

# West Houston Chapter IAAP

Presents



4 CPS/CAP  
Recertificaiton  
Points Pending

## Administrative Professionals Making the Leap in 2012

### Winter Seminar & Luncheon

Saturday, February 4, 2012

7:30 am - 1:00 pm

**BP Helios Plaza Conference Center  
Room 1.250/201 Helios Way  
Houston, TX. 77079**

#### Seminar Agenda:

7:30 am - 8:15 am	Registration/Light Breakfast
8:15 am - 10:15 am	"Hidden Technologies in Outlook" & Office 2010 New Features
10:30 am - 12:30 pm	"Helping People Reach Their Potential"
12:30 pm - 1:00 pm	Lunch Buffet/Door Prizes Lunch Sponsored by Murphy's Corporate Lodging
1:00 pm	Adjourn/Networking

**Seminar Fee \$55 (includes light breakfast and lunch)**



Session: 8:15 am to 10:15 am  
Hidden Technologies In Outlook &  
Office 2010 New Features



Session: 10:30 am to 12:30 pm  
Helping People Reach Their Potential

# West Houston Chapter IAAP

*Presents:*

Winter Seminar and Luncheon  
Administrative Professionals Making the Leap in 2012



*Johanna Williams, "Hidden Technologies in Outlook & Office 2010 New Features" and*

*Dr. Bennie Lambert, "Helping People Reach Their Potential"*

**Saturday, February 4, 2012  
7:30 A.M. – 1:00 P.M.**

**BP Helios Plaza Conference Center  
Room 1.250/201 Helios Way  
Houston, TX. 77079**

**Dress: Business Casual**

<b>Agenda:</b>	7:30 a.m.-8:15 a.m.	Registration/Light Breakfast
	8:15 a.m.-10:15 a.m.	Hidden Technologies in Outlook & Office 2010 New Features
	10:30 a.m. - 12:30 p.m.	Helping People Reach Their Potential
	12:30 pm - 1:00 p.m.	Full Lunch Buffet/Door Prizes Lunch Sponsored by Murphy's
	1:00 p.m.	Corporate Lodging Adjourn/Networking

**4 CPS/CAP recertification points pending**

**Make checks payable to West Houston Chapter IAAP.**

Registration Deadline: Wednesday, February 1, 2012

Sorry, no refunds 7 days prior to event.

Three ways to register:

By Fax: 713-369-6110 Attn: Belinda Bonilla

By Email: bbonilla@fugro.com

By Mail: Mrs. Belinda Bonilla, 13503 Lynnwood Ln., Sugar Land, TX 77498

**Contact Belinda Bonilla at 713.369.6071 or 713.582.4717 for more information.**

**Seminar Fee: \$55 (includes light breakfast & full lunch):**

**Please print:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Chapter Name \_\_\_\_\_

Email Address \_\_\_\_\_

Disability/Dietary requirements? \_\_\_\_\_

**A separate registration form is required for each registrant. Photocopies of this form may be used.**