

Issue, Month, (AD)*, (CD)*, (PD)*	Fairs, Events, Congresses	Office	Multimedia	Travel	Success	Life
<b>January</b> AD 23.11.2011 CD 30.11.2011 PD 21.12.2011	<b>Paperworld</b> , Frankfurt/Main, Germany (28-31.01.)	<b>New series:</b> Project Management // Handy assistants: clips, folders, organisation aids // english@office	International e-mail etiquette // Tablet PCs: product overview	Quality seals for business hotels	Virtual work relief for bosses: the new form of management support	Finances: Everything eco or what?
<b>2 February</b> AD 02.01.2012 CD 09.01.2012 PD 30.01.2012		Advertising media // <b>New series:</b> Project Management	Digital job administration	The ideal travel preparation for the boss	<b>New series:</b> Compliance // Personality: Are you a diva? Congratulations!	Ways out of chaos: how to escape from office madness
<b>3 March</b> AD 31.01.2012 CD 07.02.2012 PD 28.02.2012	<b>CeBIT</b> , Hanover, Germany (06-10.03.) <b>ITB</b> , Berlin, Germany (07-11.03.)	Trends on the desk: the latest news from Paperworld // <b>New series:</b> Project Management	Air conditioning, fans, humidifiers	Visa services: when the boss travels abroad	<b>New series:</b> Compliance // Etiquette: dos and don'ts at a business lunch	Spring cleaning for your body and soul
<b>4 April</b> AD 02.03.2012 CD 09.03.2012 PD 30.03.2012		Accessories at the push of a button: comparison of wholesalers // english@office	How to combat dust particulates in the office	<b>New series:</b> conferences abroad – destinations and their possibilities	<b>New series:</b> Compliance // Temp work	How to secure your pension
<b>5 May</b> AD 28.03.2012 CD 04.04.2012 PD 27.04.2012	<b>IMEX</b> , Frankfurt/Main, Germany (22-24.05.)	The classics: files compared// Relocation services	The latest news from CeBIT: trend report for hardware and software	Barrier-free events: organisation, locations, supporting programmes	No fear of board members' assistance	Children & career
<b>6 June</b> AD 30.04.2012 CD 08.05.2012 PD 31.05.2012	<b>career@office</b> , Frankfurt/Main, Germany (05.06.)	Future Office: furniture for the workplace of tomorrow // Indian, Persian, Mandarin: interpreter services for the office	Product photography: photographing products with Studio-in-a-box concepts	<b>New series:</b> conferences abroad – destinations and their possibilities	Basic knowledge of PR // Best practice examples for a better working climate	Fit for a job interview
<b>7 July</b> AD 31.05.2012 CD 08.06.2012 PD 29.06.2012		Writing equipment // The winners of the red dot design award // english@office	Headsets	Unusual event locations	Conflict management	Black gold: all you need to know about coffee
<b>8 August</b> AD 02.07.2012 CD 09.07.2012 PD 30.07.2012		Greeting cards	Let there be light: lighting for the desk and office	<b>New series:</b> conferences abroad – destinations and their possibilities	Conflict management, Part 2	Business accessories: bags, business card holders and calendars
<b>9 September</b> AD 01.08.2012 CD 08.08.2012 PD 30.08.2012	<b>Business Travel &amp; Meetings Show</b> , Düsseldorf, Germany (26-27.09.)	Shredders for data security	Digitale flip charts: new presentation accessories	Green Meetings: how to organise a sustainable event	Mind mapping: and suddenly you're full of ideas	FengShui in the office: well-being at the workplace
<b>10 October</b> AD 31.08.2012 CD 07.09.2012 PD 28.09.2012	<b>ORGATEC</b> , Cologne, Germany (23-27.10.)	Trade fair stand from A to B: haulage contractors compared // english@office	Voice recognition software and dictation systems	Measured quantities and characteristic figures in business travel management	Flexible working time models	Tips for non-morning persons
<b>11 November</b> AD 01.10.2012 CD 09.10.2012 PD 30.10.2012	<b>career@office</b> , Cologne, Germany (13.11.)	Information systems for companies, corridors and conference rooms	Image processing: tips for better photos	Congress centres in Germany	Voice training: make yourself heard!	Distance learning and e-learning for assistants
<b>12 December</b> AD 02.11.2012 CD 09.11.2012 PD 30.11.2012		Trendy desktop accessories	Label printers for the office	Negotiating with travel service providers	Change management: no fear of change	Fit for the cold season: indoor sports

\*AD = Advertising deadline | CD = Copy deadline | PD = Publication date

This overview of the subjects scheduled for 2012 is intended for your planning. We reserve the right to make changes if necessary. For further information, please call +49 (0)611 / 78 78 – 226