

What's it all about?

The IAAP Toronto Chapter is looking for synergies with the business community. We are looking for companies to partner with us, to assist Administrative Professionals in our day-to-day activities and to help the IAAP Toronto Chapter provide Administrative Professionals with opportunities for professional development and personal growth.

To this end, we have implemented several ways in which companies can participate in our association.

1. *Associate Membership* - join us, become part of IAAP and enjoy the many and varied benefits of membership.

2. Come and give a "Dessert Topic" presentation
3. Host a *Vendors Booth* at our yearly Educational Conference

4. Be a *Sponsor* — be the *exclusive* IAAP Toronto Chapter supporter in your industry at our monthly meetings, in our newsletter, on our website and at our yearly conference.

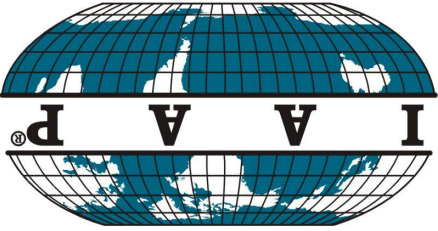
Come and introduce yourself.

We would love to meet you.



Mailing Address

IAAP Toronto Chapter
P. O. Box 962
Adelaide Post Office
Toronto, ON
M5C 2K3



International Association of
Administrative Professionals®

Toronto chapter Partnership Opportunities

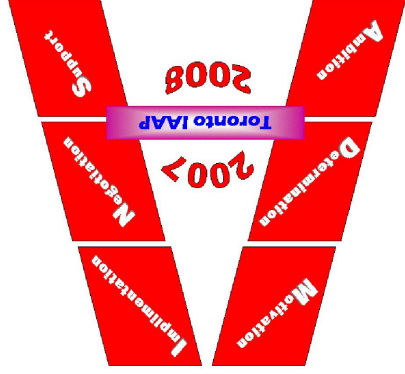


Contact Information:

Bonnie Wooding
President-elect

Phone: 416-860-6324
Email: iaaptoronto@yahoo.com
Fax: 416-860-7667

Visit our website @ www.iaap-toronto.org



About Us

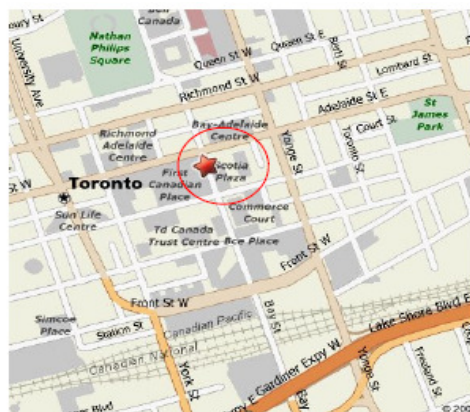
The International Association of Administrative Professional (IAAP) Toronto Chapter is one of 16 chapters in Ontario, offering 12 monthly meetings, seminars and conferences to members each year. We have over 100 members in the Toronto Chapter from most of the major financial institutions, local and provincial government offices, healthcare facilities, resource companies, accounting and brokerage companies.

We meet the first Wednesday every month to learn, network and exchange ideas. At our meetings, during dessert, we invite members and vendors to speak to us about who they are and what they do - a 15 minute presentation that we call our "Dessert Topic".

In addition, the IAAP Toronto Chapter hosts a yearly full day conference to which we extend invitations to all Admins in Southern Ontario. We welcome vendors to participate in our conference to let us know what is new and exciting in their field. Average attendance is 50 attendees and we are growing every year.

Come to a meeting !

Register online at iaap_rsvp@yahoo.com
at the
National Club
303 Bay Street (at King)



Display Table: How does it work?

Dessert Topic:

Our monthly Dessert Topic is where we encourage companies to come and show us how they can be "of assistance to Assistants".

In our day-to-day activities we are constantly on the look out for new products and resources, to simplify and expedite our workday.

You would be invited to give a 15 minute presentation about you and your company and what you can do for us. There is no charge for this opportunity, other than the cost of your dinner (\$25).

As a Presenter, you would have first call on our Display Table. For a **\$100 fee**, you can display your wares and literature in the same room as we network, on the evening of your presentation. The cost of the table includes:

- dinner & networking; (*\$25 value*)
- one month free advertising on our website www.iaap-toronto.org; (*\$50 value*)
- one month free advertising in our newsletter, *Toronto Network*. (*\$25 value*)

As a Dessert Topic Presenter you would be added to our "preferred list" of Vendors to host a booth at our educational conference, held each year in September.

As a preferred vendor, you would be introduced to our other Chapters, our Divisional Board and our Canada District Director, so that you would be able to participate in additional events held around Ontario and across Canada.

(Should you decide not to take the display table, it will be offered to another vendor for the same night - this vendor will not be a competitor)

2007 - 2008 Toronto Chapter

Program Schedule

Jul 4	Brainstorming Session - <i>Set Program for 2007/08</i>
Aug 1	Debora Bloom - <i>Speaking Up</i>
Sep 5	Lina Veglia - <i>Into to IAAP and Ontario Board</i> Sharon Pantlitz - <i>Project Management</i>
Oct 3	Gini Henderson CPS/CAP - <i>Working with Technology to Work Faster and More Efficiently</i>
Nov 7	Evelyn Robertson, CIBC - <i>Multi - media Tips & Tricks</i>
Dec 5	Laila Ghattas - <i>Truly Madly Deeply Creative Discovery Workshop</i>
Jan 9	Michael Gravelle - <i>Maximize your Personal Effectiveness</i>
Feb 6	Ann Sowden - <i>Enhancing the Image of the Administra- tive Professional</i>
Mar 5	Adele Alfano - <i>Jewels of Change</i>
Apr 2	Panel - <i>Administrative Support - One to one / Team / VA / Temps - with Execu- tives</i>
May 7	Annual General Meeting & Installation of Board of Directors
Jun 4	TBA