

Issue Month Advertising deadline(AD) Copy deadline (CD) Publication date (PD)	Exhibitions, events, conferences	Office	Multimedia	Travel	Success	Life
<b>1 Januar</b> AD 20.11.2009 CD 27.11.2009 PD 18.12.2009	<b>Paperworld,</b> Frankfurt/ Main (30.01.-02.02.)	Paperworld preliminary report // supplement english@office	Customer care via professional address management	Online booking engines	How to prevail in every situation	Stop the canapés: cater differently
<b>2 February</b> AD 23.12.2009 CD 08.01.2010 PD 29.01.2010		Printing paper tested by working@office	Translation software and translation websites	Budget hotel industry in Germany	Kaizen in the office	On the art of finding a good language holiday
<b>3 March</b> AD 29.01.2010 CD 05.02.2010 PD 26.02.2010	<b>CeBIT,</b> Hanover (02-06.03.) <b>ITB,</b> Berlin (10-14.03.)	This way, please: company directory and information systems	Product overview of cleansing agents for your mouse and PC // the 1 × 1 formula with Excel	New series: conference hotels profiled	Temporary work	Little time and fit all the same: well-being for highly busy people
<b>4 April</b> AD 02.03.2010 CD 09.03.2010 PD 30.03.2010		Supplement english@office // Paperworld follow-up report	Electronic document management	IMEX preliminary report // everything from a single source: event agencies	Instinct decides: intuition as a technique for making decisions // special pages on c@o	Continuing education with distinction: certified seminars, congresses and long- distance learning courses
<b>5 May</b> AD 31.03.2010 CD 09.04.2010 PD 30.04.2010	<b>IMEX,</b> Frankfurt/Main (25-27.05.)	Product overview of storage utensils // tips which can be relied upon: sticky notes, etc.	Franking machines and electronic letter openers	Football is our life: events in stadia and arenas	No girl for everything: avoid women's roles	Safely on your way: that belongs to the first-aid kit
<b>6 June</b> AD 29.04.2010 CD 06.05.2010 PD 31.05.2010	<b>career@office,</b> Frankfurt/Main (10.06.)	For those who write frequently: markers, fineliners, etc. // present perfectly: binding and laminating equipment	Well directed: sat-nav equipment tested by w@o	New series: conference hotels profiled	Marathon when you're over 50: applying for experts	Stock up on energy: tips for a relaxing lunch break
<b>7 July</b> AD 01.06.2010 CD 09.06.2010 PD 30.06.2010		Supplement english@office // time management: timetables, Filofax, etc.	Label printer for the office - a product overview	Congress centre at a glance	Ten Asian strategies for surviving everyday life in the office	New means of advertising and giveaways
<b>8 August</b> AD 02.07.2010 CD 09.07.2010 PD 30.07.2010		Show me your card and I'll tell you who you are: business cards + accessories	Presentation tools and accessories: video projectors, laser pointers, flip charts	For those who travel frequently: Bonus programme for trains, planes and hire cars // Business Travel Show preliminary report	If it has to be done quickly: act consistently	Child and career: all a question of organisation
<b>9 September</b> AD 03.08.2010 CD 10.08.2010 PD 31.08.2010	<b>Business Travel Show,</b> Düsseldorf	Product overview of sticky-tape and correction rollers	Product overview of voice recorders	New series: conference hotels profiled	Ten tips for constructive criticism // special pages on c@o	Company pension scheme
<b>10 October</b> AD 02.09.2010 CD 09.09.2010 PD 30.09.2010	<b>Orgatec,</b> Cologne (26-30.10.)	Attention, important: courier services tested by w@o // Supplement english@office	E-invoicing: software for electronic invoicing	Plan and book business trips more efficiently	Confident in a business environment: etiquette tips for everyday office life	Always in a bad mood on Monday? Ten tips for starting the week
<b>11 November</b> AD 01.10.2010 CD 08.10.2010 PD 29.10.2010	<b>career@office</b>	An organised desk: filing trays, pen holders, notebooks, etc.	USB advertising and gift ideas	Meeting at the assembly line: event locations with an industrial charm	Rhetoric tips for women in the office	Never freeze again: tips for frostbite
<b>12 December</b> AD 02.11.2010 CD 09.11.2010 PD 30.11.2010		Product overview of document shredder	Let there be light: good lighting in the office	New series: conference hotels profiled	Appear genuine and be persuasive with your personality	News from Orgatec: ergonomic office furniture

This overview of the planned topics for 2010 is designed to help you with your advanced planning. The editor reserves the right to make changes.

You could get further information by calling +49 (0)611.7878-226 and -266