



West Houston Chapter presents  
**“Business Etiquette”**  
by **Melissa Munson, OfficeTeam**



**Program Outline:**

- How can you present yourself more professionally using digital tools?
- This presentation will provide valuable tips on how to use tools such as LinkedIn, Facebook and Twitter in the workplace based on research and input from social media and etiquette experts.

**Dinner Menu**

Chicken Fettuccine Alfredo  
Broccoli  
House Salad  
Bread Sticks  
Dessert: Chef's Choice  
Coffee & Tea Station  
**Or:**  
Cobb Salad

**Date:** Tuesday, February 28, 2012

**Time:** 5:30 pm Networking  
6:00 pm Dinner  
6:30 pm Program

**Location:** Hilton Garden Inn, Energy Corridor Houston, TX  
([click here for map](#))

**Cost:** \$22.00 Meal/Program

*Approved for 1 recertification point*

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**Reservations:** Please make your reservations by email to: [whc\\_iaap@yahoo.com](mailto:whc_iaap@yahoo.com) no later than noon on Friday, February 24, 2012. Specify whether or not you would like a dinner ordered for you, your menu choice or if you will be attending the Program only. Also, indicate if you will be bringing a guest and include guest's email address. Thank you.

**Note:** Please be advised you are obligated to pay for dinner when you make a reservation. All reservations and cancellations are due by February 24, 2012 at noon. If you do not attend or cancel your reservation by the designated deadline, you will receive an invoice.