



October 31, 2011

Dear Georgia Division Members:

It is with great excitement that the Georgia Division Board of Directors, along with the Athens Chapter, invites you to join us February 10-11, 2012, for the third Annual Certification and Development Workshop/ Student Conference. This event will be held at the University of Georgia, Center for Continuing Education, Conference Center and Hotel located at 1197 S. Lumpkin Street, Athens, Georgia. Please see the registration package for your hotel room rate selection.

This is a very special year for Athens Chapter as they are celebrating their 50th Anniversary. They are excited and anxiously await your participation in this year's conference. An awesome conference has been planned by the Athens Chapter who is working hard at [Making the Leap to Remarkable](#).

Come Celebrate with the Georgia Division as we educate our Captains, First Mates and Crew. We're getting ready to board the IAAP: Ship of Success and stand ready for the seas ahead. Steady as she goes, the S.S. Georgia Division and her fleet of RelationSHIP, MentorSHIP and MemberSHIP are ready to forge ahead.

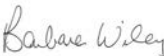
Seminar topics and speakers have been selected that will be of interest to all attendees. Six recertification points for the workshops have been applied for approval. On Friday, student members will have the opportunity to participate in the skills competitions and the mock CPS exam. Professional members who are planning to sit for the upcoming CPS or CPS/CAP exams will have an opportunity to gauge their studying success by taking the CPS or CPS/CAP mock exam. The Chapter Ways and Means and the "Expo" will be open from 9:00 a.m. until 6:30 p.m. on Friday. This will provide plenty of shopping opportunities all day on Friday. The day will end with fun and excitement at the Open House.


Saturday promises to be a day of grandeur events, as both students and professionals will be recognized for their outstanding achievements. Student winners of the skills competitions will be announced and the Certification Recognition Ceremony will honor the newest CPS/CAP recipients, as well as those recently recertifying.


The Host Chapter has worked very hard to give you all the benefits of two conferences for one low price. Early bird registration fee is \$150.00 through January 20, 2012. On January 20, the registration fee increases to \$175.00. ***There will be no onsite registration.***


Attached is your registration packet. Please register online or complete the attached registration form and return it with your payment as soon as possible. ***The deadline to reserve your hotel room is January 26, 2012.***

We look forward to seeing you February 10-11, 2012!


Barbara Wiley, CAP-OM
President, Georgia Division


Rhonda Bray, CAP-OM
President, Athens Chapter


Wanda Weldon
Host Chapter Co-Coordinator


Jackie Harrington
Host Chapter Co-Coordinator

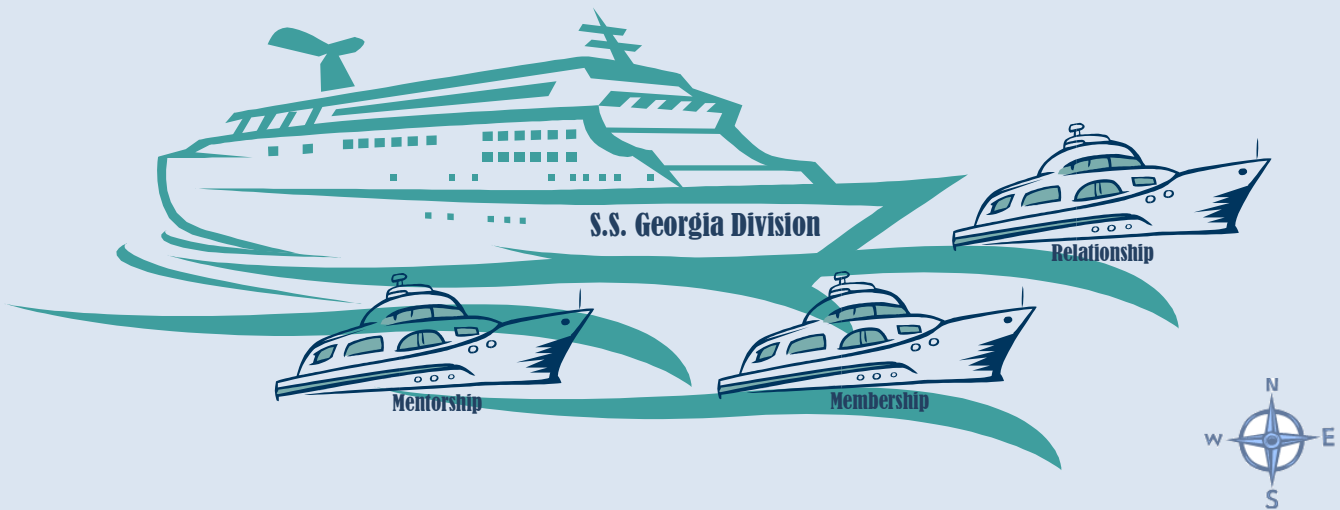
President	President-Elect	Vice President	Secretary	Treasurer
Barbara Wiley, CAP-OM Port City Chapter gadivpres@gmail.com	Jenny Stewart, CAP-OM Turner Broadcasting Chapter gadivpe@gmail.com	Valerie Carter, CAP-OM The Coca-Cola Company Chapter gadivvp@gmail.com	LaVonne Goldschmidt, CAP-OM Athens Chapter gadivsec@gmail.com	Bonnie Judy, CAP-OM Evans Towne Center Chapter gadivtreas@gmail.com

CELEBRATE & EDUCATE!

Come Celebrate with the Georgia Division and Its Fleet

Let's Educate our Captains, First Mates and Crew

IAAP: Ship of Success



2012 Certification and Development Workshop/Student Conference

Athens, Georgia

February 10 – 11

Hosted by Athens Chapter

Congratulations to Athens Chapter on Their 50th Anniversary!

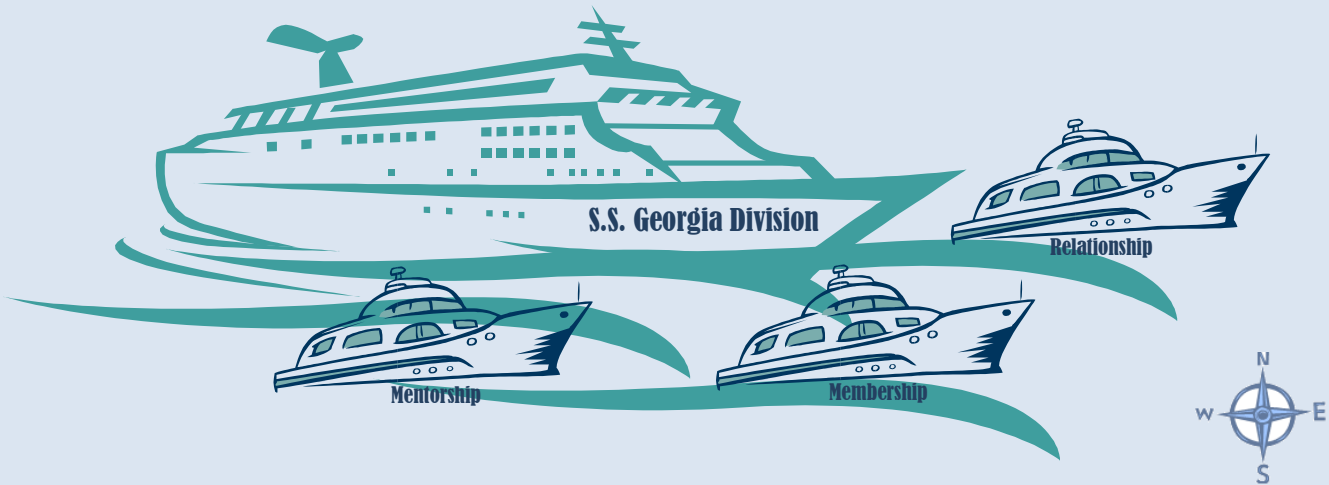


**International Association of
Administrative Professionals®**

Georgia Division

IAAP: Ship of Success

Standing Ready for the Seas Ahead
Steady as She Goes



Georgia Division Board

Barbara Wiley, CAP-OM, President
Jenny Stewart, CAP-OM, President-Elect
Valerie Carter, CAP-OM, Vice President
LaVonne Goldschmidt, CAP-OM, Secretary
Bonnie Judy, CAP-OM, Treasurer

Host Chapter – Athens Chapter

Rhonda Bray, CAP-OM, President
Evelyn Lee, CAP-OM, President-Elect
Cora Wright, Secretary
Wanda Weldon, Treasurer
Mieka Bourne
Bethany Burns
Christy Bynum
Michele Cox
LaVonne Goldschmidt, CAP-OM

Kendra Goode
Lynn Gosnell
Jackie Harrington
Melody Head Battle
Barbara Howard, CAP
Carolyn James
Gay Jones, CAP-OM
Linda Patterson
Elizabeth Thompson



TENTATIVE AGENDA

FRIDAY, FEBRUARY 10

REGISTRATION:

LOCATION:

Lobby Foyer

TIME:

8:00 a.m. – 12 noon and 2 p.m. – 6:00 p.m.

DRESS:

Business Casual

STUDENT COMPETITION

10:00 a.m. – 11:00 a.m.

Student Skills Competition – Microsoft Office 2010

Facilitator: Rhonda Bray, CAP-OM

Location: TBA

11:00 a.m. – 11:30 a.m.

Break - to visit the “Expo”

11:30 a.m. – 12:30 p.m.

Student Skills Competition – Grammar Rules and Business Writing

Facilitator: Rhonda Bray, CAP-OM

Location: TBA

12:30 p.m. – 2:00 p.m.

Lunch/the “Expo” (Lunch on your Own)

2:00 p.m. – 3:00 p.m.

Mock Exams

Facilitator: Rhonda Bray, CAP-OM

Location: TBA

3:00 p.m. – 3:30 p.m.

Break - to visit the “Expo”

3:30 p.m. – 4:30 p.m.

Student Public Speaking Competition

Location: Masters Hall

PROFESSIONAL SEMINARS

10:00 a.m. – 11:00 a.m.

Introduction of Speaker: Evelyn Lee, CAP-OM or appointee

Seminar Speaker: Kimberlie Sutterfield, DocuTeam, Inc.

Subject: Paperless Office

Location: Masters Hall

11:00 a.m. – 11:30 a.m.

Break - to visit the “Expo”

11:30 a.m. – 12:30 p.m.

Introduction of Speaker: Evelyn Lee, CAP-OM or appointee

Seminar Speaker: Kevin Kirsche, UGA Sustainability

Subject: Certified Sustainable Office/Event Planner

Location: Masters Hall

TENTATIVE AGENDA

SATURDAY, FEBRUARY 11

REGISTRATION:

LOCATION: Lobby Foyer
TIME: 7:30 a.m. – 8:30 a.m.
DRESS: Business

OPENING SESSION, SATURDAY, FEBRUARY 11

LOCATION: **Masters Hall**
TIME: 8:30 a.m. – 8:50 a.m.

OPENING & WELCOME: Wanda Weldon and Jackie Harrington
Host Chapter Coordinators

WELCOMES: Barbara Wiley, CAP-OM
Georgia Division President

Mayor Nancy Denson
Unified Government of Athens-Clarke County

Rhonda Bray, CAP-OM
Athens Chapter President

PRESENTATION OF COLORS: Clarke Central High School JROTC

PLEDGE OF ALLEGIANCE: Cynthia Evans
Athens Technical College Student Chapter President

NATIONAL ANTHEM: David Virgo, Athens Christian Student

PROFESSIONAL SEMINARS

9:00 a.m. – 10:30 a.m.

Introduction of Speaker: Evelyn Lee, CAP-OM or appointee
Seminar Speaker: Dianne Young, Propel Training & Development
Subject: Memory Power
Location: Masters Hall

10:45 a.m. – 12:15 p.m.

Introduction of Speaker: Evelyn Lee, CAP-OM or appointee
Seminar Speaker: Pam Reidy, Unified Government of Athens-Clarke County
Subject: Meeting the Challenge of Change
Location: Masters Hall

SATURDAY, FEBRUARY 11 Cont'd.

RECOGNITION LUNCHEON & AWARDS CEREMONY

LOCATION: Magnolia Ballroom
TIME: 12:30 PM -- 3:00 PM
DRESS: Business

WELCOME & INTRODUCTIONS: President Barbara Wiley, CAP-OM

INVOKER: Reg Woods

INTRODUCTION OF SPEAKER: Evelyn Lee, CAP-OM or appointee

KEYNOTE SPEAKER: Reg Woods

**STUDENT CHAPTER AWARDS
& RECOGNITION OF STUDENT
OF THE YEAR:**

President Barbara Wiley, CAP-OM
Assisted by Board and Rhonda Bray, CAP-OM, Division Student
Program Chair

**RECOGNITION OF CAP &
CPS/CAP'S & RECERTIFICATION
RECIPIENTS:**

President Barbara Wiley, CAP-OM
Assisted by Board and Fran Brower, CAP-OM, Certification
Chair

SPECIAL PRESENTATIONS:

LaVonne Goldschmidt, CAP-OM and Bonnie Judy, CAP-OM to
CDW/SC Host Chapter Coordinators

Barbara Wiley, CAP-OM to
CDW/SC Georgia Division Coordinators

ANNOUNCEMENTS:

Wanda Weldon and Jackie Harrington
Host Chapter Coordinators

CLOSING REMARKS:

President Barbara Wiley, CAP-OM



Educational Workshops

Friday, February 10, 2012

**Kimberlie Sutterfield, Applications Specialist
DocuTeam Inc.
“Paperless Office”**

Kimberlie Sutterfield has worked in the document imaging industry for twelve years and is an Applications Specialist with DocuTeam Inc. in Alpharetta. Her areas of expertise include paper to digital conversion, document imaging, workflow process analysis and application of technology to streamline existing business processes. Kimberlie has worked with hundreds of clients to design, implement, and optimize information management systems and processes. Kimberlie is best known by her clients for her ability to communicate technical concepts clearly.

Kimberlie is a CDIA+ Certified Document Imaging Architect and received a B.S. in Applied Computer Science and Mathematics from Brenau University.

**Kevin Kirsche, Director of Office of Sustainability
University of Georgia
“Sustainability Office/Events”**

Kevin Kirsche has served as Director of UGA’s Office of Sustainability since its inception in 2010. He has Masters and Bachelor degrees in Landscape Architecture, as well as a Certificate in Conservation Ecology and Sustainable Development, from the University of Georgia.

Prior to his current position within UGA’s Physical Plant Division, Kevin served as Assistant Director of Planning in the Office of University Architects. He is a registered Landscape Architect and LEED Accredited Professional with over 12 years of experience in campus planning and ecological design at the University of Georgia.

Kevin and his wife Jackie live in Athens, GA with their three children, Berkley, Sierra and Hadley.

Educational Workshops

Friday, February 10, 2012 cont'd.

Judy James, Human Resources Manager University of Georgia “True Colors (Personality Types)”

Judy James is currently a Human Resources Manager at the University of Georgia, where she has been on staff for 24 years. After receiving a Bachelors of Education degree from Toccoa Falls College, Judy earned her Masters of Education degree in Instructional Technology at the University of Georgia.

After seven years in the Student Career Services office on campus, Judy came to Training and Development to establish the IT team, which now supports all IT functions within HR. In her 16 years in Training and Development at UGA, she has taught classes in professional development, career development, computer software, and compliance training for faculty and staff at the University. In the last two years, she has developed and delivered career development sessions, established a career development support group, and offered individual counseling to UGA employees. She also conducted training and counseling sessions for participants of T&D certificate programs for leadership and administrative professionals.

In addition to managing the Career Services functions, Judy has worked with local area high school students through the UGA Young Dawgs program. The Young Dawgs program places students in UGA departmental internships to foster career exploration and gain entry to college.

Judy is also an adjunct instructor in the Business and Technology division at Athens Technical College, teaching electronic mail, desktop publishing, introduction to computers and office procedures courses.



Educational Workshops

Saturday, February 11, 2012

Dianne Young, Corporate Education Liaison Propel Training and Development “Memory Power”

Dianne Young is an “idea” woman who takes action. She opened her first business while in college and has since created more than a dozen successful companies. A former trainer with Dale Carnegie, Dianne’s experience also includes owning Success Unlimited Business Coaching Firm, where she worked with Fortune 500 companies to develop future leaders within their organizations. Dianne excels at bringing out the best in her clients, and helping them realize their true potential. An avid reader, Dianne is passionate about learning and education. When she’s not working, you can find Dianne in the stands, cheering on her two athletic daughters.

In this workshop, you will learn to identify a balancing point for your life. We will work on strategies to recognize getting out of balance and how to regain control. You will walk away with an action plan and a clear focus of what is important in your life and how to keep it a priority.

Pam Reidy, Director of Leisure Services Unified Government of Athens-Clarke County “Meeting the Challenge of Change”

Pam was born the fifth of six children in a family where everyone loved a good time. She spent her childhood at parks and on playgrounds. She could regularly be seen roller skating and bike riding through the neighborhood with friends during the summer, and sledding and ice skating at parks through the winter. She grew into the person she is today through play, and somehow, all those years ago, she understood its role in her life and in her community. That’s why, when she went to college, she selected a major in Parks and Recreation Administration, and never looked back.

Pam attended Central Michigan University for her undergraduate degree, and promptly left the snow-filled state to move to Florida where she lived for more than 20 years. She received her Masters degree from Florida State University in Recreation and Leisure Services Administration and spent her professional career in Florida working at small, medium and very large parks and recreation agencies, wanting to provide for citizens the same kinds of wonderful opportunities that shaped her life.

Shortly into her career, Pam realized she wanted to be a leader in her profession. She spent years reading, researching, observing and attending trainings and workshops on the topic. She put her practice to work, and now Pam has presented on the topic of leadership at the local, state and national levels.

Pam considers herself incredibly lucky to be able to put her leadership skills to use every day as the Director of Leisure Services for the Unified Government of Athens-Clarke County.

Educational Workshops

Saturday, February 11, 2012 cont'd.

**Reginald L. Woods, Human Resources Senior Manager
University of Georgia**

“Ships of Success: Leadership, Relationship, Mentorship”

A native of Kansas City, Missouri, Dr. Woods moved to Athens, Georgia with his wife Brenda in July of 1999. The couple has four adult children and seven grandchildren. A former Manufacturing Operations and Human Resources Manager for the Westinghouse Electric and ABB transformer plants in Missouri and Georgia where he served more than 20 years in that industry.

Reg holds both Bachelors and Masters degrees from Lincoln University in Jefferson City, Missouri and a Doctorate in Counseling from the Andersonville Theological Seminary in Georgia. He also volunteers as a counselor with inmates at the Athens Clarke County Jail, and serves the community as the Financial Chair for the Northeast Georgia Workforce Investment Board. Most recently, Reg was called to pastor the First Baptist Church in Hartwell, Georgia.

Reg joined the University of Georgia's Physical Plant as the Division's Human Resources Senior Manager in April of 2006 and his team has embarked on several initiatives to improve the effectiveness and efficiency of the Human Resources, Safety, and Payroll Departments. His perspective is that the PPD Human Resource Department is an advocate for employee development. He sees learning, development and recognition of employees as significant ways to encourage personal commitment to the mission of the physical plant and to help the group reach world class status.



Hotel



Book your room by January 26, 2012 at:

**The University of Georgia
Center for Continuing Education
Conference Center & Hotel**

**1197 S. Lumpkin Street
Athens, GA 30602
706-542-6040**

ROOM PRICING: (MENTION CDW FOR EVENT PRICING)

- Classic - \$94 King or Queen
- European rooms - \$99 - two extra long beds
- **Select rooms - \$104 - two queen or full beds**
- **Available for upgrade:**
Regency Queen - (2) \$169

PARKING: \$10 per day in parking deck

Free surface lot parking after 5pm and on weekends based on availability

HOTEL AMENITIES:

Amenities Included for All Rooms:

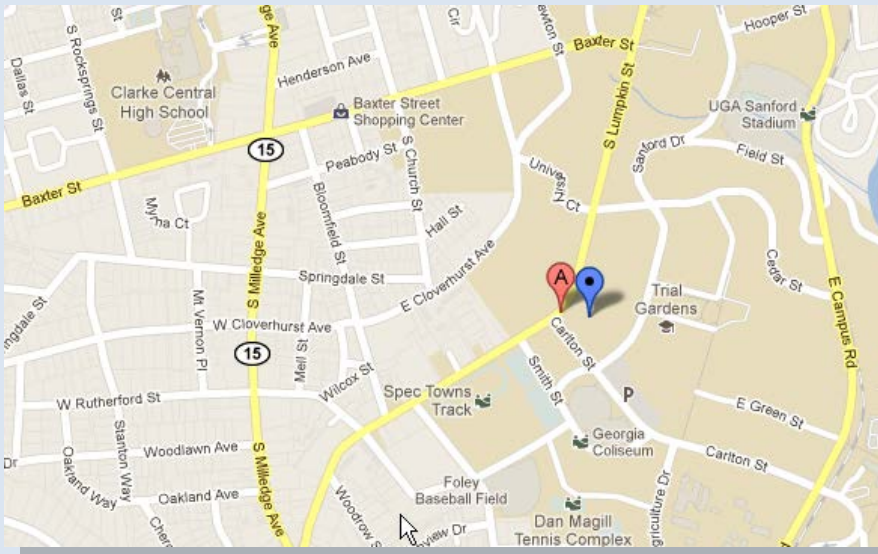
- Free wireless internet service
- Flat screen TV's & remote control with expanded cable including HBO, ESPN, and numerous specialty channels
- In-room refrigerator and microwave
- Non-smoking property
- In room coffee/tea service
- Individual climate control
- Radio/alarm clock
- Convenient location on the University's campus
- Turn-down services
- Concierge service
- Onsite fitness center
- In-room iron/ironing board
- Hairdryer
- Work/study area

Hotel Directions

The University of Georgia Center for Continuing Education Conference Center & Hotel

1197 S. Lumpkin Street
Athens, GA 30602
706-542-6040

Click [here](#) for specific directions from your location.



Athens is located about 60 miles northeast of Atlanta. Athens is served by two airports, [Athens-Ben Epps Airport](#) and [Atlanta Hartsfield-Jackson International Airport](#), which is located about 90 minutes southwest of Athens. Direct flights from Athens to Atlanta are available through [Georgia Skies](#).

Scheduled ground shuttle service and rental car services are available between Atlanta Hartsfield-Jackson International Airport and The Georgia Center.

Georgia Center Hotel Shuttle to and from Downtown Athens and Around Campus

Hotel Shuttle service is free to hotel guests. Call Guest Services: 706-542-1932.

Athens Taxi Services

- The Limousine Company:
706-227-1324
- Top Dawg Taxi Service:
706-552-0744
- Your Cab:
706-546-5844
- United Taxi:
706-549-0808

Athens Auto Rental Companies

- Enterprise:
706-546-8067
- Budget:
706-353-0600
- Hertz:
706-543-5984
- U-Save Auto Rental:
706-548-4960

Shuttle Service to/from Atlanta Hartsfield-Jackson International Airport

- Bulldog Limousine:
706-613-5206
- Southeastern Stages:
706-549-2255
- Embassy Limousine:
706-227-3255
- The Limousine Company:
706-227-1324
- Groome Transportation:
706-612-1155

**FOR MORE INFORMATION ON THE GEORGIA CENTER,
LOG ON TO THEIR [WEBSITE](#).**

Friday Open House and Saturday Luncheon Menus

OPEN HOUSE, FRIDAY, FEBRUARY 10

Sapelo Buffet

*Chef's Carving Station with Choice Top Round of Beef and Demi-Glace,
Chicken Étouffée,
Shrimp Creole,
Rice Medley,
Rosemary Roasted Potatoes,
Chef's Daily Vegetable Selection,
Assorted Dinner Rolls,
Tossed Green Salad with Three Dressings,
Gazpacho Salad,
Spinach Salad with Honey-Mustard Poppyseed Dressing,
Fruit Salad and Chef's Choice of Assorted Desserts*

SATURDAY AWARDS LUNCHEON, FEBRUARY 11

Georgia Baked Breast of Chicken

*Parmesan-and-Bread-Crumb-Coated
Boneless Chicken Breast, Oven-Roasted
To a Golden Brown, Served with Mashed Potatoes
Garden Salad, Chef's Selection of Vegetables, Beverage
"Strawberry Ice Cream Pie"*

Citrus-Crusted Tilapia

*Mild Tilapia Seasoned and Pan-Seared until
Golden Brown, Served on Pasta with a Grapefruit
And Caper Vinaigrette
Garden Salad, Chef's Selection of Vegetables, Beverage
"Strawberry Ice Cream Pie"*



2012 Certification and Development Workshop/Student Conference REGISTRATION FORM			Received Date:	
			Chapter Name:	
			Member No:	
Name on Badge			CAP	CAP-OM
Street Address			Phone	
City/State/Zip		E-mail		
MEMBER STATUS	<i>Please check all that apply:</i>		International Officer	Past International Officer
	Professional Member	Division Officer	Division Officer	Past Division Officer
	Merited Member	Chapter Officer	Chapter Officer	Past Chapter Officer
	Student Member	Student Chapter Officer	Student Chapter Officer	Student Chapter Advisor
	Member-at-large	Is this your first CDW/SC? Yes No		
	Non-Member			
Cancellations: A 20% fee will be deducted from all refunds. NO REFUNDS AFTER January 15, 2012				
Full CDW/SC Registration fee includes: Friday Open House, Saturday Recognition Luncheon and all Educational Workshops.				
Registration Information			Postmarked by January 20, 2012	Quantity
				Amount
Professional Members:			Full Registration	
			Friday Only	
			Saturday Only	
Would you like to sit for a mock CAP Exam (Non-certified members only)?			Yes	
Merited and Student Members:			Full Registration	
ATTENTION: Friday lunch and Saturday Breakfast are on your own.				
MEAL SELECTIONS INCLUDED WITH FULL REGISTRATION (Select Saturday Entrée Choice)		GUESTS		
	Friday Open House Buffet <i>Sapelo Buffet includes Top Round of Beef, Chicken Etouffee and Shrimp Creole</i>	Friday Open House Buffet - Guest	Quantity	Amount
		Guest Name(s):		
	Saturday Luncheon Entrée Chicken Fish <i>Baked Breast of Chicken or Citrus Crusted Tilapia</i>	Saturday Luncheon Entrée - Guest Chicken Fish	Quantity	Amount
		Guest Name(s):		
All meals include Coffee, Tea and Water		Guest Subtotal		
Add Late Registration Fee of \$25 if Postmarked After <i>January 20, 2012</i>				
Late registration MUST be paid in the form of cash, company check, cashier's check or money order, and is accepted on a "space available" basis.				
Check Enclosed	Payable to Georgia Division IAAP	Check Total		
PayPal	Includes a 3.5% Transaction Fee - Credit Total			
<i>When using PayPal, you must mail completed registration form to address below. A link to the PayPal payment page is included in event e-mail notice, and posted at www.iaap-georgia.org and www.iaapathens.org.</i>				
Please list any Dietary Restriction(s) and/or Special Needs:				
Mail completed registration form and payment to: Cora Wright, Registration Chair, Athens Chapter IAAP, P.O. Box 612, Athens, GA 30603 Contact Registration Chair at Cora.Wright@athensclarkecounty.com or 706-613-3151				



October 31, 2011

Prospective Vendor:

The Georgia Division of the International Association of Administrative Professionals® (IAAP®) is seeking vendors for the Certification and Development Workshop/Student Conference (CDW/SC) scheduled for February 10, 2012.

IAAP is dedicated to the education and advancement of one of the business community's most valuable assets - the administrative professional. Our members represent a wide array of businesses and organizations throughout Georgia and the world.

The CDW/SC will be held at The University of Georgia, Center for Continuing Education, Conference Center and Hotel, Athens, Georgia. We expect approximately 125 members from across Georgia to attend this meeting and one of our most anticipated events is the "Expo." We look forward to that one-stop shopping experience.

Our members are often influential in their company's purchasing decisions, thus creating a tremendous opportunity for your company to display information about its products and/or services. We invite you to join us at the CDW/SC!


The "Expo" will be open for business from 9:00 a.m. to 6:30 p.m. on Friday, February 10, 2012. Set up time for vendors will be from 8:00 a.m. – 9:00 a.m., which will allow you time to prepare and network with the attendees when they arrive.

Our members will be attending seminars during the day and networking with other administrative professionals. Our lunch will be from 12:30 p.m. to 2:00 p.m., allowing time for a visit to the "Expo." There will be half hour breaks throughout the day, which will allow exposure of your products/services as attendees mingle throughout the day.

Vendor table prices are \$75 for one six foot table and two chairs. If you require electricity, it's an additional \$25. You are invited to join us for dinner that evening for an additional \$40. Please see the enclosed registration form.

Don't miss out on this great opportunity! Vendor space is limited and available on a first-come, first-serve basis. If you wish to participate, please complete the enclosed reservation form and return it with your check payable to Georgia Division IAAP. If you have any questions, please contact me by phone (706) 312-7225 or e-mail jmatthews@columbiacountyga.gov. This experience will prove to be well worth your time and investment. We are excited at the prospect of having you as one of our vendors!

Sincerely,


 Janice Matthews CAP-OM
 Vendor Committee Chair
 P.O. Box 498
 Evans, GA 30809

cc: Georgia Division Board
 Host Chapter Committee Chairs

Enclosures

President	President-Elect	Vice President	Secretary	Treasurer
Barbara Wiley, CAP-OM Port City Chapter gadivpres@gmail.com	Jenny Stewart, CAP-OM Turner Broadcasting Chapter gadivpe@gmail.com	Valerie Carter, CAP-OM The Coca-Cola Company Chapter gadivvp@gmail.com	LaVonne Goldschmidt, CAP-OM Athens Chapter gadivsec@gmail.com	Bonnie Judy, CAP-OM Evans Towne Center Chapter gadivtreas@gmail.com



2012 Georgia Division
Certification & Development Workshop/
Student Conference

The University of Georgia
Center for Continuing Education
Conference Center & Hotel



CHAPTER WAYS & MEANS TABLE RESERVATION FORM

Friday, February 10, 2012

9:00 a.m. – 6:30 p.m.

Setup: 8:00 a.m. – 9:00 a.m.

Chapter Name	
Contact Person	
Contact Number	
E-mail	

Professional Chapter (\$35 per table)

Student Chapter (\$25 per table)

Table Space is reserved on a first-come, first served basis, determined by receipt of this reservation form and payment. Please return completed form, no later than January 20, 2012, with a check payable to **Georgia Division IAAP:**

Renee Peloquin, CAP-OM
Construction & Maintenance Services
PO Box 498
Evans, GA 30809
rpeloquin@columbiacountyga.gov or 706-312-7172 (Fax)

Credit Card Payments: Contact Georgia Division Treasurer (gadivtreas@gmail.com) to request a PayPal invoice. Note: Credit Card payments include a 3.5% transaction fee. **Send proof of payment along with Ways and Means Reservation Form to contact person via E-mail or US Mail.**

Display arrangements include one (1) 6' x 30" table and two (2) chairs

CANCELLATIONS: A 20% FEE WILL BE DEDUCTED FROM ALL REFUNDS.
NO REFUND FOR CANCELLATION AFTER January 15, 2012

Drawings for door prizes will be held during Open House



2012 Georgia Division
 Certification & Development Workshop/
 Student Conference



The University of Georgia
 Center for Continuing Education
 Conference Center & Hotel

EXHIBITOR TABLE RESERVATION FORM

Friday, February 10, 2012
 9:00 a.m. – 6:30 p.m.
 Setup: 8:00 a.m. – 9:00 a.m.

Vendor/Company Name	
Vendor/Company Address	
Contact Person	
Contact Number	
E-mail	

Description	Amount	Selection	Amount Due
Table	\$75.00	<input type="checkbox"/>	
Electrical	\$25.00	<input type="checkbox"/>	
Dinner	\$40.00	<input type="checkbox"/>	
Late Registration Fee – After January 20, 2012	\$25.00	<input type="checkbox"/>	
Total Due			

Table space is reserved on a first-come, first-served basis, determined by receipt of this reservation form and payment. Please return completed form no later than January 20, 2012, with a check payable to **Georgia Division IAAP** to:

Renee Peloquin, CAP-OM
 Construction & Maintenance Services
 PO Box 498
 Evans, GA 30809
rpeloquin@columbiacountyga.gov or 706-312-7172 Fax

Credit Card Payments: Contact Georgia Division Treasurer (gadivtreas@gmail.com) to request a PayPal invoice. Note: Credit Card payments include a 3.5% transaction fee. **Send proof of payment along with Ways and Means Reservation Form to contact person via E-mail or US Mail.**

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CANCELLATIONS: A 20% FEE WILL BE DEDUCTED FROM ALL REFUNDS. NO REFUND FOR CANCELLATION AFTER January 15, 2012

Drawings for door prizes will be held during Open House
 Will you be providing a door prize? Yes ___ No ___



October 31, 2011

Dear Business Owner/Operator:

The Georgia Division of the International Association of Administrative Professionals® (IAAP®), along with the Athens Chapter of IAAP, is proud to offer its members the opportunity to learn, network and grow as administrative professionals. We are preparing for our third Annual Certification and Development Workshop/Student Conference to be held February 10 – 11, 2012. This year our conference will be held at the University of Georgia, Center for Continuing Education, Conference Center and Hotel located in Athens, Georgia.

This is a very special year for the Athens Chapter as they are celebrating their 50th Anniversary. They are very excited and anxiously await statewide participation in this year's conference. They have got an awesome conference planned for all participants and would greatly appreciate your help.

To help make this a special event, we are asking local business owners and operators to donate any items that can be handed out at this conference as a door prize. By providing any items to the Athens Chapter of IAAP, you will receive a receipt for the item's value and your business will be listed in our event program as an event sponsor. IAAP is a 501(c)(6) non-profit organization, and the chapter Tax ID# is 58-1555946.

If you have any questions about IAAP, please feel free to contact me or visit Athens Chapter website at <http://www.iaapathens.org>.

IAAP thanks you for your support.

Sincerely,

Rhonda Bray, CAP-OM
President, Athens Chapter

President	President-Elect	Vice President	Secretary	Treasurer
Barbara Wiley, CAP-OM Port City Chapter gadivpres@gmail.com	Jenny Stewart, CAP-OM Turner Broadcasting Chapter gadivpe@gmail.com	Valerie Carter, CAP-OM The Coca-Cola Company Chapter gadivvp@gmail.com	LaVonne Goldschmidt, CAP-OM Athens Chapter gadivsec@gmail.com	Bonnie Judy, CAP-OM Evans Towne Center Chapter gadivtreas@gmail.com