



Wisconsin Division Fall Education Conference

October 22-23, 2010

Heidel House Resort
Green Lake, Wisconsin



AGENDA

Registration Hours:

12:00 p.m. – 1:00 p.m.	Friday
8:30 a.m. – 9:00 a.m.	Saturday

Friday

October 22	1:00 p.m. - 3:00 p.m.	Conflict Resolution – Julie Thomas, CPS/CAP
	3:00 p.m. - 3:15 p.m.	Break
	3:15 p.m. - 4:15 p.m.	50 Websites in 60 Minutes – Bev Butula
	4:15 p.m. - 4:45 p.m.	Presentation of Division P2E Awards
	4:45 p.m. - 6:00 p.m.	50/50 Raffle, Set Up Your Web Community Profile
	6:00 p.m. - 7:00 p.m.	Group Dinner/International Officer Reception
	7:00 p.m. - 9:00 p.m.	IAAP (aka "Hollywood") Squares

Saturday

October 23	7:00 a.m.	Breakfast service begins, Sunroom Restaurant
	8:00 a.m. - 9:00 a.m.	50/50 Raffle, Set Up Your Web Community Profile
	9:00 a.m. - 12:15 p.m.	The <i>PeopleMap</i> System – Pat Swan, M.S.
	12:30 p.m. - 1:30 p.m.	Networking Lunch
	1:30 p.m. - 2:00 p.m.	Certification Update
	2:00 p.m. - 3:00 p.m.	Make Every Event Fun! – Nancy Arnold, CPS/CAP
	3:00 p.m. - 3:15 p.m.	50/50 Raffle Drawing, Closing Remarks

Attire:

Friday Afternoon and Saturday – Business Casual
Friday Evening – Casual

Meals Included in Full Registration:

Friday Dinner: Choice of **Chicken Picatta** (sautéed breast of chicken with capers, garlic, sun-dried tomatoes and wilted spinach) OR **Beef Tips Cabernet** (tender pieces of beef tenderloin braised in a roasted beef stock and cabernet reduction with roasted mushrooms and onion). Both entrees served with Salad, Garlic Mashed Potatoes, Seasonal Vegetables, Rolls, Coffee, Tea, and Milk

Saturday Breakfast: Breakfast service begins at 7:00 a.m. in Sunroom Restaurant. A coupon for breakfast will be included in the registration packets.

Saturday Lunch: Choice of **Cashew Chicken Salad Croissant** (tender pieces of chicken, red grapes, celery, cashews, and arugula dressing served on a croissant with lettuce, tomato, and radish sprouts) OR **Sunroom Sandwich** (roast beef with horseradish sauce, onion marmalade, roasted bell peppers, and provolone cheese on a whole wheat roll). Both lunches served with Deli Salad, Fruit Garnish, Chips, Coffee, Tea, and Milk.

Fragrances:

The Wisconsin Division Board requests that all participants refrain from wearing perfume, cologne and other fragrances in order to promote a fragrance-free environment.

50/50 Raffle Ticket Sales:

4:45 p.m. – 6:00 p.m.	Friday	1 ticket for \$1 / 6 tickets for \$5
8:00 a.m. – 9:00 a.m.	Saturday	or the "Wendy Wingspan" 35 tickets for \$10!

Set Up Your IAAP Web Community Profile:

Bring your laptop or use one provided by the Division Officers.

4:45 p.m. – 6:00 p.m.	Friday
8:00 a.m. – 9:00 a.m.	Saturday



International Association of
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Wisconsin Division

Friday Afternoon Sessions

1:00 – 3:00 p.m.

Conflict Resolution

Presenter – Julie Thomas, CPS/CAP

The focus of this presentation is the management of conflict resolution. Participants will learn skills they can utilize and learn how to approach a positive outcome to conflict. They will learn how to assist and be the conduits for resolution and restoring good working relationships.



Julie Thomas CPS/CAP is the 2010-2011 Wisconsin Division President. She is employed with the UW School of Medicine and Public Health in the Department of Human Oncology as the Chair's Assistant and Residency Program Coordinator.

1.5 recertification points have been approved for this presentation.

3:15 – 4:15 p.m.

50 Websites in 60 Minutes

Presenter – Bev Butula

This is a rapid-fire, fun, presentation of 50 new useful websites to assist in research, productivity, and effective web searching. Attendees will discover that there's more to life than the usual company-provided internet resources.



Your Presenter: Bev Butula has been the librarian at Davis & Kuelthau since 2001. She is responsible for library administration and services. She assists all staff with research, reference, competitive intelligence, and cite checking. Prior to becoming a librarian, Bev was a litigation paralegal. She received her Master's of Library of Science from the University of Wisconsin - Milwaukee. She also has a paralegal degree. Bev currently blogs on research and resources for the Wisconsin Law Journal. She is a past president of the the Law Librarian Association of Wisconsin and is a frequent speaker on issues of website evaluation, legal resources, Web 2.0 technologies, and search strategies. She has authored articles in the Wisconsin Lawyer, Wisconsin Law Journal, The Verdict, and many other professional journals.

1 recertification point has been approved for this presentation.



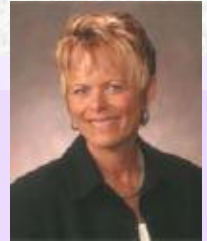
Saturday Morning Seminar

9:00 a.m. – 12:15 p.m.

The PeopleMap System

Maximize Success, Personally and Professionally

Presenter – Pat Swan, M.S.



Participants will:

- ❖ Identify their core personality and backup personality and gain insight into themselves and others.
- ❖ Identify inborn strengths that boost success and discover inborn Achilles heels that block success.
- ❖ Become more tolerant others, communicate more effectively with anyone, and experience less workplace conflict.

Your Presenter: Pat Swan is a leadership and executive coach, professional speaker, and certified PeopleMap trainer. Pat is President of Swan & Associates (www.PatSwan.com). She specializes in helping individuals become more successful and helping companies create a healthier, more productive organizational culture. She provides the missing link for organizations in search of better relationship between employees, and between employees and customers.

3 recertification points have been approved for this presentation.

Saturday Afternoon Session

2:00 – 3:00 p.m.

Make Every Event Fun!

Presenter – Nancy Arnold, CPS/CAP

This program will focus on making any event, whether a meeting or a presentation, effective and fun. Using creative strategies, attendees will learn how to get the audience's attention, use different activities to accentuate the event's purpose, keep boredom to a minimum, and get constructive, timely feedback.



Your Presenter: Nancy Arnold, CPS/CAP is the 2010-2011 Wisconsin Division President-Elect. She is employed at the Madison Veterans Hospital as the Executive Secretary to the Associate Director.

1 recertification point has been approved for this presentation.

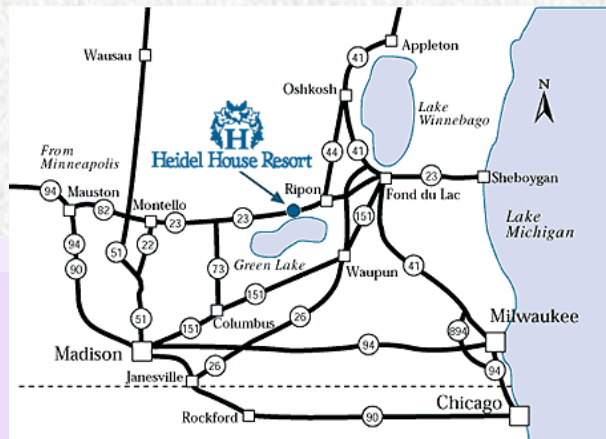


HOTEL

Heidel House Resort & Spa

643 Illinois Avenue
Green Lake, WI 54941

920.294.3344
800.444.2812
920.294.6128 (fax)



Room Rates:

Single/double

\$99/night plus tax

Triple

\$114/night plus tax

Quad

\$129/night plus tax

When calling, refer to the room block "International Association of Administrative Professionals October 21". Room rates guaranteed until September 21. If you are interested in extending your stay, the room rate will be subject to availability.

Check in after 3 p.m.

Check out by 11 a.m.

From Minneapolis/St. Paul

94 East to Mauston. Exit at 82 East. Continue on 82 East. As you pass Hwy 51, Hwy 82 East becomes Highway 23 East. Take 23 East to Green Lake. Turn right onto Business 23. Follow along the lake into the city. At the stop sign, continue forward and then turn right when you get to Evensong Way. At the stop sign you'll see the Grey Rock Mansion entrance right across the street. If you take a left, your next right is the Main Entrance. 643 Illinois Avenue.

From Madison

151 North to 73 North to 23 East to Green Lake. Turn right onto Business 23. Follow along the lake, into the city. At the stop sign, continue forward and then turn right when you get to Evensong Way. At the stop sign you'll see the Grey Rock Mansion entrance right across the street. If you take a left, your next right is the Main Entrance. 643 Illinois Avenue.

From Milwaukee

41 North to the Johnson Street/Highway 23 West exit in Fond du Lac. Turn left and follow Highway 23 West. Pass through Rosendale and Ripon. Continue on Highway 23 West to Green Lake. Turn left on County A. Stay on Cty. A for a couple miles. As the road turns sharply to the left, look for Illinois Avenue on the right and turn onto it. On the right side, you will pass the Tuscumbia golf course entrance. The Heidel House Main Entrance is just past it on your left. 643 Illinois Avenue.

From the Fox Valley

41 South to Highway 44 at Oshkosh. Follow Highway 44 West to Ripon, then Highway 23 West to Green Lake. Turn left on County A. Stay on Cty. A for a couple miles. As the road turns sharply to the left, look for Illinois Avenue on the right and turn onto it. On the right side, you will pass the Tuscumbia golf course entrance. The Heidel House Main Entrance is just past it on your left. 643 Illinois Avenue.



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REGISTRATION FORM

Registrant Name: _____ [] CPS [] CAP [] CPS/CAP

Mailing Address: _____

Phone: _____ Fax: _____

E-mail address: _____

Employer: _____ Guest of: _____

Friday Dinner Choice: [] Chicken Picatta OR [] Beef Tips Cabernet

Saturday Lunch Choice: [] Cashew Chicken Salad Croissant OR [] Roast Beef Sandwich

Special Needs (if any): _____

Please check if: [] First Time Attendee [] Full Time Student

[] International Representative (Officer/Chair – list title): _____

[] District Representative [] Division Officer/Chair (list title): _____

Online Registration Available at <http://wisconsindivisionfec.eventbrite.com>

SPECIAL INSTRUCTIONS (please read carefully):

- * Only one member or guest per form. Photocopy if necessary.
- * Registration will NOT be processed without exact payment included.
- * Registrations received after cutoff date, September 30, 2010 will be accepted if space is available.
- * Cancellations must be postmarked by October 8, 2010 to get full refund.

IAAP MEMBERS ONLY	
Chapter _____	
Member ID _____	

	Member	Non-Member	TOTAL
	Before	Before	
	9/30/10	9/30/10	
FULL REGISTRATION			
Includes: Friday Sessions, Dinner, Evening Activity Saturday Breakfast, Morning Seminar, Lunch, Afternoon Session	\$110	\$120	
Student - Full Registration (<i>must provide student status</i>)	\$80	\$90	
INDIVIDUAL EVENTS			
Friday Sessions, Dinner, Evening Activity	\$60	\$70	
Saturday Breakfast, Morning Seminar, Lunch, Afternoon Session	\$80	\$90	
Total Amount Enclosed			

Register online at <http://wisconsindivisionfec.eventbrite.com>

OR by mail: checks should be made payable to **Wisconsin Division IAAP**. Please mail to:
Wisconsin Division – IAAP, c/o Irene Scallon, 17 Greenhaven Circle, Madison, WI 53717-1413.

Hotel Reservations must be made directly with the Heidelberg House Resort. Call 800-444-2812 or 920-294-3344, Reference "International Association of Administrative Professionals". Hotel Deadline is Sept. 21, 2010.