International Association of Administrative Professionals®
Pikes Peak Chapter

February 25, 2012

To whom it may concern;

You are cordially invited to attend the annual Administrative Professionals Day Seminar and Luncheon hosted by the International Association of Administrative Professionals (IAAP), Pikes Peak Chapter. The event will be held on **April 24, 2012** at The Colorado Springs Marriott Hotel, 5580 Tech Center Drive, Colorado Springs, CO 80919.

Our chapter hosts this celebration to recognize the important contributions that "Admins, The Pulse of the Office" make to their employers, profession and the community.

This year's Administrative Professionals Day (APD) activities will begin with Dawn Bjork-Buzbee, The Software Pro. We will benefit from her expertise in learning all there is to know about "Creating and Using Adobe Acrobat Documents". Our luncheon speaker will be Doug Price from the Colorado Springs Convention and Visitors Bureau.

I hope you will join us in a fun-filled day, learning new, practical ways to improve our Office Skills and return to your workplace with a new sense of enthusiasm!

You will find enclosed the registration form for the seminar and luncheon, as well as nomination forms for the Administrative Professional of the Year and Executive of the Year. Please take advantage of this opportunity to recognize exceptional individuals for their above and beyond contributions as mentors, leaders, or those who have been instrumental in your professional development. Please note that **nominations are due by Friday, April 6, 2012**.

Last year we were pleased to honor Tommy Crawford as the **2011 Executive of the Year** from Lockheed Martin and Amy Milam was recognized as the **2011 Administrative Professional of the Year**, from USAFA in Colorado Springs.

I look forward to seeing you on April 24th. If you have any questions, please feel free to contact me at: bjpratts@raytheon.com, or 719.637.7014.

Yours respectfully,

Bobbie Jaramillo Pratts, CAP-OM
2011-2012 President
IAAP - Pikes Peak Chapter