

Conference 2021: Boosting Your Indexing Business

Outline draft programme

Note: in addition to scheduled lunch and tea breaks, there will be short breaks (5–10 minutes) at the end of each session.

Tuesday 9 November

- 13.30 Logging on and informal chat
- 14.00 **Welcome** (SI chair Nicola King and honorary president Sam Leith) and keynote presentation on ***Index, a History of the*** (Dennis Duncan and Paula Clarke Bain)
- 15.15 **Software session: working smarter with Cindex** (Frances Lennie)
- 16.00 **Tea break/networking** in four break-out rooms (hosted by Executive Board members)
- 16.30 **Software session: working smarter with Index-Manager**
(Katharina Munck and Pilar Wyman)
- 17.30 **Q&A panel session** – questions on indexing practice and working methods
(questions submitted in advance)
- 18.15 **Software session: working smarter with SKY Index** (presenter to be confirmed)
- 19.00 **Parallel sessions**
- | | |
|--|--|
| Software session: working smarter with Word and IndexExploit (Barry Campbell) | Informal networking
(optional) |
|--|--|
- 19.45 Zoom closes

Wednesday 10 November

- 09.30 Logging on and informal chat, plus housekeeping
- 10.00 **Getting started**
Finding work (Nicola King) and **Using social media** (Ruth Ellis)
- 11.00 **Coffee break and topic-based breakout rooms**
(client relations, Macrex, and two others tbc)
- 12.00 **AGM and Society matters**
- 12.45 **Lunch break**
- 13.30 **Financial matters**
Making tax digital (Wendy Basket) and **Dealing with late payment** (Sue Goodman)
- 14.30 **Indexing the metatopic** (Melanie Gee)
- 15.15 **Closing remarks** (Nicola King)
- Zoom link will remain open until 16.00 for anyone who wishes to carry on chatting