

54th Annual Arkansas-Oklahoma Division Meeting June 8-10, 2012

Registration Materials

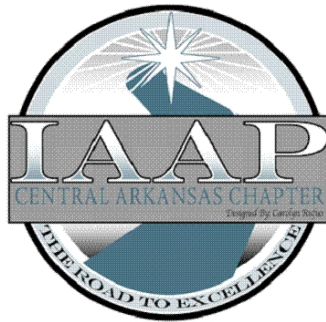


International Association of
Administrative Professionals®





Hosted by



The Central Arkansas Chapter

Hilton Garden Inn
4100 Glover Lane
North Little Rock, AR 72117
(501)945-7444
<http://hiltongardeninn.hilton.com>



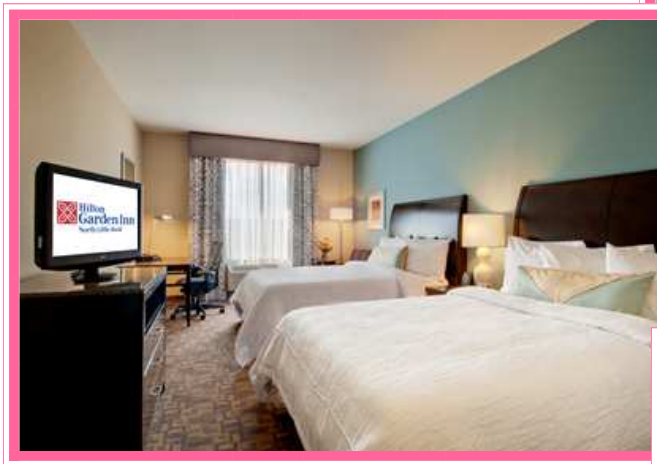
54th A-O Division Annual Meeting Hotel Information

Hilton Garden Inn
4100 Glover Lane
North Little Rock, AR 72117
(501)945-7444 <http://hiltongardeninn.hilton.com>

A block of rooms has been reserved at the Hilton Garden Inn. Rates are \$89 per night-standard, or \$129 per night-deluxe, plus tax for up to four guests.

Use Group Code CAC to reserve your room via phone 1-877-STAY-HGI or via web at the address above.

The block of rooms will be reserved until May 25th, then the block will be released. Reservations made after that date will be based on availability and the room rate may be increased.



Registration Form

Full Registration for 2012 A-O Division Annual Meeting

(Friday 6pm-Sunday 11:00am)

Full Registration Includes:

Friday - Welcome Event - Dinner & Entertainment, Vendor Fair

Saturday - Breakfast, Business Meeting, Luncheon & Awards Banquet

Sunday - Breakfast, Keynote & Business Meeting

- Division Member \$160.00
 Guest \$180.00

(Deadline—postmarked by May 16th)

Late Registration

- Division Member \$175.00
 Guest \$195.00

(Deadline—postmarked by May 30th)

Single Event Pricing

- Friday Tour & Lunch \$35.00
 Friday Workshops \$70.00
 Friday Welcome Event
 Dinner, Entertainment & Vendor Fair \$30.00
 Saturday Lunch \$20.00
 Saturday Business Meeting & Lunch \$80.00
 Saturday Banquet \$35.00
 Saturday Business Meeting/Lunch/Banquet \$110.00
 Sunday Breakfast, Keynote & Meeting \$55.00

TOTAL \$ _____

CAC-Sponsored Friday Events - Extra Charge
 (8am - 5pm)

Friday - Tour, Lunch & 3 Workshops \$95.00

 Last Name First Name M.I. Job Title

 Employer IAAP Membership # CAP CAP-OM

 Chapter Name Year Joined IAAP

 Mailing Address City/State/Zip

 Home Phone Work Phone Cell Phone E-mail Address

 Non-Member: Guest of First Time at A-O Division Annual Meeting (Y/N)

MAIL REGISTRATION AND CHECK TO:
 Central Arkansas Chapter
 PO Box 3834
 Little Rock, AR 72203-3834

Make checks payable to:
A-O Division Annual Meeting

- Full Registration \$ _____
 CAC-Sponsored Friday Events \$ _____
 Your TOTAL (compare to full reg.) \$ _____

Total Enclosed \$ _____

Saturday Lunch Preference

Turkey Sandwich Ham Sandwich

Saturday Banquet Preference

Beef Chicken
 Vegetarian

Registration Confirmation: An email confirmation will be sent upon receipt of registration fees.

Cancellation/Refund Policy: Full refund less \$25 processing fee if received prior to May 16th. No refund after May 30th except in emergency cases. Refund request must be submitted in writing.

Special Dietary Restrictions: Please contact Teresa Tidwell, CAP-OM at ttidwell@arkbluecross.com.

54th A-O Division Annual Meeting at a glance

Thursday, June 7, 2012

7:00pm - 9:00pm Registration
7:00pm - 11:00pm Hospitality Room

Friday, June 8, 2012

Breakfast on own

7:00am - 8:30am Registration
7:30am - Noon Hospitality Room
8:00am Tour Participants Meet in Lobby
8:15am - 12:45pm Tour and Lunch
11:00am - 1:00 pm Registration
1:30pm - 5:00pm Educational Classes
4:00pm - 10:00pm Registration
5:00pm - 10:00pm Vendor Fair
6:00pm - 11:00pm Evening of Welcome—Dinner and 50's Party!

Saturday, June 9, 2012

Breakfast coupon in registration packet

7:00am - 8:00am Registration
8:00am - 8:15am Parliamentary Briefing
8:30am - 11:30am Business Meeting and Keynote Speaker
11:30am - 1:00pm Lunch and Keynote Speaker
1:15pm - 5:00pm Business Meeting
6:00pm - 8:00pm Awards Banquet
8:00pm - 10:00pm Hospitality Room

Sunday, June 10, 2012

Breakfast coupon in registration packet

8:30am - 9:30am Keynote Speaker
9:45am - 11:00am Business Meeting
11:00am - Noon 2011/2012 & 2012/2013 Host Committee Meeting
Noon -1:30pm 2012/2013 Division Officer Board Meeting



54th A-O Division Annual Meeting Information

On-Site Registration Hours (outside conference rooms on 1st floor)

Thursday 7:00pm - 9:00pm

Friday 7:00am - 8:30am, 11:00am - 1:00pm & 4:00pm - 10:00pm

Saturday 7:00am - 8:00am

Dress Recommendation

Friday Tour Casual

Friday Seminar Business or Business Casual

Welcome Event 50's Party Attire or Casual

Saturday Business or Business Casual

Saturday Banquet Cocktail / Business

Sunday Business Casual

Certification Points

Five (5) certification points have been requested. Friday optional seminars two (2) points, Saturday keynote two (2) points, and Sunday keynote one (1) point.

Chapter Ways & Means

As always we will have chapter ways & means tables, the division silent auction along with the IAAP Research & Education Fund.

Welcome & Vendor Fair

Vendors are lined up to participate in our welcome event Friday evening. Please be sure to stop by to see what the local vendors have to offer.



Tour & Lunch Friday, June 8, 2012



The Old Mill is a favorite local attraction which provides both a glimpse of history and a very beautiful photographic opportunity. The Old Mill is listed on the National Register of Historic Places and is located in the T.R. Pugh Memorial Park, at the corner of Fairway Avenue and Lakeshore Drive in North Little Rock. The structure is most famous for its part in the opening scenes of “Gone With The Wind”.

Little Rock Central High School

is known all over the world for the groundbreaking desegregation battle that took place there in 1957. Today, the school is a functioning high school and a national historic site with a museum and sculpture garden. The visitor center is hosted inside a replica period gas station and contains photographs and information about the site’s history.



Tour & Lunch Friday, June 8, 2012

William J Clinton Presidential Library & Museum



The Clinton Presidential Library and Museum is located within the Clinton Presidential Center and Park. The Center includes the Clinton Foundation and the University of Arkansas Clinton School of Public Service.

In addition to the archival collection and research facilities, the Clinton Presidential Library and Museum features exhibits, special events, and educational programs. The museum includes replicas of the Oval Office and the Cabinet Room. Permanent exhibits utilize documents, photographs, videos and interactive stations. A timeline and alcoves highlight domestic and foreign policy, as well as life in the White House.

Forty Two offers more than just a restaurant, it's a culinary adventure packed into a modern museum setting. *Forty Two* offers a variety of options for your dining needs, whether it's a quick lunch while visiting the Clinton Center, or a downtown business lunch. Website: dineatfortytwo.com



Friday Special Guests & Educational Speakers



Karen Raley

1:30pm

Karen Raley is Vice President, Communications and Product Development at Arkansas Blue Cross and Blue Shield, and has executive responsibility for the product development, marketing support, corporate communications, web content, advertising and public relations functions of Arkansas Blue Cross and its family of companies. Raley joined the company in 1994 as group marketing representative. In 1995, she was promoted to regional executive of the Southeast Regional Office, headquartered in Pine Bluff. A native of Pine Bluff, Raley received her bachelor's degree from the University of Arkansas at Fayetteville. Raley serves on the Arkansas Board of the Juvenile Diabetes Research Foundation and as the state's volunteer lobbyist for this organization.

TOPIC: "Building Your Personal Brand"

2:40pm



Dortha W. Gray, CAP-OM

Dortha Gray, CAP-OM, is currently serving her second year as International Director, Southwest District on the IAAP International Board of Directors. She previously served as Chairman of the IAAP International Bylaws and Standing Rules Committee.

Dortha joined Houston Chapter, IAAP, in 1976. As an active member of Houston Chapter, she served many years on the chapter board of directors in several capacities including president, president-elect, recording secretary twice, and treasurer six times; as well as serving five terms as director. Dortha earned her Certified Administrative Professional® rating in 1978 and her Organizational Management specialty rating in 2009.

Dortha served as president of the Texas-Louisiana (T-L) Division, Inc. of IAAP in 2007-2008. She previously served one term as president-elect, one term as vice president and two terms as treasurer of T-L Division.

Dortha is employed by EOG Resources, Inc. in Houston, Texas, as Executive Assistant to the Vice President and Chief Financial Officer.

TOPIC: "Grace Under Pressure"

Friday Special Guests & Educational Speakers

Topic: "Becoming an Author" 3:45pm



Lynnell Logan

BOOKS BY *L.A. Logan*

L.A. Logan, a.k.a. Lynnell Logan, is a native-born Kansan and grew up in the town of Topeka. Her childhood travels as a military family settled her and eight siblings into life with a maternal grandmother whom she gives much credit for her raising. Lynnell now resides in Arkansas with her two beautiful children and old English bulldog, Kapone. Although Arkansas is now her home, she finds fulfillment in traveling and spending time with her family.

Lynnell's writing journey began by journaling her everyday experiences and sharing them with friends who enthusiastically encouraged her to pursue a writing career. Now her life goal is to be a full-time author/playwright and influence her generation as well as future ones. She has worked in the insurance industry for over ten years and is presently working on her bachelor's degree.



Jim Murphy

Jim Murphy is the coordinator of technical projects in the IT department of a prominent insurance company, an author, world traveler, SCUBA diver, philosopher, photographer, and a student of humanity. As I was growing up, the books that I most enjoyed reading were those that showed me a way of looking at the world that I had never thought of before. Some were non-fiction, but most were fiction, and many of them were science fiction and fantasy. Science fiction and fantasy allows an author to step totally outside of the box on any particular world view, look back at it and show it to the reader in this new way. That is what I want to do. Like the authors before me, it is not my intent to say the world is really this way or that way, but just to say here is another idea, let's take a look at it together and see where it goes.



Doris O'Connell

Doris O'Connell, the author of "Finding Home", is a native of New Hampshire. Though she has not lived in the state for many years, she still calls New Hampshire home in her heart. Doris has worked for Christian churches in Virginia and Arkansas and has been a member of the choir for over thirty years. She used many of her life experiences as an Air Force wife as material when writing her book. Family is very important to her and an integral part of "Finding Home" as well as her second book in the series, "With All My Heart". Doris moved to Arkansas with her husband (recently deceased) of 55 years to be near their grandchildren.

"I have always loved to read and through the years have enjoyed a good novel whenever I had time to relax. As a Christian I have read several books that helped me grow in my faith, however when I just wanted to relax with a good fictional novel, I found many of the romance books contained things I really didn't want to read and most were far from inspirational. As I began to search for decent books, I found several Christian authors that have become my favorites and somewhere during this search the idea of writing a book of my own that contained some of my own thoughts and values was born. It is my hope and prayer that those who read "Finding Home" will become involved in the lives of the people who live in Maple Valley and will find in some small way, inspiration for their own lives." Make sure you ask her about her grandkids, it is her favorite topic!

Friday Evening Entertainment

50's Dance & Dinner!

Rockin' Around
the Clock
in
Little Rock!

Dude!

"Grease"

Friday evening from
6:00 p.m. - 11:00 p.m.

Poodle Skirts

Cool!

Dinner & A Movie

Popcorn

Karaoke

Food

Here is your chance to Rock Around the Clock in Little Rock!

Saturday Special Guests & Keynote Speakers

Kristen Glover

K

risten was crowned Miss Arkansas on July 16, 2011. She received a \$20,000 scholarship and more than \$50,000 in awards, wardrobe, transportation, and gifts. She represented Arkansas at the 2012 Miss America Pageant in Las Vegas and will make appearances across the Natural State promoting the Children's Miracle Network and speaking in support of the goals of the Miss Arkansas and Miss America system.

Glover is a *magna cum laude* graduate from Ouachita Baptist University with a degree in Chemistry. She plans to attend the University of Arkansas for Medical Sciences College of Pharmacy in the fall of 2012. She is the daughter of Keith and Mary Glover of Stuttgart.



Glover competed in the Miss Arkansas pageant as the 2011 Miss Ouachita Baptist University. For talent, she performed a tap dance to "I Got Rhythm." Glover was the preliminary winner in swimsuit and evening gown. She received the Dr. Paul Peek Interview Award and the Katie Bailey Overall Lifestyle and Fitness Award. She was also given the MAEDA Crowd Favorite Award and the Alex Blackwood Foundation Scholarship Award, a scholarship recognizing a contestant with the platform of mentoring.

As Miss Arkansas, Kristen will serve as an advocate for teenagers in crisis through her program "Second Chances Through Mentoring." Kristen has served as a mentor to pregnant teenagers and her "little sister" through the Big Brothers / Big Sisters organization. In order to spread the message of mentoring, she emphasizes four main goals:

- Personally mentor youth and encourage others to join me as mentors
- Partner with the national mentoring organization Big Brothers, Big Sisters
- Promote the idea of guiding errant youth through second chances
- Award my "New Beginnings" Scholarship to first-generation freshmen students

"I am realizing more and more each day how wonderful it is to have the privilege of traveling the state and representing the Miss Arkansas Organization! Be sure to keep up with my journey as Miss Arkansas, 2011..." Kristen

TOPIC: "Overcoming Adversity"

Craig O'Neill

C

raig graduated from Little Rock's Central High School in 1968 and from Arkansas State University in Jonesboro in 1972. His career as a deejay began in 1969. A self-confessed sports nut, he became the host of ESPN2 Outdoors in 1995. In 1997, Craig became the stadium announcer for all home football games for the Arkansas Razorbacks.

"In August of 1999, I began to park at Today's THV's front door and demand to be put on TV," said Craig. Today's THV relented in December 1999. On Craig's first day of work he was sent to Dallas to cover the Cotton Bowl game between the Arkansas Razorbacks and the Texas Longhorns. In June of 2008, he went into news with Dawn Scott and Liz Massey. Craig holds the distinction of being the only disc jockey to ever host a dance at the White House.

Throughout the years, Craig has given his time and talents to help many organizations including The American Cancer Society, Big Brothers / Big Sisters, Boy Scouts, Girl Scouts, Arkansas Children's Theatre, Arkansas Arts Center, Arkansas Children's Hospital, Muscular Dystrophy Association, Cystic Fibrosis Foundation, Ballet of Arkansas, Easter Seals, Florence Crittenden Home, American Heart Association, Hope Lodge, VIPS, and Multiple Sclerosis Society.

Craig is married to his college sweetheart, Jane. They have two grown children, Abby and Thomas, two grandchildren, Bella and Amelia.



TOPIC: "Leap to the Remarkable" with special skit

Sunday Keynote Speaker

Charlotte Strickland



Charlotte is a native of Little Rock, Arkansas. Charlotte earned a Business degree from the University of Central Arkansas and a Masters degree in Higher Education from the University of South Carolina. For thirty years Charlotte has worked in higher education coordinating orientation, ethics and leadership academic courses, Greek training and leadership training seminars. In 1989 Charlotte was invited to join the company, Designs for Development, specializing in training student leaders. She traveled across the country working with students and university employees. In 2002 Charlotte founded her own company, Strickly Speaking. In addition to college campuses, her audiences include churches, civic groups, state/federal agencies, and corporations. Charlotte currently serves as UCA's Education Seminar Coordinator. She provides campus-wide training on subjects such as diversity, customer service, sexual harassment, and leadership. In addition to the ongoing training seminars, she annually teaches a Diversity course for the Colleges of Business and Liberal Arts. Most recently Charlotte was asked to join "Speakers of Significance" – a company based out of San Antonio Texas - which offers the speaking services of twelve dynamic speakers to companies, colleges, and communities across the United States.

Charlotte enjoys speaking immensely and approaches each audience with energy, enthusiasm, and sincerity. Her goal is for each person to leave the presentation with personal value, a renewed spirit, and hope for whatever facet of life he/she is dealing with.

Charlotte and her husband, Mark, reside in Conway, Arkansas. They have three children – Reed, Connor, and Alyssa. Charlotte enjoys walking with her lab, hiking, shopping flea markets, and spending time with her family. She is active in her church and several campus organizations.

TOPIC: The Power of Influence Obtaining and Keeping Members of IAAP

www.speakersofsignificance.com
email: char-s@att.net cell: 501-514-8445



Charlotte Strickland
PROFESSIONAL COMMUNICATOR
3 West Point • Conway, AR 72034
Tel/Fax 501-329-7179
E-mail: stricklyspeaking@conwaycorp.net

And NOW a Word From

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- ◆ Creating Homes
- ◆ 50/50 Yard Sale
- ◆ Small Indulgences
- ◆ Mixed Bag Designs
- ◆ Butter Braids

Special Thanks
to CAC Members!



Rockin' Around
the Clock
in
Little Rock!