

International Association of
Administrative Professionals®
Georgia Division

February 19-20, 2010

Crowne Plaza Atlanta
Airport
1325 Virginia Avenue
Atlanta, GA 30344
404-768-6660

2010 Georgia Division Certification and Development Workshop/Student Conference

Research



Building Blocks to a Successful Career

Power of Commitment - Professionals Achieving the Extraordinary



Registration Information

Host Chapters:

Dogwood Chapter

Heart of Peachtree Chapter



President
Donna Mitchell CPS/CAP
Municipal Employees Chapter
mitchelldonna2@bellsouth.net

President Elect
Nina Hubbard CAP
Tiftarea Chapter
nina.hubbard@elpaso.com

Vice President
Barbara Wiley CPS/CAP
Port City Chapter
bwiley@aflac.com

Secretary
Jenny Stewart CPS/CAP
Turner Broadcasting Chapter
jenny.stewart@turner.com

Treasurer
Valerie Carter CPS/CAP
DeKalb Chapter
iaapdekalb@na.ko.com

October 21, 2009

Dear Georgia Division Members:

It is with great excitement that the Georgia Division Board of Directors, along with the Dogwood Chapter and Heart of Peachtree Chapter, invite you to join us February 19 – 20, 2010, for the **first** combined Certification and Development Workshop and Student Conference. This event will be held at the luxurious Crowne Plaza Atlanta Airport Hotel located at 1325 Virginia Avenue, Atlanta, Georgia. An excellent rate of \$89.00, plus tax, per night has been secured for your hotel stay.

An awesome conference has been planned by the two host chapters who truly are displaying the **POWER of Commitment – Professionals Achieving the Extraordinary**. The theme for this conference is “Building Blocks to a Successful Career.” Seminar topics and speakers have been selected that will be of interest to **all** attendees. A total of **six** recertification points have been awarded for the seminars. On Friday, Student members will have the opportunity to participate in the skills competitions and the mock CPS exam. Professional members who are planning to sit for the upcoming CPS or CAP exams will have an opportunity to gauge their studying success by taking the CPS or CAP mock exam. The Vendors’ Mart and the Chapter Ways and Means will be open all day Friday to provide plenty of shopping opportunities. The day will end with fun and relaxation at the Open House.

Saturday promises to be a “one of a kind” day of grandeur events as both students and professionals will be recognized for their outstanding achievements. Student winners of the skills competition will be announced and the Certification Recognition will be conducted honoring the newest CPS and CAP recipients, as well as those recently recertifying.

The host chapters have worked very hard to give you all the benefits of two conferences for one low price. Early bird registration fee is \$135.00 through January 15, 2010. On January 16 the registration fee increases to \$175.00; and after February 1, the fee will be \$225.00. **There will be no onsite registration.**

Attached is your registration packet. Please complete the registration form and return it with your payment as soon as possible.

We look forward to seeing you on February 19 – 20, 2010!

Donna Mitchell CPS/CAP
President, Georgia Division

Valisha Baldwin CPS
Co-Coordinator

Voncile Hodges CPS/CAP
Co-Coordinator

Wanda Haywood CPS
Co-Coordinator

Attachments

Power of Commitment – Professionals Achieving the Extraordinary

Friday, February 19, 2010

Attire: Wear your "Chapter Spirit Attire"

LOCATION: Crowne Plaza		
Time	Activity	Location
8:00 a.m. – 6:00 p.m.	Registration	Atrium
8:00 a.m. – 10:00 a.m.	Vendor Mart/Ways and Means Set Up	Gable I & II
10:00 a.m. – 6:00 p.m.	Vendor Mart/Ways and Means	Gable I & II
11:00 a.m. – 11:45 a.m.	Boston Market Box Lunch Pickup	Gable I & II
11:00 a.m. – 11:45 a.m.	Student Lunch	Crawford
12:00 p.m. – 2:00 p.m.	Division Board and Student Advisors Meeting	Fitzgerald
12:00 p.m. – 12:50 p.m.	Student Skills Competition: Microsoft Office 2007	Crawford
12:50 p.m. – 1:00 p.m.	BREAK	
1:00 p.m. – 1:50 p.m.	Student Skills Competition: Proofreading	Crawford
1:00 p.m. – 2:00 p.m.	“Recession Proof Your Career” Antoine Roberts – Robert Half International, Inc.	Mansfield I & II
1:50 p.m. – 2:00 p.m.	BREAK	
2:00 p.m. – 2:50 p.m.	Skills Competition: Students: CPS Mock Exam Professionals: CPS or CAP Mock Exam	Crawford
2:50 p.m. – 3:00 p.m.	BREAK	
3:00 p.m. – 4:00 p.m.	“Standing Out: Becoming a Standout Assistant” Evelyn Watkins – Women of Influence and Watkins Development Group	Mansfield I & II
4:00 p.m. – 4:15 p.m.	BREAK	
4:15 p.m. – 5:15 p.m.	“Mentoring: Simply Ridiculous” Millicent St. Claire – Mind Masters Institute	Mansfield I & II
6:30 p.m. – 10:00 p.m.	Open House <ul style="list-style-type: none"> • Welcome • Introductions • Remarks • Ribbon Cutting • Invocation • Buffet Dinner • Entertainment • Door Prizes • Announcements 	Mansfield I & II

Saturday, February 20, 2010

Attire: Business

LOCATION: Crowne Plaza		
Time	Activity	Location
7:00 a.m. – 8:00 a.m.	Breakfast (<i>on your own</i>) Hotel Check-out	
7:00 a.m. – 8:00 a.m.	Registration	Atrium
8:00 a.m. – 8:50 a.m.	Opening Session <ul style="list-style-type: none">• Welcomes• Presentation of Colors• Pledge of Allegiance• National Anthem• Invocation• Registration Report• Student Chapters' Reports	Mansfield I & II
8:50 a.m. – 9:00 a.m.	BREAK	
9:00 a.m. – 12:00 p.m.	“Office 2007: Less Frustration, More Productivity, New Features” Greg Creech – Techedutainment Services, Inc.	Mansfield I & II
12:00 p.m. – 12:15 p.m.	BREAK	
12:15 p.m. – 2:15 p.m.	Recognition Luncheon <ul style="list-style-type: none">• Welcome & Introductions• Announcement of Student of the Year• Invocation• Introduction of Speaker• Keynote Speaker• Student Chapter Awards• Recognition of CPS, CAP, & Recertification Recipients• Special Presentations• Announcements• Closing Remarks	Mansfield I, II & III

PRESENTERS



Friday, February 19, 2010

1:00 p.m. – 2:00 p.m.

Presenter: *Andy Decker*

Robert Half International, Inc., Regional Vice President

Workshop: Recession Proof Your Career

Andy Decker is a regional vice president for Robert Half International (RHI). He oversees operations for the company's OfficeTeam, Accountemps, Robert Half Finance & Accounting and Robert Half Legal divisions in three offices throughout Atlanta. Andy joined RHI in January of 2006 and served as a branch manager at two Atlanta locations before being promoted to his current role. Prior to joining RHI, Andy was the executive vice president of a training and development company located in San Francisco, CA. He was also an instructor in the MBA programs at Indiana University and San Jose State University where he taught classes on leadership and management.

Andy serves as a spokesperson for Robert Half International and has been featured in several top publications, including the *Atlanta Business Chronicle*, the *Atlanta Journal-Constitution* and *Recruit U Magazine*. He has also made several appearances on Fox's *Good Day Atlanta* and NBC's *Today's MGT*. Andy is considered a local expert on the staffing industry, commenting on recruiting practices, hiring trends, and other workplace issues. Andy has a bachelor's degree in education from James Madison University and he is an active member of the Atlanta Chamber of Commerce.



Friday, February 19, 2010

3:00 p.m. – 4:00 p.m.

Presenter: *Evelyn D. Watkins*

The Women of Influence and

Watkins Development Group, Founder

Workshop: Standing Out: Becoming a Standout Assistant

Mrs. Watkins is a native of Worcester, Massachusetts. A graduate of Fanning College and Brenau University, Mrs. Watkins utilized her business training to aid developing others to achieve their own personal success. As co-founder of Watkins Development Group, The Women of Influence, and Dare to Dream, Mrs. Watkins has orchestrated countless leadership and personal development seminars and conferences. Her audience varies from small book clubs to conference centers filled with business professionals. Mrs. Watkins' ability to successfully persevere through financial depravity, obesity, and professional failure, has enabled her to speak candidly on the issues facing today's over-achieving woman. She is the wife of Robert and the mother of two beautiful daughters, Gabrielle Joy and Noelle Jasmine.



Friday, February 19, 2010

4:15 p.m. – 5:15 p.m.

Presenter: *Millicent St. Claire*

Mind Masters Institute, Founder

Workshop: Mentoring: Simply Ridiculous

A seasoned seminar leader and inspirational speaker, Mrs. St. Claire specializes in teaching adult learners to discover their hidden genius using Accelerated Learning methods. Her unique programs and keynotes are remarkable and unforgettable. Mrs. St. Claire has become recognized for her outstanding commitment to her "occu - passion" and has emerged as one of the top PhotoReading Instructors in the world.

Through her leading edge work, Mrs. St. Claire shares the essential ingredients to a successful life and her goal is to open people up to their true potential. Mrs. St. Claire travels extensively, teaching and training at colleges, universities, businesses, and organizations. As founder of Mind Masters Institute, a human resources development and training firm, Mrs. St. Claire conducts transformational "whole mind learning programs" that enable her clients to realize their full potential, increase personal, professional, and organizational productivity and unlock the floodgates to their own intellectual wealth. Her authentic presentation style makes her an unforgettable favorite. All programs are customized using Accelerated Learning methods.

PRESENTERS (*Cont'd*)



Saturday, February 20, 2010

9:00 a.m. – 12:00 p.m.

Presenter: *Greg Creech*

Techedutainment Services, Inc.

Workshop: Office 2007: Less Frustration, More Productivity, New Features

Greg Creech began his corporate career at Southern Bell on January 5, 1981, after working for the House of Representatives, Senate, and Governor's Office in Columbia, SC. He began as a Steno clerk. Two months after being hired, he served as a pianist and humorist for Southern Bell and the Pioneers. Mr. Creech traveled around the Carolinas performing in shows and raising money on behalf of Southern Bell and the Pioneers for Ronald McDonald Houses. Some of his positions included Admin Clerk, Administrative Manager, Operations Manager, Sales Support, and Compensation Manager.

Mr. Creech is a certified Microsoft Office Master Educator and Microsoft Certified Application Specialist Instructor. He has a five (5) book Office series entitled The Professional Business Management Series for Word, Excel, PowerPoint, Access, and Outlook. Mr. Creech is an award winning actor and comedian. After 17 years, he accepted a pension buyout package and took a leap of faith to become a speaker, pianist, and trainer extraordinaire. His speaking and training programs are filled with music, humor, and learning. Mr. Creech is a proud member of the Atlanta Chapter of IAAP and a partner with other IAAP events.



Saturday, February 20, 2010

12:30 p.m. – 1:30 p.m.

Keynote Luncheon Speaker:

Karen Bennett

Senior Vice President, Human Resources

Turner Broadcasting System, Inc.

Karen Bennett is Senior Vice President of Human Resources for Turner Broadcasting System, Inc. (TBS, Inc.) In this capacity, she oversees human resources strategy and program development for Talent Acquisition, Total Rewards programs, HR Technology, HR Finance, and HR Communications Programs across the company. During her 10 years with TBS, Inc., she has served as the head of HR for various TBS,

Inc. business units, including CNN, Turner Network Sales, and Corporate function areas. She is based in Atlanta and reports to Loretta Walker, senior vice president and chief human resources officer.

Previously, Bennett headed compensation, benefits, and HR systems functions for such companies as Sprint, Kaiser Permanente, and Sonoco Products.

She earned a bachelor of business administration degree concentrated in human resources management from the University of Georgia. She is certified by the World at Work Organization as a Certified Compensation Professional and by the Society for Human Resources as an SPHR (Senior Professional in Human Resources). She is also certified in the Benchmarks 360 instrument through the Center for Creative Leadership, the DiSC Profile, and Performance Management through DDI. Ms. Bennett is pursuing her Executive MBA with the University Of Georgia's Terry College of Business.

Bennett chairs the Board of Directors of Literacy Action, Inc. and is the former Programs Committee chair. She is on the Board for the Cable and Telecommunications Human Resources Association and a former Board member and Director of Mentoring for the Atlanta Chapter of the Women in Cable Telecommunications (WICT) organization. She is a three-time Mentor in the Georgia 100/Pathbuilder's Achieva Program, mentoring women leaders from corporations throughout Atlanta. Ms. Bennett is an alumni of the WICT Betsy Magness Leadership Institute. She is also a member of the Georgia State University HR Executive Roundtable Consortium. Additionally, Ms. Bennett serves on the Board of Directors of the Human Resources Certification Institute, SHRM's certification organization.

2010 Georgia Division
Certification & Development Workshop/Student Conference

CHAPTER WAYS & MEANS TABLE RESERVATION FORM



International Association of
Administrative Professionals®
Georgia Division

Friday, February 19, 2010
Gable I & II
10:00 a.m. – 6:00 p.m.
Setup: 8:00 a.m. – 10:00 p.m.

Crowne Plaza Atlanta Airport
1325 Virginia Avenue
Atlanta, GA 30344
404-768-6660

Chapter Name

Contact Person

Contact Number

Email

- Professional Chapter (\$35 per table)
 Student Chapter (Complimentary)

Table space is reserved on a first-come, first-served basis, determined by receipt of this reservation form and payment. **Please return completed form, no later than February 1, 2010, with a check payable to Georgia Division IAAP and mail to:**

Rose Grant CPS/CAP
P.O. Box 170431
Atlanta, GA 30317

Display arrangements include one (1) 6' x 30" table and two (2) chairs

Drawings for door prizes will be held during Open House.

Will you be providing a door prize? YES NO

2010 Georgia Division
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VENDOR TABLE RESERVATION FORM



International Association of
Administrative Professionals®
Georgia Division

Friday, February 19, 2010
Gable I & II
10:00 a.m. – 6:00 p.m.
Setup: 8:00 a.m. – 10:00 p.m.

Crowne Plaza Atlanta Airport
1325 Virginia Avenue
Atlanta, GA 30344
404-768-6660

Vendor/Company Name _____

Vendor/Company Address _____

Contact Person _____

Contact Number _____

Email _____

\$100/Table (add \$15 for power cord/strip)

Table space is reserved on a first-come, first-served basis, determined by receipt of this reservation form and payment. **Please return completed form, no later than February 1, 2010, with a check payable to Georgia Division IAAP and mail to: *Rose Grant CPS/CAP, P.O. Box 170431, Atlanta, GA 30317***

Display arrangements include one (1) 6' x 30" table and two (2) chairs

Drawings for door prizes will be held during Open House. Will you be providing a door prize? YES NO

Would you like to reserve a Boston Market box Lunch for Friday? (Cost: \$7.50) YES NO

If "yes" please check selection:

Please check one: Turkey & Swiss Beef Brisket & Swiss Chicken Salad
Please check one: Seasonal Fresh Fruit Chips

HOTEL RESERVATION INFORMATION

HOTEL REGISTRATION DEADLINE:

****January 28, 2010****

2010 Georgia Division Certification and Development Workshop/ Student Conference

Crowne Plaza Atlanta - Airport

1325 Virginia Avenue
Atlanta, GA 30344
(866) 750-3365

Check in after 3:00 p.m.

Check out at 12:00 p.m.

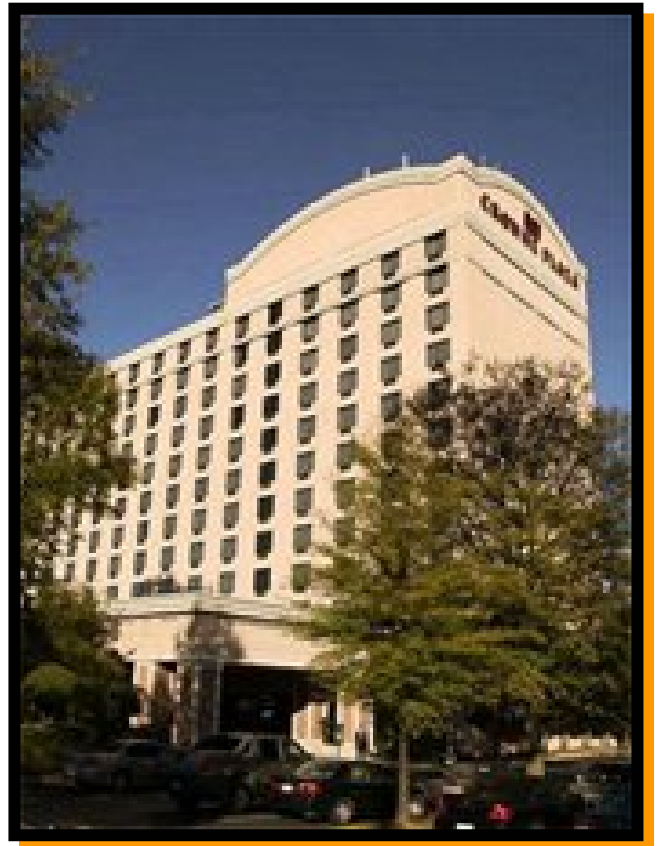
\$4 Per Day/Self-Park (In & Out)

\$89/night for single or double (plus tax)

Hotel Amenities:

On-Site Restaurants: Benton's Grill and
the Lobby Lounge

Complimentary Health Club/Airport
Shuttle/Outdoor Pool & Sun Deck/Full Service
Business Center



Please call (866) 750-3365 and ask for code **"2010 IAAP Conference"** to obtain a room in our block. The cut-off date for making reservations is **January 28, 2010**.

*Reservations must be cancelled by 6:00 p.m.,
February 15, 2010.*

DIRECTIONS AND MAPS

Driving Directions

Hotel is one block west of I-85 on Virginia Avenue, Exit 73.

To print custom driving directions visit hotel web site at www.crowneplaza.com/atl-airport

Transportation to and from Hotel

Hartsfield-Jackson Atlanta International Airport (ATL)

- Distance: 1 MI / 1.61 KM North to Hotel
- Complimentary Airport Shuttle
- Taxi Charge (one way): \$8.00 (USD)
- Time by taxi: 5 minutes

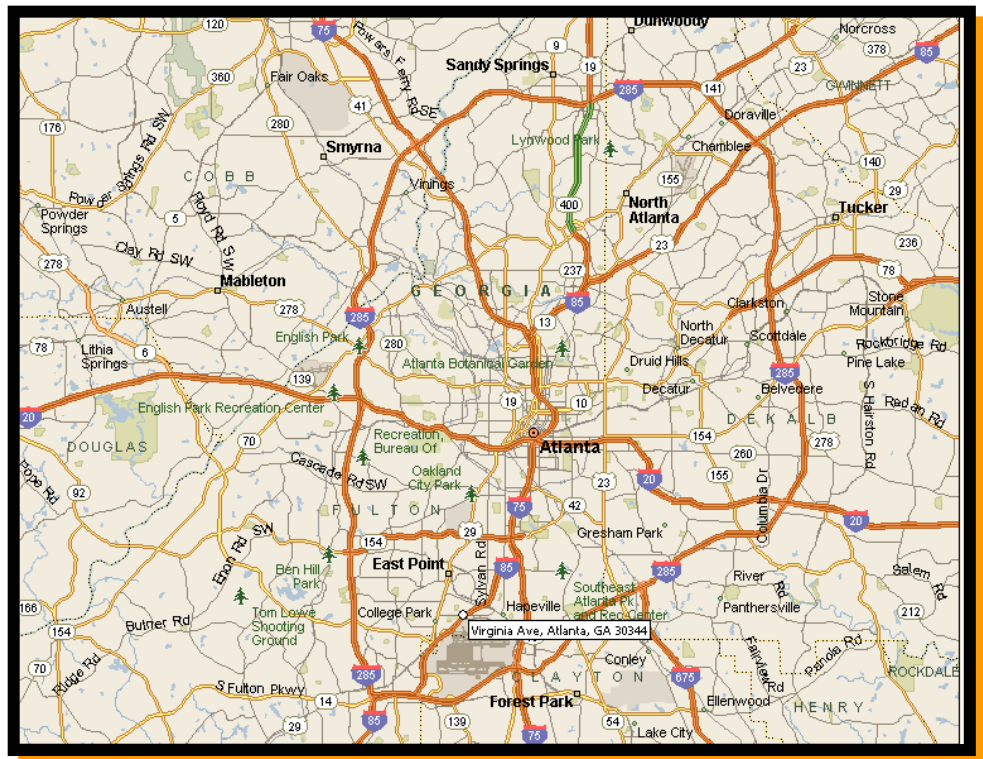
Peachtree DeKalb Airport (PDK)

- Distance: 30 MI / 48.28 KM North to Hotel
- Taxi Charge (one way): \$50.00 (USD)
- Time by taxi: 45 minutes

MARTA

- Subway Station Name: Airport MARTA Station (cost of one-way fare: \$2.00)
- Distance: 1 MI / 1.61 KM North to Hotel
- Complimentary Subway Station Shuttle
- Taxi Fee From Subway Station: \$7.00 (USD)

City Map



Saturday Luncheon Entrées

Please indicate your Saturday Luncheon entrée choice on the registration form.



Chicken Marsala

Double Cut Chicken Breast
Sautéed Wild Mushrooms
Drizzled with Marsala Wine Sauce
Oven Roasted Potatoes with Fresh Market Vegetables



Jerked Pork Loin

Slivers of Roasted Pork Loin
Served with Sweet Mashed Potatoes
Peach Raisin Sauce and Garden Fresh Vegetables



Vegetarian

Thyme Infused Tofu
Served with Portobello, Squash, Zucchini, Asparagus
Over Angel Hair Pasta



*All entrées include:
Crowne Tossed Salad
Fresh Baked Rolls and Butter
Chef's Choice of Dessert
Iced Tea and Coffee Service*

Building Blocks to a Successful Career
2010 Georgia Division
Certification and Development Workshop/Student Conference
February 19 – 20, 2010
Registration Form

Personal Information		
Name		IAAP Membership ID Number
Name Preferred for Badge		
Email Address		Chapter Name:
Address		
Contact Phone #	Home:	Work:

Registration Information		
Membership Classification		Mock Exams
<input type="checkbox"/> Professional	<input type="checkbox"/> Student Member	<i>Please check one:</i> <input type="checkbox"/> CPS <input type="checkbox"/> CAP
<input type="checkbox"/> Professional Merited	<input type="checkbox"/> Student Non-Member	
<input type="checkbox"/> Associate Member	<input type="checkbox"/> International Member At Large	
<input type="checkbox"/> Division Member At Large	<input type="checkbox"/> Non-Member	

Saturday Luncheon Entrée: Chicken Marsala Jerked Pork Loin Vegetarian Check if you have dietary/accessibility needs

IAAP Members (Please check if applicable)

<input type="checkbox"/> International Officer	<input type="checkbox"/> Past International Officer	<input type="checkbox"/> Past FAPOTY	<input type="checkbox"/> Division Officer	<input type="checkbox"/> CPS
<input type="checkbox"/> Past Division Officer	<input type="checkbox"/> Past Division SOTY/APOTY	<input type="checkbox"/> Chapter President	<input type="checkbox"/> Student Advisor	<input type="checkbox"/> CAP

IAAP Student Chapter Advisors

Who will give your Student Chapter's two-minute presentation?

Guest Information

▼▼▼ Guest Name for Badge ▼▼▼

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Saturday Luncheon Entrée: Chicken Marsala Jerked Pork Loin Vegetarian Check if you have dietary/accessibility needs

Registration Fees (No Onsite Registration)	Amount Remitted
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Early Bird Registration \$135 until 1/15/2010	\$
Late Registration Fee is \$175 if postmarked after 1/15/2010	\$
Final Registration Fee is \$225 if paid after 2/1/2010	\$
Student/Advisors/ Merited Registration (\$70)	\$
Friday Boston Market Box Lunch: <input type="checkbox"/> (optional – not included in registration) Cost: \$7.50	\$
Please check one: <input type="checkbox"/> Turkey & Swiss <input type="checkbox"/> Beef Brisket & Swiss <input type="checkbox"/> Chicken Salad	
Please check one: <input type="checkbox"/> Seasonal Fresh Fruit <input type="checkbox"/> Chips	
For Guest Meals (Please indicate choices): (Add \$20/attendee if postmarked after 1/15/2010.)	
<input type="checkbox"/> Friday Open House (\$40) <input type="checkbox"/> Saturday Luncheon (\$30)	\$
Total Amount Due	\$

Payment Method

Please charge my credit card: Visa MC AMEX Discover Security Code _____
 Visa and MC have a 3 digit code on the signature panel on the back of the card, following the account number.
 American Express cards have a 4 digit code on the front of the card, above the number.

Name on Card	
Account Number	Expiration Date
Billing Address	Billing Zip Code
<i>GA Division Tax Exempt No. 58-6044684</i>	

Enclosed is a check payable to Georgia Division IAAP for the Total Amount Due.

Mail completed registration form and the appropriate fee to:

Rose Grant CPS/CAP, PO Box 170431, Atlanta, GA 30317 – or – treasurer@iaap-hop.org
Or register online at: <http://events.SignUp4.net/2010GeorgiaIAAP>

FOR REGISTRATION USE ONLY			
Form Received:	Form of Payment:	Verify Luncheon Choice:	Dietary/Accessibility Need: