

## Drop in session

Last week we wrote to you to announce the launch of our Online Timesheet Facility. We also told you that a series of drop in sessions would be held to demonstrate this new facility, the first of which was held on 31<sup>st</sup> October.

We are pleased to announce that the next scheduled session is to be held on Tuesday 13<sup>th</sup> November, at 1 Parliament Street. Members of IPSA staff will be on hand from 10am until 12pm, in Room C. We will be able to provide practical demonstration of the system, and answer any queries you may have on it.

We hope to see you there, but if you are unable to attend this session, further dates will be announced in the near future.

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