

**FOR IMMEDIATE RELEASE**

March 31, 2003

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**MOTIONTEMPS, LLC OPENS PARIS OFFICE**

***Introduces Emergency Office Support For Business Consultants  
Traveling In Europe***

**PARIS** – Weary, English-speaking business travelers can rest easier now that MotionTemps, LLC, today has announced new services that will provide emergency support to busy consultants who find themselves in an administrative crunch during their stay in Europe.

Launched in 2001, MotionTemps, LLC ([www.motiontemps.com](http://www.motiontemps.com)) is a virtual management, assistance and communications firm with offices now in Chicago and Paris. The company specializes in providing complete project coordination, administrative assistance and communications support to home-based professionals, small-business owners, non-profits and small-to-midsize consulting firms.

Before moving to Paris six months ago from Chicago, MotionTemps' president, Carolyn Moncel, had been steadily building her client base virtually. After completing research and observing business traveler arrivals to and departures from hotels located near Paris' business district, La Défense, she decided to expand company services and launch a new website to attract those consultants as well. She also introduced her company services to hotel concierges. After interviewing them about service requests from business-travel guests, it became clear that her company could offer a much-needed service that would make traveling in Europe easier

“You can always find great dining or site-seeing recommendations, but what if you need to revise a PowerPoint presentation at the 11<sup>th</sup>-hour before a meeting,” said Moncel. “It can be troublesome if it’s the middle of the night back home and either you don’t have an assistant or she is in bed asleep.”

More

MotionTemps offers clients many different types of virtual packages: Project Coordination, Communications, as well as combination and a la Carte packages. Prices range from \$25 to \$45 per hour. Assistance in media relations, business development and marketing are also available by proposal. For the business traveler however, MotionTemps offers a “lite” package. For \$15 per hour clients can receive such services as:

- Travel Arrangements
- Reminder Services, Reservations and Morning Wake-up Calls
- Meeting Scheduling
- General Administrative/Secretarial Services including dictation, correspondence, e-mailing, photocopying, faxing and scanning
- Meeting, Conference/Seminar, Event Planning and Preparation Assistance
- PowerPoint Presentation -- Creation and Editing
- Copy Editing
- Spreadsheet – Creation and Editing
- Translations: French
- Special Projects

Given the fact that this global traveler support concept is relatively non-existent in Paris, Moncel thinks that her chances for success are good. “Having someone on site who speaks the mother-tongue of the consultant, understands their culture and can help them get organized for meetings or conferences can be a relief,” said Moncel. “I know that I would welcome the service -- especially after being on a airplane for six to 10 hours.”

### **About Carolyn Moncel**

Carolyn Moncel is president of MotionTemps, LLC, a virtual management and communications firm based in Chicago and Paris. Prior to the launch of her company, Moncel served as Communications Manager at Amdur Spitz & Associates, a full-service marketing communications agency. Moncel began her Internet marketing career at A2S2 Digital Projects, an Internet publishing company, based Chicago and Washington, DC. Serving as PR Coordinator she assisted in the launch of two bipartisan public policy Web sites. For more information please contact Carolyn Moncel at [carolyn@motiontemps.com](mailto:carolyn@motiontemps.com) or visit their website at [www.motiontemps.com](http://www.motiontemps.com).

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