

Subject: Upcoming Fall Workshops and News for Cambridge Businesses

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August 11, 2009

August 2009 Newsletter

City of Cambridge Economic Development Division Newsletter

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We hope you have had a nice summer! Below is a list of our new fall workshop series. Unless otherwise noted, workshops will be held at [Cambridge City Hall Annex, located at 344 Broadway](#).

To register for the workshops, please call Rona Holmes at 617-349-4637 or via email at rholmes@cambridgema.gov; or Pardis Saffari at 617-349-4654 or psaffari@cambridgema.gov, unless otherwise noted. We look forward to seeing you this fall!

Upcoming Fall 2009 Workshops

[Cambridge Business Assistance Info Session](#)

When: Wednesday, September 16, from 8:30am-9:30am
Cost: Free.

[Using Social Media Marketing to Grow Your Business](#)

When: Wednesday, September 30, 8:00am-10:00am
Cost: Free.

Quick Links...

- [Economic Development Division Homepage](#)
- [City of Cambridge Calendar of Events](#)

[Introduction to QuickBooks](#)

When: Wednesdays, October 7-28, 9:00am-11:00am
Where: Center for Women and Enterprise Offices, 24 School St, Boston, MA
Cost: Free for eligible Cambridge entrepreneurs and business owners, \$100 for others. Eligibility is determined at registration.

[How to Green Your Small Business](#)

When: Thursday, October 8, from 8:30am-10:00am
Cost: Free.

Join our mailing list! Just enter your email address below [] [Join]

[State Office of Women and Minority Business Assistance Info Session](#)

When: Wednesday, October 14, from 10:00am-12:00pm
Cost: Free.
[To register, click here.](#)

[Steps to Starting Your Own Business](#)

When: Thursday, October 15, 6:00pm-8:00pm
Cost: Free for eligible Cambridge participants, \$20 for others. Eligibility is determined at registration.

[Marketing 101 Workshop](#)

When: Tuesday, October 27, 8:30am-10:30am
Cost: Free for eligible Cambridge entrepreneurs and business owners, \$20 for others. Eligibility is determined at registration.

Massachusetts Department of Revenue's Small Business Workshop

When: Wednesday, October 28, 10:00am-12:00pm

Cost: Free.

To register, click here.

Record Keeping for Your Small Business

When: Tuesday, November 17, 8:30am-10:30am

Cost: Free for eligible Cambridge entrepreneurs and business owners, \$20 for others. Eligibility is determined at registration.

Real Estate and Lease Negotiations

When: Wednesday, December 2, 10:00am-12:00pm

Cost: Free for eligible Cambridge businesses, \$20 for others. Eligibility is determined at registration.

Assistance for Retailers: Best Retail Practices Workshop

HELP your business to look its best
LEARN about innovative marketing tools
SHARPEN your operations

Attention all Cambridge retailers, restaurant owners and storefront service providers. The City has hired expert retail consultants to share with you Best Practices in retail planning & design, marketing & advertising and operations management at this Workshop.

When: Wednesday, October 7, 2009 from 8:30am - 11am

Where: Cambridge City Hall Annex, 344 Broadway, 2nd floor
Community Room

Cost: The Workshop is offered FREE OF CHARGE

Pre-Registration is Required. Contact: Elaine Madden at 617-349-4618
or via email at emadden@cambridgema.gov.

email: psaffari@cambridgema.gov

phone: 617-349-4654

web: <http://www.cambridgema.gov>

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