



## “Communicating in Today’s World”

Administrative Professionals Day (APD) Conference  
Bryan-College Station Chapter of IAAP  
April 26, 2012, 8:00 a.m. – 4:30 p.m.  
College Station Conference Center, Room 127

**(5 Recertification Points Pending)**

### Schedule:

- 8:00 - 8:45** Registration, Breakfast and Vendor Time
- 8:45 - 9:00** Welcome and Introductions
- 9:00-10:00** **Dr. Merna Jacobsen** - Presents: Office Politics
- 10:00 - 10:30** Break and Vendor Time
- 10:30 - 11:30** Dr. Jacobsen Continues....
- 11:30 - 1:00** Lunch and Vendor Time
- 1:00 - 2:30** **Dr. Christine Stanley** - Presents: Facilitating Difficult Conversations
- 2:30 - 3:00** Door Prize Drawings and Vendor Time
- 3:00 - 4:30** **Mr. Al Davis** - Presents: Developing Your Leadership Skills
- 4:30** Adjourn

**Cost:** **Early Bird** (B-CS Chapter Members-\$55.00 & Non-B-CS Chapter Members-\$65.00) by February 29<sup>th</sup>  
**After February 29<sup>th</sup>** (B-CS Chapter Members - \$65.00 & Non B-CS Chapter Members - \$75.00)

**Registration Deadline:** April 13, 2012

**Questions:** Jan McCoy, Chair, jmccoy@arch.tamu.edu & Susie Billings, Co-chair, bcsiaap@gmail.com

**Submit payment** (check, cash or purchase order only) and completed registration form to:

- B-CS IAAP, c/o Theresa Morrison, P.O. Box 1881, College Station, Texas 77841-1881 or
- Campus mail to Theresa Morrison, MS 4112, please use IAAP Vendor #17460606563

**(Please print clearly)**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ **Please Circle:** B-CS Chapter Member      Non-B-CS Chapter Member

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ **TAMU Mail Stop:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Confirmation of registration will be sent via e-mail. If an invoice is needed, please contact Rosie Schoenfeld at r-schoenfeld@tamu.edu. **Refund policy:** Before April 20, 2012, 100% of paid registration cost, less \$10 administrative handling fee, will be refunded. After April 20, no refunds will be processed; however, you may substitute another attendee via e-mail notification to tmorrison@mays.tamu.edu.