

2011

Administrative Professionals Conference

PASSION &
PURPOSE

Featured Conference Speakers:

WEDNESDAY, APRIL 27, 2011—

Holiday Inn and NWA Convention Center, Springdale, AR



Heather Nelson

Vice President/Senior Relationship Manager
Corporate Lending Group—Arkansas Region
U.S. Bank

“Passion In All You Do”

Session: Discover your passions in life and work and learn how to maintain them.



Michele Australie

People Director
Walmart

“Purpose — You Should Have”

Session: The importance of taking the time to think about how your values, work, home life and aspirations fit together. The session will be an interactive dialogue and examination on what is important to you.



Mike Thompson

Chief Executive Officer
SVI

“Become an Organizational Champion”

Session: Today's complex business environment calls for a new type of leader. This new leader is called an Organizational Champion. Mike Thompson will present the current business landscape, why organizational champions are needed, and how you can become one.



Cynthia Nance

Dean, School of Law
University of Arkansas

“Developing Your Skill Sets”

Session: You wouldn't be where you are without the skills that helped you get there. Are you aware of what they are? You may not realize how much you bring to the workplace from the other activities in your life. What are they and how might you develop them? The goal of this workshop is to help you recognize and build on the skills you've acquired.

2011 Administrative Professionals Conference

PASSION &
PURPOSE

WEDNESDAY, APRIL 27, 2011

**Holiday Inn and Northwest Arkansas
Convention Center, Springdale, AR**
(ample parking— Convention Center)



ORGANIZED AND HOSTED BY
the Benton County and Razorback
Chapters of IAAP



CONFERENCE SCHEDULE

- 7:00 a.m. Registration and Light Breakfast
(fruit, Danish, Ham/Cheese Croissant, Beverage Service)
- 8:00 a.m. Welcome
- 8:15 a.m. Door Prize (must be present in conference room to win)
- 8:20 a.m. Session I: "Passion In All You Do"
Heather Nelson
- 9:20 a.m. Break
- 9:35 a.m. Door Prize (must be present in conference room to win)
- 9:40 a.m. Session II: "Purpose—You Should Have"
Michele Australie
- 10:40 a.m. Vendor Fair
- 11:45 a.m. Lunch and Wardrobe Accessorizing Program by Chico's
(Garden salad, Grilled chicken, vegetables, rice pilaf, tea, assorted desserts)
- 1:00 p.m. Break
- 1:10 p.m. Door Prize (must be present in conference room to win)
- 1:20 p.m. Session III: "Become an Organizational Champion"
Mike Thompson
- 2:20 p.m. Break
- 2:35 p.m. Door Prize (must be present in conference room to win)
- 2:40 p.m. Session IV: "Using and Developing Your Skill Sets"
Cynthia Nance
- 3:40 p.m. Door Prize (must be present in conference room to win)
- 3:45 p.m. Final Message and Closing

REGISTRATION INFORMATION

CONFERENCE FEE: \$60
**** \$50 for IAAP Members**

Registration Deadline: Friday, April 15

Important: An Administrative fee of \$10 will apply for cancellations after April 15.

We are currently working on setting up credit card payments through PayPal and a link will be posted soon. If you'd like to go ahead and register, please call to provide credit card information. MasterCard, Visa, Discover and AMEX are accepted. Please note that there is a small fee for credit card processing.

MAKE CHECKS PAYABLE TO:
IAAP-APW Conference

SEND REGISTRATION AND PAYMENT TO:
IAAP Razorback Chapter
105C, Arkansas Union #2671
435 North Garland Avenue
Fayetteville, AR 72701-4030

QUESTIONS? CONTACT:
Sandra Hancock
479-575-6021 or shancock@uark.edu
or
Debbie Blume
479-530-1997 or dblume@uark.edu

We're celebrating YOU...come and join us! Print form, complete and return to the address above:

NAME _____

ORGANIZATION _____

ADDRESS _____

CITY/STATE/ZIP _____

DAY PHONE _____

EMAIL _____

SPECIAL ACCESS NEEDS OR DIETARY REQUIREMENTS _____

IAAP MEMBERSHIP # _____

IAAP CERTIFICATION DESIGNATION _____