

## VETERANS AND SMALL BUSINESS SEMINARS

Wednesday, August 19, 2009

8:30 a.m. – 12:00 p.m.

Innovation Depot

1500 1st Ave North

Birmingham, AL

**8:30 – 9:00** Registration Check-in

**9:00 – 10:00** Loan Programs-U.S. Small Business Administration—Included in topics to be presented are the Recovery Act, Patriot Express, Basic 7a Loans and Veterans Programs

Presenter(s)—SBA Birmingham District Office Personnel

**OR**

8a Business Development Program

HUBZone Program

How to Do Business with the Government

Presenter(s)—SBA Birmingham District Office Personnel

Pat Phillips, Program Manager, AL PTAP

**10:00 - 12:00** Business Development Methods and Practices-This training will support businesses in management policies required when doing business with the federal government and others. It does not cover all concerns but does highlight major areas of importance.

Contractors will seek new business on a continual basis and have set procedures for applying this strategy. There are several areas of specific concern within the concept of business development. They include: Developing Contacts of Interest, Developing Relationships, Searching for Opportunities, Teaming with Other Companies, Updating Capabilities Statements, Writing White Papers, Coordinating for Client Satisfaction Letters and Proposal Writing

Presenter: Jerry Ellison-a seasoned business leader and consultant with years of extensive experience in securing and managing government contracts throughout the nation.

**OR**

Wide Area Workflow Training—A secure web-based system for electronic invoicing, receipt and acceptance used by the Department of Defense for contractors. This workshop will assist small businesses

holding government contracts, new employees and others interested in government contracting.

Assistance and training will be provided to help contractors understand their government contracting team, monitor payment of invoices, correct rejected invoices and the navigation of WAWF, the computer application that contractors use to submit invoices and shipping documents for payment. Also an overview of Unique Identification Data (UID) and Radio Frequency Data (RFID).

Presenter: Rhonda Boudreaux is a veteran and is a retiree from the Department of Defense with over 31 years of government service. She was instrumental in the implementation of Wide Area Workflow for her office and was the primary point of contact. She provided training to the contracting community as well as to her government associates.

**If you have questions or need further information at this time, please call Pat Phillips at 205-348-1687 or 205-568-3198. E-mail address is [pkphillips@ua.edu](mailto:pkphillips@ua.edu)**

Driving Directions to the Innovation Depot  
LOCATION CHANGE FOR AUGUST 19 SEMINARS:  
Innovation Depot, 1500 1st Ave North, Birmingham, AL

Driving Directions:  
From I-65 North  
Take Exit 259B (4th Ave South, University Blvd)  
Turn Left on 14th Street.  
Continue on 14th until 1st Ave North.  
Go through traffic light and turn right into the Innovation Depot parking lot.

From I-65 South  
Take Exit 259 (University Blvd)  
Turn Left on 14th Street  
Same as Above.

If you have difficulty, call Pat Phillips at 205-568-3198  
Innovation Depot phone number is 205-250-8000.

# REGISTRATION FORM

August 19, 2009 Training

Name(s): \_\_\_\_\_

\_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip Code

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Check sessions you wish to attend. Seating is limited but changes can be made if seats are available.

9:00 a.m. – 10:00 a.m.

\_\_\_\_\_ Recovery Act-Loan Programs-Patriot Express, etc.

**OR**

\_\_\_\_\_ 8a Business Development, HUBZone, How to Sell to the Government

10:00 a.m. – 12:00 p.m.

\_\_\_\_\_ Business Development Methods and Practices

**OR**

\_\_\_\_\_ Wide Area Workflow Training

Return completed registration form by Friday, August 14, 2009 to Pat Phillips:  
e-mail [pkphillips@ua.edu](mailto:pkphillips@ua.edu) or fax to 205-348-6974

**THERE IS NO FEE TO ATTEND.** Please note that food and beverage will not be supplied.