

Delaware – Maryland – District of Columbia Division Spring Certification Conference and Board Meeting “Making the Leap to Remarkable... The Power of Communication”

REGISTRATION FEES AND PAYMENT

\$100.00 per person
8 recertification points pending
Includes registration, Friday evening dinner, Saturday lunch, break service all day

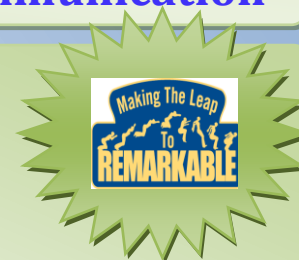
No refunds after March 2, 2012.

PAYMENT OPTIONS

Installment Plan – First payment of \$50 is due with the registration. Final payment must be made by February 24, 2012. Refunds will not be offered- unless the entire amount is paid and a refund is requested by the cancellation date of March 2, 2012.

March 9-10, 2012

Harbourtowne Resort
St. Michaels, Maryland



If you are looking for a way to establish a connection that will leave a powerful impression then this conference is for you. Enhance your communication skills, both interpersonal and written while networking with other administrative professionals. This conference is open to members and non-members who are seeking to increase their leadership skills and potential.

Friday, March 9, 2012

4:00 pm - 6:00 pm *Registration and Chapter Fundraising*
5:00 pm - 6:00 pm *Mock Certification Exam*
6:00 pm - 7:30 pm *Networking and Dinner*
7:30 pm - 9:00 pm *Rick Dirsh, Esselte*

Saturday, March 10, 2012

8:00 am - 8:45 am *Registration and Chapter Fundraising*
9:00 am - 12:00 pm *Power of Communication – Written*
12:00 pm - 1:00 pm *Lunch and Chapter Giveaways*
1:00 pm - 3:00 pm *Power of Communication- Interpersonal*
3:00 pm - 4:00 pm *Open Division Board Meeting*

Rick Dirsh

Based in Annapolis, Maryland Rick represents Esselte products (Pendaflex, Oxford, Rapid, and Ampad brands) throughout Maryland, Virginia, Delaware and western New York. Rick has been employed by Esselte Corporation for the past seven years, and has more than 15 years experience working with filing and organizational related products.

Dave Yunghans

Dave spent 25 years in the corporate world; owned his own business; and has been promoted, hired, fired, down sized, up sized and just about everything else you can imagine. He resides in Pennsylvania with his wife and his adult children (are off the payroll and out of the house!) This will be time well spent, and you will walk away with at least two free tools guaranteed to make your life simpler and easier.

HOTEL

Location: Harbourtowne Resort
Rt. 33 and Martingham Drive
St. Michaels. MD 21633

Please call the main reservation line at
410-745-9006 or 800-446-9066.
Reference the group code IAAP to receive the contracted rate.

Group rate of: (plus taxes/service charges)
\$119.99 single/double occupancy
Saturday morning breakfast is on your own

Mock Certification Exam

Are you wondering what the new CAP exam is all about? For those who are not certified you will have an opportunity to take a mock exam. There will be a sampling of questions from each section. This also is an opportunity for those who will be taking the exam in May to see how they are studying. If there is enough interest an OM specialty portion will be offered.