

RIBA 

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South

## Running A Small Practice & Developing A Business Plan

Wednesday, 22 July 2009  
2pm - 5pm  
Green Park, Reading

### RIBA South

Room G01, Building L019  
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## Running A Small Practice & Developing a Business Plan

This seminar will look at running a practice and establishing a strategic development plan over one/three/five years. The event is aimed at architects who have recently set up in practice or who are looking to do so in the near future. This event would also be of interest to those planning growth of an existing practice.

The seminar will cover the following:

- Types of formation - sole trader, partnership, limited liability partnership or limited company
- Marketing and getting work
- Employing staff; resources and equipment
- Budget and finances; legislation
- Resourcing and outsourcing
- External advisers and sources of help
- Bringing in new partners
- Managing growth and succession planning

### Speaker

#### Chris Askew, Architectural Consultancy

A former Partner and Practice Manager at Feilden Clegg Bradley, Chris has wide ranging experience in architectural management. He is a Part 3 examiner at Birmingham UCE, Plymouth and Cardiff, and runs his own architectural consultancy in Bristol, combining architectural projects with providing strategic advice for other practices.

### Programme

1.30pm Registration with tea & coffee  
2.00pm - 5.00pm Seminar

**This event qualifies for 3 hours CPD.** RIBA members are required to complete 35 hours of CPD per year. 19.5 hours should come from the Core Curriculum. Within this, it is compulsory to study 2 hours in health and safety matters.

## Running A Small Practice & Developing a Business Plan Wednesday, 22 July 2009

### Booking Form

Name	
Practice Name	
Address	
Postcode	
Telephone	
Email	

### Fees

Members	£55.00 + VAT (£63.25)
Non-Members	£65.00 + VAT (£74.75)
Student Members	£27.50 + VAT (£31.62)

### Payment Details

- Please find a cheque enclosed for £..... made payable to RIBA South
- I would like to make a donation of £.....to the Architects Benevolent Society

### Please specify any dietary or access requirements

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Please return this form to RIBA South, Room G01, Building L019, University of Reading, London Road, Reading, RG1 5AQ or fax back to **0118 931 4493**

### Booking Conditions

- Refunds cannot be made, but substitutes are accepted at any time. Please inform RIBA South of any changes by calling **0118 987 4900** or emailing [caroline.cotton@inst.riba.org](mailto:caroline.cotton@inst.riba.org)
- Please note bookings cannot be confirmed until payment has been received.
- VAT receipts will be sent to you along with a confirmation letter and a map/directions once your booking form and payment has been received.