

“You can never be overdressed or overeducated.”
— *Oscar Wilde*

DOGWOOD CHAPTER IAAP EDUCATIONAL SEMINAR



Saturday, March 10, 2012
8a – 5:30p
Dolce – Atlanta – Peachtree
Peachtree City, Georgia

SPEAKERS

MICROSOFT POWERPOINT Greg Creech, CTT+, MCAS-I



Greg Creech began his corporate career at Southern Bell on January 5, 1981 after working for the House of Representative, Senate, and Governor's Office in Columbia, SC. He began as a Steno clerk and two

months after being hired he served as a pianist and humorist for Southern Bell and the Pioneers and 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.

He is a certified Microsoft Office Master Educator and Microsoft Certified Application Specialist Instructor and has a 5 book Office series entitled The Professional Business Management series for Word, Excel, PowerPoint, Access, and Outlook. He 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.

Greg is a proud member of the Atlanta – IAAP Chapter and partners with IAAP chapters and events to create entertaining and educational presentations. Today Greg will help us as we laugh and learn.

REQUEST FOR PROPOSAL (RFP) Ruth Harris, CMP, CTAS, CGMP



Ruth Harris has been employed by the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia, since November of 1988. She

currently works in the Office of the Chief Operating Officer, Human Capital Management Office.

Ruth served as President of the Atlanta Chapter of the Society of Government Meeting Professionals (SGMP) for approximately 3 years; prior to that she served as secretary and vice president of the Atlanta Chapter. Ruth initiated the first Atlanta regional educational conference during her term as president as well as the first Bosses' night and the first Supplier Appreciation event. The regional conference was an annual event that included the Tennessee, Florida, and North Carolina chapters of SGMP.

In June, 2001, Ruth was elected as Director Planner to the National Board of the SGMP. In June, 2003, Ruth was elected as Vice President of the SGMP. She was re-elected for a second term in 2005.

In 2007, Ruth received SGMP's highest award, the Sam Gilmer Planner of the Year Award for exemplary service. In 2009, she was given the Atlanta Chapter's Planner of the Year Award for the second time.

Ruth promotes professionalism in meeting planning and in SGMP via example, education, and certification. She has attained the designations of Certified Meeting Professional (CMP) and Certified Tourism Asset Specialist (CTAS) and

Certified Government Meeting Professional (CGMP).

Ruth is well respected at CDC, in Atlanta's hospitality industry, and nationally as a leader in the hospitality industry and a meeting management resource. She has contributed greatly to SGMPs mission by increasing membership, developing leaders, promoting education, professionalism, and visibility of the organization.

MICROSOFT EXCEL: PIVOT TABLES

Jackie Kiadii



The child of serial entrepreneurs, Jackie Kiadii started working at an early age in the family businesses. Her first corporate position was as a bank's

switchboard operator. Jackie has fond memories of her days as an IAAP member in the late 1980's and early 1990's.

Jackie obtained her degree in Computer Information Systems from Georgia State University while employed full time as an Executive Assistant. After graduation, she became a Microsoft Certified Professional in Access Database Development. After an award-winning career in the wireless communications industry, where she moved from Clerk Typist to Management, Jackie left corporate America to run her business (Phoenix Computer Consultants, LLC) full-time in 2001.

For the past 11 years, Jackie has enjoyed teaching business professionals how to use technology to increase productivity and generate business. She develops and conducts courses in Microsoft Office software, Search Engine Optimization, and Access Database Development. She takes pride in customizing her training to meet

student needs, and enjoys seeing that spark go off when students get it! Students describe Jackie as engaging, humorous, patient, very knowledgeable and well organized.

UNDERSTANDING CONTRACTS

LaTonya Blount CAP-OM



LaTonya is a native of Atlanta, Georgia. She is employed with a local hospital as an Insurance and Risk Financing Project Manager /SharePoint

Administrator.

She is an active member of a number of professional organizations. She currently serves as vice president for Dogwood Chapter IAAP and serves as Georgia Division IAAP webmaster. She has held numerous other positions within the organization from membership chair to president. She teaches online classes on Microsoft and Adobe products. She is currently the chairs of the Membership, Newsletter, and Registration Committees as well as the webmaster for the Society of Government Meeting Professionals (SGMP).

LaTonya has served on the Greenbriar Chapter of the American Business Women Association. She is also a current member of the African American Women in Technology, Project Management Institute, and Women Impacting Public Policy. She has served on the Advisory boards for Microsoft, Yahoo, Chief Information Officer, and Business Week. She is a registered mediator with the Georgia Supreme Court/Dispute Resolution. She has been featured in the Wall Street Journal and the Los Angeles Times. LaTonya is the owner of We Do Projects and She Plan Events - administrative support and meetings planning companies.

Microsoft PowerPoint

- ✓ Create attractive and attention grabbing PowerPoint slides
- ✓ Increase memory retention with memorable and remarkable presentations
- ✓ Develop Title, Bullet, Graphics, Charts and other types of slides
- ✓ Present the information using proven and effective presentation techniques with PowerPoint
- ✓ Incorporate multimedia into your presentation including music and videos
- ✓ Brand your organization through logo's, artwork, and other elements incorporated in PowerPoint slide
- ✓ Communicate effectively with PowerPoint's tools and shortcuts
- ✓ Know important do's and don'ts in making presentations with PowerPoint

Request for Proposal

- ✓ What is a request for proposal
- ✓ What you need to know before submitting for responses
- ✓ What you need to include in your request
- ✓ What you can expect in return

Microsoft Excel: Pivot Table

Don't believe what you've heard about pivot tables. They do not have to be complex or difficult to understand. In this seminar, Jackie Kiadii will show you:

- ✓ Why the key to hassle-free pivot table starts before you click one single cell in Excel.
- ✓ How to create pivot tables to consolidate massive data in seconds.
- ✓ How to re-arrange and sort pivot tables to give your data meaning.
- ✓ Creating and customizing sub-totals.
- ✓ Using custom calculations in pivot tables
- ✓ How to instantly see details.
- ✓ How to enhance the view of your data with Pivot Charts (great for presentations) and more!

You will leave with a much deeper understanding of pivot tables, and will be ready to wow your department with your newly acquired skills.

Understanding Contract

- ✓ Required parties
- ✓ Must haves
- ✓ Clauses definitions
- ✓ Termination date vs Expiration date
- ✓ "P.S." statements after signature
- ✓ Breach of contract

Additional tips for meeting planners – Negotiable Items

AGENDA	
7:00 a.m. – 7:45 a.m.	Breakfast - Hotel Restaurant
7:00 a.m. – 7:45 a.m.	Registration
7:50 a.m. – 8:00 a.m.	Welcomes • Pledge of Allegiance • Invocation
8:00 a.m. – 9:00 a.m.	Computer Training: Microsoft PowerPoint
9:00 a.m. – 9:15 a.m.	BREAK
9:15 a.m. – 10:15 a.m.	Computer Training: Microsoft PowerPoint
10:15 a.m. – 10:30 a.m.	BREAK
10:30 a.m. – 11:45 a.m.	Request for Proposal
12:00 p.m. – 1:00 p.m.	LUNCH - Hotel Restaurant
1:15 p.m. – 2:15 p.m.	Computer Training: Microsoft Excel Pivot Tables
2:15 p.m. – 2:30 p.m.	BREAK
2:30 p.m. – 3:30 p.m.	Computer Training: Microsoft Excel Pivot Tables
3:30 p.m. – 3:45 p.m.	BREAK
3:45 p.m. – 5:00 p.m.	Understanding Contracts
5:00 p.m. – 5:15 p.m.	Announcements • Closing Remarks

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REGISTRATION FORM

REGISTRANT'S INFORMATION		
Name	Click here to enter text.	
Email Address	Click here to enter text.	
Address: Street	Click here to enter text.	
City, State, Zip	Click here to enter text.	
Contact Phone# Click here to enter text.	Home: Click here to enter text.	Work: Click here to enter text.
MEMBERSHIP CLASSIFICATION		
<input type="checkbox"/> Professional	<input type="checkbox"/> Student Member	Designation: <input type="checkbox"/> CAP <input type="checkbox"/> CAP-OM
<input type="checkbox"/> Professional Merited	<input type="checkbox"/> International Member at Large	
<input type="checkbox"/> Associate Member	<input type="checkbox"/> Division Member at Large	
<input type="checkbox"/> Non-Member	<input type="checkbox"/> Guest: Click here to enter text.	
LOCATION		
Dolce – Atlanta – Peachtree 201 Aberdeen Parkway, Peachtree City, Georgia 30269		
Registration Fee:	\$150 per attendee	

Mail completed registration form and appropriate fee to:

Odessa Jones

PO Box 961148, Riverdale, GA 30296

Check should be made payable to Dogwood Chapter IAAP

PAYMENT MUST BE RECEIVED BY March 2, 2012