

# Registration Packet



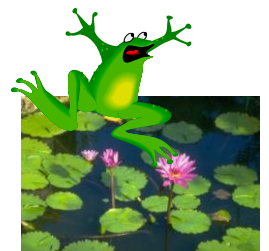
## 58<sup>th</sup> DE-MD-DC DIVISION ANNUAL MEETING AND EDUCATION FORUM

June 8 -10, 2012

Sheraton Columbia Town Center Hotel  
10207 Wincopin Circle  
Columbia, MD 21044



Planned and Coordinated by the  
DE-MD-DC Division Chapters



Our 2012 mascot will be your guide!  
Come join the fun!

# 2012 DE-MD-DC Division Annual Meeting and Education Forum



## AGENDA

This Agenda is Subject to Change



### Thursday, June 7, 2012

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3:00 pm – 6:45 pm Division Board Meeting (CLOSED)  
7:00 pm – 7:30 pm Division Board/Host Committee Meeting  
7:30 pm – 9:00 pm Registration  
Hospitality Suite Open

### Friday, June 8, 2012

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6:00 am – 8:15 am Breakfast on your own  
7:30 am – 8:25 am Registration  
Hospitality Suite Open  
8:30 am – 10:30 am Education Workshop – Rhonda Scharf, CSP  
“Sometimes You’re The Windshield – Sometimes You’re The Bug”  
10:30 am – 12:00 pm Chapter Fundraising  
10:00 am – 12:00 pm Vendor Expo  
12:00 pm – 12:15 pm Break  
12:15 pm – 2:15 pm Member Recognition Luncheon  
Vendor Expo introductions and give aways  
2:30 pm – 5:15 pm Education Workshop – Rhonda Scharf, CSP  
“With a Little Help From My Friends – Team Building – Best Practices”  
5:15 pm – 7:00 pm Dinner on your own  
5:15 pm – 6:00 pm Registration  
Hospitality Suite Open  
5:15 pm – 5:30 pm Member Orientation (*first time attendees*)  
5:30 pm – 5:45 pm Pages and Tellers Meeting  
5:45 pm – 6:00 pm Division Member-At-Large Meeting  
7:30 pm – 10:00 pm Friday Fun Night

### Saturday, June 9, 2012

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6:00 am – 8:00 am Breakfast on your own  
7:00 am – 8:00 am Past Division Presidents’ Breakfast  
7:30 am – 8:30 am Registration  
Hospitality Suite Open  
Chapter Fundraising  
8:00 am – 8:30 am Delegate and Alternate Briefing  
8:30 am – 8:45 am Opening Ceremony  
8:45 am – 9:15 am Omega Ceremony  
9:15 am – 9:30 am Break  
9:30 am – 12:00 pm Business Session  
Special Guest: IAAP President-Elect Karlena Rannals, CAP-OM  
*An announcement will be made if the business session needs to continue*  
Chapter Fundraiser Winner Announcements  
12:00 pm - 1:00 pm Lunch on your own  
1:00 pm – 3:00 pm Continuation of business session as needed; if not, this is time on your own  
1:00 pm – 6:00 pm Time on your own  
5:00 pm – 6:00 pm Hospitality Suite open  
6:00 pm – 6:30 pm Reception  
6:30 pm – 9:00 pm Division Awards and Installation Banquet

### Sunday, June 10, 2012

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10:00 am – 11:00 am Breakfast on your own  
Transition Meeting with Division Board  
Incoming Division Committee Chairs and  
Incoming Chapter Presidents



## Speaker Information

Friday Education Seminar – June 8, 2012  
Presented by Rhonda Scharf, CSP

A.M.: *“Sometimes You’re the Windshield, Sometimes You’re the Bug”*  
P.M.: *“With a Little Help From My Friends – Team Building – Best Practices”*

Website: <http://www.on-the-right-track.com/index.php>



### **Biography:**

Rhonda Scharf is a Professional Speaker, Trainer and Author, based in Ottawa, Ontario. She has spoken to tens of thousands of people in seven different countries. She conducts on-site training, keynote speeches, regular webinars and coaching to a variety of clients. She embraces the opportunity to customize programs to suit the needs of her client base.

Her enthusiasm and positive energy truly make her stand out in her profession. Rhonda has the ability to make training fun and interesting.

She is very active within the administrative community and its various associations. She is known as the “go-to” person for Administrative Professionals and widely known and respected for her approach and solution based information.

Rhonda has earned the highest speaking designation in the world, the "Certified Speaking Professional" designation (CSP). In 2004, Rhonda served as the National President of the Canadian Association of Professional Speakers (CAPS), has served on the Board of the International Federation of Professional Speakers and is named in the current edition of “Who’s Who in Professional Speakers” (where she has been listed since 1998).

Rhonda has also received the “Spirit of CAPS” award in 2008 which is a true testament to her abilities as a professional speaker, since it is earned through peer nominations. This award is of special meaning to Rhonda.

Rhonda is a respected author and has recently published her fourth book entitled “Common Sense is NOT Common Practice.” She is also the creator of three CDs – all of which are available on her website.

When Rhonda is in “mom-mode” she is mother to three teenagers, enjoys being active in golf and skiing, and is reality television fanatic. She and her husband Warren are looking forward to sharing the Canadian winters between the ski hills of Ottawa and the beaches of their Florida home.

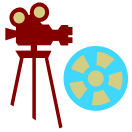
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International Association  
of  
Administrative Professionals

In addition to our education seminar speaker, we are pleased to announce that a very special IAAP guest, President-Elect Karlana Rannals, CAP-OM, will present the IAAP international business update during our Saturday business session.

Here’s a sneak preview of our Friday education seminar topics...



## Seminar Preview

### Friday morning session:

#### **“Sometimes You’re the Windshield – Sometimes You’re the Bug”**

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##### *How to take control of your own life.*

Sometimes life gets the better of us, and we ask “Whose life is it anyway”? When you stop living for yourself, and live only for everyone else, something is missing! In this humorous session, Rhonda shares that not only do we all experience this feeling – it’s OK to be frustrated!

Learn how to stay away from contagious negativity, look at life through a positive focus and stop blaming (whether it is the economy, government, organization or just bad luck!) For those people that do this naturally they will learn additional skills to keep on top!

Take control of your own life is the message – and through realistic, easy and fun approaches to change, Rhonda leaves everyone laughing about life, instead of crying – but most importantly, the knowledge on how to get back the life we want to have!

### Friday afternoon session:

#### **“With a Little Help From My Friends - Team Building – Best Practices”**

If people feel like they “belong” to a team, the team becomes substantially more productive. Productivity grows, organizations experience lower turnover, and together everyone achieves more. Autocratic management doesn’t work anymore. Your workers are too well educated and independent to respond to management by decree. A good team creates “Synergy” – the team will produce much more than the individuals could produce separately.

You will watch your team literally buzzing with enthusiasm, positive energy and a sense of purpose. Your productivity and accomplishment will soar to unheard of levels – *regardless of the obstacles that currently stand in the way!* This seminar will change the way your team operates, understands each other and ultimately how to success.

#### **Your program will include:**

- What is a Team? And what do I need to do to make my work group become a team?
- The 4 C’s of Team Success
- Stages of Team Development
- What is Trust? Why do we need it in on our teams?
- 4 Steps to Building Trust
- The 4 Bases to Building an Effective Team
- How to Motivate the Members of Your Team

This program includes a highly interactive/engaging participation component. Be prepared to put your new knowledge to use immediately with your new team. Fun, engaging, challenging and rewarding.

**You don’t want to miss these sessions – you’ll be talking about it for months to come.**





## Hotel Information



Sheraton Columbia Town Center Hotel has been selected as the host hotel for the 58<sup>th</sup> DE-MD-DC Division Annual Meeting and Education Forum. The hotel is conveniently located near fine dining, museums, theaters, and the Charm City of Baltimore.

The hospitality suite, hosted by the Prince George’s County Chapter, will provide information on various sightseeing and shopping options.

**Sheraton Columbia Town Center Hotel**  
10207 Wincopin Circle, Columbia, MD 21044, (410) 730-3900  
[www.sheratoncolumbia.com](http://www.sheratoncolumbia.com)

### Room Rates:

Sheraton Columbia Town Center Hotel has agreed to room rates of:

- Run of House (Lodge Rooms) – single, double, triple or quad occupancy rate: \$99.00 plus tax
- Run of House (Tower Rooms) – single, double, triple or quad occupancy rate: \$109.00 plus tax
- Club Level Rooms – single, double, triple or quad occupancy rate: \$129.00 plus tax
- PURE Rooms (allergy free) – single, double, triple or quad occupancy rate: \$129.00 plus tax

Deadline for booking at block room rate is **May 24, 2012**. *All group reservations are subject to 24-hour cancellation to avoid a charge of one-night room and tax.*

Hotel reservations can be made via telephone at 1-888-627-8318 by identifying yourself as being with IAAP, DE-MD-DC Division or online using the following link (copy and paste the following link into a web browser)  
<https://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=1201048085&key=4A51E>

### Hotel Services:

#### Tower Room Features and Amenities

Wireless High Speed Internet Access available for a fee  
Convenient Access to Lakefront Waterside Restaurant  
Convenient Access to Lobby Bar and Club Lounge  
Complimentary Covered Parking

#### Lodge Room Features and Amenities

Wireless High Speed Internet Access available for a fee  
Convenient access to Fitness Center  
Direct access to seasonal outdoor pool & patio area  
Complimentary drive up parking  
Recreational lounge area

*Fees on certain facilities/services may apply.*

### Directions to Hotel:

From the East: Take Rte 175 W toward Columbia, MD. Cross over Rte 29. Move into left lane and proceed through 5 lights. Turn left onto the next street, Wincopin Circle. The hotel is located .25 miles at the end of the street.

From the North: Take I-95 S to Exit 41B, Rte 175 W. Drive 6 miles and cross over Rte 29. Move into left lane and proceed through 5 lights. Turn left onto the next street, Wincopin Circle. The hotel is located .25 miles at the end of the street.

From the West: Take I-70 E to Rte 29 S. Take Rte 29 S 4 miles to Columbia Town Center (Rte 175 W). Move into left lane and proceed through 5 lights. Turn left onto the next street, Wincopin Circle. The hotel is located .25 miles at the end of the street.

From the South: Take I-95 N to Exit 41B, Rte 175 W. Drive 6 miles and cross over Rte 29. Move into left lane and proceed through 5 lights. Turn left onto the next street, Wincopin Circle. The hotel is located .25 miles at the end of the street.



# Registration & General Information

## Registration

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Complete hard copy with check payments or register online using PayPal/Credit Card options. For hard copy use one form per person to register. For online registrations, guests can be added directly to your form. **All registrants must print a copy of your completed form for your files, then scan and send a copy of your registration form to chairman Shanthi Srinivasachar (email: [shanthi4@verizon.net](mailto:shanthi4@verizon.net)).** Payment must accompany registration to be accepted.

**REGISTRATION DEADLINE IS MAY 7, 2012. A late fee of \$25.00 will be charged for registrations postmarked after this deadline. Please contact Shanthi Srinivasachar, CAP-OM at 301-219-6256 or [shanthi4@verizon.net](mailto:shanthi4@verizon.net) for more information.**

Registrants will receive confirmation of registration by email. Conference registration materials, badges and meal tickets can be picked up at the IAAP registration desk located in the hotel lobby during scheduled registration hours. See agenda for hours of operation.

We are offering members the opportunity to make their “full” registration payments in two installments. This option will only be available for those making their payments by check. **Friday and/or Saturday only registrations are not eligible for the installment plan option.**

1<sup>st</sup> payment (half of the \$175.00 registration) due by **March 5, 2012**

2<sup>nd</sup> payment (remaining half of the \$175.00 registration) due by **May 7, 2012**

## Cancellation Policy

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Any cancellation or substitution request, including a detailed explanation, must be submitted in writing by **May 23, 2012**. Refunds, less a 25% administrative fee, will be given. Registrants who fail to notify Shanthi Srinivasachar, CAP-OM of cancellation in writing by **May 23, 2012**, will forfeit all registration fees. There will be **NO** refunds after **May 23, 2012**.

## Payment Options

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**Online:** PayPal is available for those using the online registration on the division website [www.demddc-iaap.org](http://www.demddc-iaap.org). Go to Meetings & Events and select the following online registration form link: <http://form.jotform.com/form/10121629465>.

PayPal accepts MasterCard, VISA, Discover or American Express (*PayPal does not accept corporate American Express cards*)

**Mail:** Mail your completed registration form along with your emergency contact form and payment to:

Mail Registration and Payment to:  
MCC-IAAP  
Attn: DE-MD-DC Division IAAP Annual Meeting  
PO Box 9032  
Gaithersburg, MD 20898

**Make checks payable to: “DE-MD-DC Division IAAP Annual Meeting”**  
**A fee of \$37.00 plus any other bank fees will be assessed on all returned checks.**

## Dress Code

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Friday – workshop and luncheon – business  
Saturday – business meeting – business  
Sunday – casual

Friday evening – casual, pillow, blanket and PJs  
Saturday banquet – semi formal



# Registration Form

**Registration deadline:** Must be post marked or received electronically by **May 7, 2012**. **After May 7, 2012 add \$25 late fee.** **Cancellation deadline:** See cancellation policy on Page 5.

Mail Registration and Payment to:

MCC-IAAP  
 Attn: DE-MD-DC Division IAAP Annual Meeting  
 PO Box 9032, Gaithersburg, MD 20898

Make checks payable to: **“DE-MD-DC Division IAAP Annual Meeting”**

First Name _____	First Name for Badge _____
Last Name _____	Certification _____
Company _____	E-mail _____
Street Address _____	City, State, Zip _____
Day Phone _____	Evening Phone _____
Cell Phone _____	

<input type="checkbox"/> Chapter Member	<input type="checkbox"/> Student Member	<input type="checkbox"/> Division Member-At-Large
<input type="checkbox"/> International Member	<input type="checkbox"/> Merited Member	<input type="checkbox"/> Associate Member
<input type="checkbox"/> Guest/Non-Member	<input type="checkbox"/> Alternate	<input type="checkbox"/> Delegate
IAAP Membership #: _____	Year Joined: _____	
Chapter: _____		
Certification	<input type="checkbox"/> CAP	<input type="checkbox"/> CAP-OM
First Time at Annual Meeting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Special Dietary Requirement:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any Disability Requirement:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

What do you receive with your registration fee?			
	Full Registration	Friday Only	Saturday Only
Registration Materials	Yes	-	-
Registration Gift	Yes	-	-
Friday Member Recognition Luncheon	Yes	Yes	-
Friday Education Seminar	Yes	Yes	-
Friday Evening Event	Yes	-	-
Saturday Business Session	Yes	-	Yes
Saturday Evening Banquet	Yes	-	Yes

Please check this box if you do NOT want to be included on the advance/final attendee list to be given to vendors.

Check - Payable to DE-MD-DC Division IAAP Annual Meeting (Mail to address shown above)

## REGISTRATION OPTIONS – INCLUDE \$25.00 LATE FEE AFTER MAY 7, 2012

Member/Student Registration Fees	Amount	Non-Member/Guest Registration Fees	Amount
<input type="checkbox"/> Full Registration:	\$175.00	<input type="checkbox"/> Full Registration:	\$225.00
<input type="checkbox"/> Friday Education Seminar Only	\$65.00	<input type="checkbox"/> Friday Education Seminar Only	\$75.00
<input type="checkbox"/> Friday Only (Includes Education Seminar, Member Recognition Luncheon & Vendor Expo)	\$85.00	<input type="checkbox"/> Friday Only (Includes Education Seminar, Member Recognition Luncheon, & Vendor Expo)	\$95.00
<input type="checkbox"/> Friday (Member Recognition Luncheon only)	\$35.00	<input type="checkbox"/> Friday (Member Recognition Luncheon only)	\$45.00
<input type="checkbox"/> Saturday Only (Includes Business Meeting & Banquet)	\$65.00	<input type="checkbox"/> Saturday Only (Banquet)	\$55.00
<input type="checkbox"/> Saturday Business Session (IAAP Members Only)	\$20.00	<input type="checkbox"/> Saturday Business Session (IAAP Members Only)	N/A
<input type="checkbox"/> Saturday Banquet Only	\$50.00		
<b>TOTAL MEMBER/STUDENT</b>	<b>\$</b>	<b>TOTAL NON-MEMBER/GUEST</b>	<b>\$</b>

## ENTRÉE CHOICES

<p><b>Friday Luncheon (Please select one)</b></p> <p><input type="checkbox"/> Asiago Ravioli (vegetarian choice)</p> <p><input type="checkbox"/> Sautéed Chicken Breast with Dijon Sauce</p>	<p><b>Saturday Banquet (Please select one)</b></p> <p><input type="checkbox"/> Chicken Breast Pan Seared with Lemon Caper Sauce</p> <p><input type="checkbox"/> Grilled London Broil with Rosemary Demi Glace</p> <p><input type="checkbox"/> Vegetarian Pasta with Roasted Vegetables</p>
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# Emergency Contact Information

*(return with registration form)*

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Emergency Contact Name

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Phone Number 1

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Phone Number 2

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Relationship to you

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Optional – List any medical conditions that we should be aware of in case of emergency.

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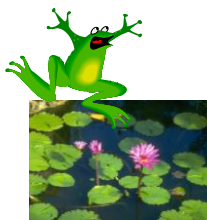
On-site emergency contact name and phone number of roommates or others traveling with you that can be contacted in the event of an emergency:

**Name**

**Phone Number**

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**Looking forward to seeing you in Columbia, Maryland!**