



International Association of
Administrative Professionals®

Arlington Golden
Circle Chapter

Arlington Golden Circle

February 16, 2012

www.iaap-arlington.org

SCHEDULE

5:30-6:00 p.m.

Greet & Meet

6:00-7:00 p.m.

Program

7:00-7:30 p.m.

Business Meeting

No food will be provided. Please feel free to bring your own dinner.

US Bowling Congress

621 Six Flags Drive

Earl Anthony Conference

Room

Arlington, TX 76011

From Hwy 360 take Randol Mill going west. Make a right on Six Flags Drive, US Bowling Congress is on the left. **Look for the blue & white IAAP MEETING HERE signs!**

Click [here](#) for additional map.

RSVP

You will receive a calendar invite for ease of reply or send an email to:

Email : agc.reservations@gmail.com

Online: www.iaap-arlington.org

Please RSVP by 12 noon,
Wednesday, February 15th.

Pay \$10 at the door or through Pay
Pal online.

Conference Planning 101

Presented by Nancy L. Muse

February 16 - Conference Planning 101



Nancy Muse is the Governance Events Coordinator for Texas Health Resources. Her expertise in planning and delivering exceptional corporate and executive events, grew from 30 years of hands-on experience in the healthcare arena. She relates appreciation for the complex institutional healthcare environment to her years of experience as a corporate assistant and immediate support staff to a health system CEO. Having credentialed physicians, fielded delicate patient care issues, resolved board concerns in her former life, her comprehensive grasp of attention to detail lends itself to planning and executing events.

In her current role, Nancy supports the system boards and is the logistical expert for major annual conferences, as well as dozens of smaller events each year. In addition to healthcare conferences and events, Nancy has her own event and wedding planning business.

In this session, Nancy will discuss:

- Choosing a facility and getting a signed contract, number of attendees, proposed dates and times, budget available
 - Creating a contract with speakers
 - Creating save-the-date cards/flyers, developing an agenda
 - Finalizing the invitation list, sending speaker's packet to speakers
 - Sending registration form with two month deadline prior to the event, developing a database for registrations
 - Finalizing meeting arrangements, room set-up, catering, breakout sessions, audiovisual
 - Finalizing rooming list, audiovisual contracts, sending confirmation packets to attendees and so much more!
- One recertification point is pending.**

News to Share!

In March, Katie Thulin with Office Team-A Robert Half Company, will present "What Does It Take to Get Along? Resolving Workplace Conflicts"