCSEA**. To **book online**, go to <http://www.embassysuites.com> and use **promotional code NSE**.

**Directions:** <http://www.embassysuitesgreensboro.com>, then click on “maps and directions.”

**All overnight guests of the Embassy Suites – Greensboro Airport Hotel are entitled to a complimentary cooked-to-order breakfast daily and a nightly evening reception.**

Name: \_\_\_\_\_ EA \_\_\_ CPA \_\_\_ JD \_\_\_ Other \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**REGISTER EARLY - SEATING IS LIMITED** (*Money has to be paid at time of registration or you are not guaranteed a seat*) **Total Cost**

NCSEA Member # attending \_\_\_\_\_ x \$199.00 \_\_\_\_\_

**Check** – Send a check payable to “NCSEA” with your registration form to the address below.

**Credit card** - Complete the information below and fax registration form to 828-464-8300.

VISA \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ American Express \_\_\_\_\_

Card #: \_\_\_\_\_

Card Security #: \_\_\_\_\_ Expiration: \_\_ / \_\_ / \_\_

Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please fax or mail your payment and registration form to:**

North Carolina Society of Enrolled Agents  
P O Box 937  
Conover, NC 28613  
Fax: 828-464-8300  
[administrator@ncseaonline.org](mailto:administrator@ncseaonline.org)

Register & pay online at [www.ncseaonline.com](http://www.ncseaonline.com).  
You **must log in to register and pay online.**

**Refund Policy:** *For a full refund, all cancellations must be sent to the above address marked c/o Candace Cansler, NCSEA Administrator or emailed to [administrator@ncseaonline.org](mailto:administrator@ncseaonline.org) Cancellations must be received in writing prior to August 30th.*