



Can your clients reach you?

Your personal business card is on the Web, but is your name spelled properly?

Your name and a link to your personal business card appear on the Trade Commissioner Service Web site at www.infoexport.gc.ca. Choose a language, click "Sector," select one of your sectors of responsibility and scroll down to find your name. You can also search for your business card by using the "Search for a staff member" function on the sector list page. Just enter your name and click search.

If your personal business card needs updating or if you wish to modify the sectors to which you are assigned, do it on-line at the Horizons Intranet site.

Your Post's coordinates are on the Web, but what fax number is listed?

Your Post's address, telephone and fax numbers, e-mail address and list of employees appear on the Trade Commissioner Service Web site (www.infoexport.gc.ca). After choosing a language, click "Country," select your geographical area, click on your country and your office, then scroll down to select "Click here for our Team and Address."

If your post's coordinates are not up-to-date, ask your WIN champion to modify them on-line at the Horizons Intranet site.

A new directory is created each month, but is your post listed?

Every month, employee business cards and posts' coordinates are used to produce a new directory of the Trade Commissioner Service. The directory is available in PDF format at www.infoexport.gc.ca. If you wish to modify your post's entries, ask your WIN champion to do so on-line at the Horizons Intranet site.

For every major trade show in Canada where we have a presence, the Marketing and E-Services Section produces a sectoral directory of officers. We use the sectoral listings on InfoExport to produce these directories. If your name is not listed for all of the sectors you cover, your name might not appear in some of the sectoral directories. Don't miss out, make sure your information is complete.

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