

LAWRENCE *Solutions*

LAWRENCE *Solutions* has provided IT and business support since 1996, mainly for voluntary organisations and the not-for-profit sector, but also for SMEs.

OUR CONSULTANCY ETHOS

- We set and maintain the highest standards
- Integrity, discretion and client confidentiality are of the utmost importance
- We support equal opportunities ideals, and extend equal respect and dignity to all
- Any advice, help or guidance given is impartial
- The focus of advice and support given is the organisation and its development
- We provide regular feedback on the progress of all contracts.

OUR SPECIALIST AREAS OF EXPERTISE INCLUDE

Programming and operation of ppvote

AT EVENTS, CONFERENCES, WORKSHOPS AND MEETINGS WE CAN USE PPVOTE to

- find out delegates' views
- facilitate discussions from instant results obtained
- help to reinforce points in presentations
- host a quiz - to promote understanding or just for fun
- run 'question time'
- obtain feedback and for evaluation purposes.

We provide guidance in the design, wording and setting up of questions.
Afterwards, we can analyse results and produce statistical summaries.
We are also experienced in training ppvote operators.

Events management

WE PROVIDE A FULL EVENTS MANAGEMENT SERVICE including

- advising and guiding the organisers, developing the programme and format
- finding, booking and liaising with venues
- liaising with speakers and presenters
- drafting publicity and marketing materials, and production of delegate packs
- sending out invitations and mailings, processing bookings
- providing or sourcing any equipment needed
- delegate reception
- managing IT arrangements and sound and visual equipment, and operating ppvote
- facilitating workshops
- event evaluation.

Research, evaluation and project work

OUR MANAGEMENT SUPPORT SERVICES include

- undertaking research work
- conducting reviews, evaluations and appraisal studies
- compiling specific information and preparing reports
- servicing specific groups and committees
- leading workshops or facilitation sessions
- managing specific projects
- providing consultancy advice on a range of issues
- assisting with business planning and feasibility study processes
- 'signposting' organisations to sources of further help and advice as appropriate.

IT services

WE HELP ORGANISATIONS BENEFIT FROM IT by

- helping and providing advice in upgrading IT systems (both hardware and software)
- providing e-mail, internet and web site solutions
- designing, developing and managing web sites
- undertaking IT reviews and audits
- providing training on various IT skills, including 'troubleshooting', web sites, data protection and information management.

Databases

WE DESIGN AND BUILD CUSTOMISED DATABASES and our services include providing

- advice on internal record keeping methods
- advice on record keeping for providing information to external organisations
- training in the use of databases.

WE ARE

Chris Lawrence

- IT specialist and database expert
- ppvote authority
- training provider
- workshop facilitator.

Nicola Lawrence

- experienced 'organiser'
- skilled in research and evaluation work
- report compiler and writer.

Ranald Lawrence

- accomplished designer and artist.