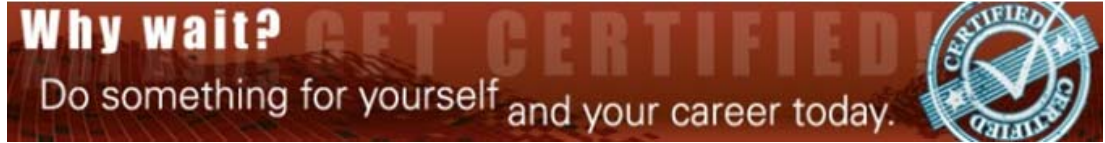




# IAAP Oakland County Chapter Meeting

Tuesday, February 15, 2011



## AGENDA

5:30 p.m. – Networking

6:00 p.m. – Dinner

7:00 p.m. – Program & Meeting

.....

## MEETING LOCATION

Marriott at Centerpoint  
3600 Centerpoint Parkway  
Pontiac, Michigan 48341



## IAAP Professional Certification Presentation

By: Melissa Sundquist, CPS/CAP



If you're looking for ways to help you get ahead in the workplace, stop here. The IAAP offers two professional ratings for office professionals. The Certified Professional Secretary and Certified Administrative Professional ratings are the industry recognized standards of proficiency.

You'll improve your professional qualifications, increase your skills and knowledge and raise your self-esteem by taking and passing the exams. You may also obtain college credit and a potential increase in salary.

Join us to discover upcoming changes to the certification program and to get answers to any questions you have.

### Buffet Style Dinner

- Tomato Basil Soup
- Assorted Rolls and Butter
- Grilled Marinated Chicken Kabobs
- Grilled Vegetable Kabobs
- Chef's Choice of Starch
- NY Cheesecake with Strawberry
- Coffee & Tea Service, Assorted Soft Drinks



### Prices

Meeting/Program only = Free!  
Dessert/Coffee & Program/Meeting = \$11.00  
Dinner, Program/Meeting = \$26.00

### Registration

Please pre-register by February 8, 2011

### Note

Pre-paid reservations are required – checks will be deposited after the meeting. **No refunds after the deadline.**

Please make your check payable to **OAKLAND COUNTY CHAPTER IAAP** and mail with the registration form to:

**ATTN: Susan Ballard, McPhail Corporation**

1420 S. Livernois, Rochester Hills, Michigan 48307

248.608.7393 (office)

You can also register through our website at [www.iaap-oaklandcounty.org](http://www.iaap-oaklandcounty.org)



## REGISTRATION FORM

January 18, 2011 IAAP Meeting

Name	
Company	
Address	
City, State, Zip	
Amount enclosed	
Phone	
Email	

Please check all that apply:

Dinner choice -

- Buffet Dinner (\$26)
- Desert/Coffee Only (\$11)
- Program/Meeting Only (FREE)
- Member of Chapter \_\_\_\_\_
- Non-Member