

PASS PORT



TO PROFESSIONALISM

58TH
GEORGIA
DIVISION
ANNUAL
MEETING



International Association of
Administrative Professionals®

ATLANTA, GEORGIA • JUNE 8–10, 2012

IAAP: SHIP of Success



March 15, 2012

Dear Georgia Division Member:

The Georgia Division Board of Directors and the members of the Cherokee Rose Chapter of IAAP invite you to attend Georgia Division's 58th Annual Meeting held at the Westin Atlanta Perimeter North, 7 Concourse Parkway in Atlanta, Georgia on June 8-10, 2012. For registration cost, please refer to the enclosed registration form. To avoid late fees, your registration form must be postmarked by May 15th. Hotel rooms are offered at \$89 per night, plus taxes and fees. Reservations may be made online by visiting <http://www.starwoodmeeting.com/Book/IAAPGADivisionAnnualMeeting> or you can contact the hotel at 800-937-8461. Be sure to ask for the Georgia Division IAAP room block to receive the reduced rate. For those arriving on Thursday, June 7, the hotel is hosting a welcome reception from 6:30 p.m. to 9:00 p.m. for the first 120 attendees. After checking into the hotel, please present your room key at the registration table to receive your admission band.

"Passport to Professionalism" is the theme for this year's Annual Meeting. We've planned a weekend filled with networking, learning, conducting business of the Division, and shopping! Members attending Annual Meeting for the first time are encouraged to attend the First Timer's Orientation Friday morning. All members are invited to attend and observe our student members who will be competing Friday morning for the 2012 Future Administrative Professional of the Year (FAPOTY). After the FAPOTY competition, three seminars are planned throughout the day. Tony Chapek will present "Operation Innovation." Samuel Shelton will present "Relationships to the M(entoring) Power." Nancy Nachman will explain the "Top 10 Secrets to Planning Extraordinary Meetings." We have applied for four (4) recertification points for these seminars.

Friday you will also have time to "shop till you drop." The Division Silent Auction and Chapter Ways and Means will be open 8:00 a.m. to 4:00 p.m. The Shoppers' Haven will be open all day from 8:00 a.m. to 6:30 p.m. Don't miss out on this opportunity to see the latest products and innovative ideas the vendors will bring with them. A great time awaits you at the Open House on Friday evening from 6:30 p.m. to 10:00 p.m.

Saturday will begin with our Opening Ceremony followed by our Business Meeting. At our Saturday luncheon, we will announce the winner of our FAPOTY competition, and we will also enjoy our keynote speaker, IAAP's Southeast District Director Doris Goode, CAP-OM. The pre-banquet reception begins at 6:30 p.m. with dinner at 7:00 p.m. Immediately following the banquet, all attendees are invited to join the Turner Broadcasting Chapter of IAAP for a reception in honor of our 2012-2013 Georgia Division President Jenny Stewart, CAP-OM.

On Sunday, we will have two additional seminars for two additional recertification points. Past Georgia Division President Demetric Clayton, CAP-OM, will present "Nice Girls Don't Get the Corner Office," followed by Teresa Durham, PMP/SCM, and Linda Parrish CAP-OM, expressing the need to "Get the POINT...SharePoint 2010."

We look forward to seeing you at the Georgia Division's 58th Annual Meeting on June 8-10, 2012!

Barbara Wiley, CAP-OM
Georgia Division President

Valerie Carter, CAP-OM
Georgia Division Vice President
Division Annual Meeting Coordinator

Michelle Y. Williams, CAP
Host Chapter Coordinator

President	President-Elect	Vice President	Secretary	Treasurer
Barbara Wiley, CAP-OM Port City Chapter gadivpres@gmail.com	Jenny Stewart, CAP-OM Turner Broadcasting Chapter gadivpe@gmail.com	Valerie Carter, CAP-OM The Coca-Cola Company Chapter gadivvp@gmail.com	LaVonne Goldschmidt, CAP-OM Athens Chapter gadivsec@gmail.com	Bonnie Judy, CAP-OM Evans Towne Center Chapter gadivtreas@gmail.com

PASSPORT TO PROFESSIONALISM

58th Georgia Division Annual Meeting **Tentative At-A-Glance Schedule of Events**

Westin Atlanta Perimeter North will be sponsoring the "Pre-Annual Meeting Reception" on Thursday, June 7 from 6:30 p.m. to 9:00 p.m. with free hors d'oeuvres and a cash bar!

Friday, June 8, 2012

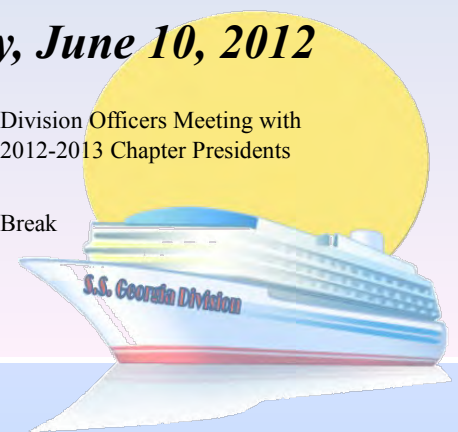
7:00 a.m. - 8:00 a.m.	Set-up for Chapter Ways & Means, Shoppers' Haven, and Silent Auction
7:00 a.m. - 6:00 p.m.	Registration
8:00 a.m. - 3:00 p.m.	Georgia Division Silent Auction
8:00 a.m. - 4:00 p.m.	Chapter Ways & Means
8:00 a.m. - 6:30 p.m.	Shoppers' Haven
8:30 a.m. - 9:00 a.m.	First Timer's Orientation
9:00 a.m. - 9:15 a.m.	Break
9:15 a.m. - 9:45 a.m.	FAPOTY Competition
9:45 a.m. - 10:00 a.m.	Break
10:00 a.m. - 11:00 a.m.	Seminar I - 1 recertification point
11:00 a.m. - 11:15 a.m.	Break
11:15 a.m. - 12:15 p.m.	Seminar II - 1 recertification point
12:15 p.m. - 1:45 p.m.	Lunch is on your own
1:45 p.m. - 2:45 p.m.	Seminar III - 2 recertification points
2:45 p.m. - 3:00 p.m.	Break
3:00 p.m. - 4:00 p.m.	Seminar III - continued
4:00 p.m. - 4:15 p.m.	Break
4:15 p.m. - 5:30 p.m.	Delegates/Alternates/Pages Briefing
4:30 p.m. - 6:30 p.m.	Pre-Open House Activities
6:30 p.m. - 10:00 p.m.	Open House

Saturday, June 9, 2012

7:30 a.m. - 8:30 a.m.	Registration
8:30 a.m. - 9:00 a.m.	Opening Ceremonies
9:00 a.m. - 11:30 a.m.	Business Session
11:30 a.m. - 12:00 p.m.	Break
12:00 p.m. - 1:30 p.m.	Luncheon with Keynote Address
1:30 p.m. - 2:00 p.m.	Break
2:00 p.m. - 4:00 p.m.	Business Session Reconvenes
6:30 p.m. - 7:00 p.m.	Pre-Banquet Reception
7:00 p.m. - 10:00 p.m.	Installation Banquet
10:00 p.m. - 11:00 p.m.	2012-2013 Division President's Reception Honoring President Jenny Stewart, CAP-OM Hosted by Turner Broadcasting Chapter

Sunday, June 10, 2012

8:30 a.m. - 9:30 a.m.	Division Officers Meeting with 2012-2013 Chapter Presidents
9:30 a.m. - 9:45 a.m.	Break
9:45 a.m. - 10:45 a.m.	Seminar V - 1 recertification point
10:45 a.m. - 11:00 a.m.	Break
11:00 a.m. - 12:00 p.m.	Seminar VI - 1 recertification point

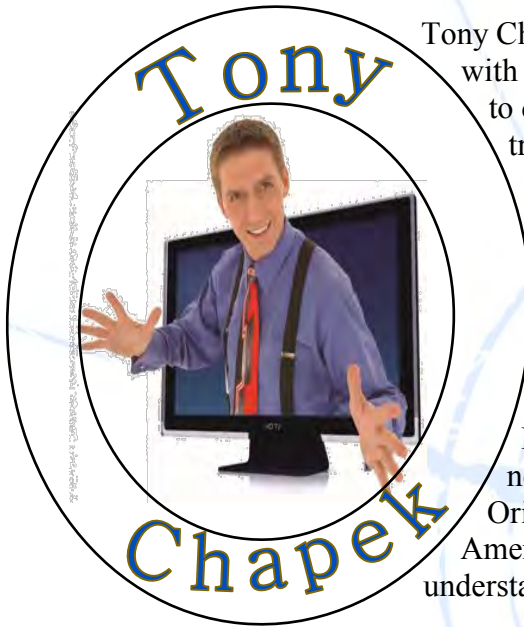


SPEAKERS

SEMINAR I - (1 Recertification Point)

“Operation Innovation” by Tony Chapek

This workshop will focus on “the transformational power of innovation. He’ll focus on key elements like accepting change, overcoming fear of failure, becoming a creative thinker/critical thinker/problem solver, and building confidence. He’ll address methods for continuous improvement. Don’t miss this workshop, it’s truly magical!



Tony Chapek is the founder of **Operation Innovation**. Give him 60 minutes with your people and he will amaze them, enlighten them, and inspire them to discover new possibilities in their work and life through “the transformational power of innovation.”

Tony Chapek is a “World Champion” innovator. He is a three time winner of the coveted “International Award for Originality.” He was named the 2007 “International Illusionist of the Year.” Yet his easy-going and humble style allows him to make an instant connection with any audience.

He has made network television appearances worldwide. On the network special “World Magic Awards,” he was named “World’s Most Original Act.” But he also spent many years working in corporate America and as a private business owner. This enables him to clearly understand what your people are going through and identify with them.

SEMINAR II - (1 Recertification Point)

“Relationships to the M^(entoring) Power”

by Samuel Shelton

Participants will learn the ins and outs of becoming a mentor and building relationships through mentoring.

Samuel L. Shelton, Jr. is an entrepreneur and the founder and chairman of *To God Be the Glory Enterprises, LLC*, which focuses on and provides a plethora of services and creative solutions to include training experiences, motivational speaking, event planning, singing, songwriting and much, much more.

Mr. Shelton is an employee of Aflac which is headquartered in Columbus, Georgia. Mr. Shelton performs his job duties as a Corporate Educator with ease, dedication and precision. In this role, Mr. Shelton is responsible for the research, development and implementation of various courses, activities and initiatives. His knowledge coupled with his charismatic personality allows Mr. Shelton to deliver the material he has prepared with poise, confidence and an air of humor.



SPEAKERS

SEMINAR III - (2 Recertification Points)

“Top Ten Secrets to Planning Extraordinary Meetings” by Nancy Nachman

Participants will learn the “Top Ten Secrets to Planning Extraordinary Meetings.” In this two-hour workshop you’ll learn how to narrow the selection of global destinations, hotels and venues suitable for your meeting, and the not-to-be missed site selection visit, then on to how to create budgets, negotiating the contract, building menus, organizing transportation, selecting gifts and more. You will leave this session with armloads of advice to make you an expert at planning your next meeting or event. Most importantly, you’ll learn how to overwhelm executives with a spectacular event/meeting while staying within budget!



Nancy has had an immeasurable career in the hospitality industry, and since 1991, she has owned The Meetings Concierge.

Nancy’s customers meet globally and the level of service she provides her clients is unparalleled in the meeting planning and hospitality industry.

She attended the University of Alabama and then the University of Massachusetts where she studied hotel management. And, before starting her own business she worked for Four Seasons & Ritz-Carlton Hotels, Hyatt Resorts, L’Ermitage Hotel and Small Luxury Hotels of the World.

Nancy is a Certified Meeting Professional and has earned the Certification in Meeting Management; the only two leading designations of continuing education in the hospitality industry.

Luncheon with Keynote Address

Doris has been with the U.S. Navy for 10 years as a management assistant. She is now in the Deployed Forces Support Section, where she orders fitness and recreation equipment for the fleet and forward deployed forces.

She attained her CPS in 1988, her CAP in 2001, and has recertified several times. She earned a bachelor’s degree in business administration from Belhaven College in 2001.

She has been a member of Memphis Chapter for 19 years and has served as Chapter Secretary, President-Elect, and President, obtaining the designation of Distinguished Chapter President. She has chaired and/or served on most of the chapter committees. At the Division level, she served as RTF Director and Building Fund Ambassador. On the division board she served as Secretary (two terms), Vice President, President-Elect, and President (two terms). She achieved Member of Excellence designation from 2008-2012. She is currently serving her first term as an International Director, Southeast District.



SPEAKERS

SEMINAR IV - (1 Recertification Point)

“Nice Girls Don’t Get the Corner Office” by Demetrice Clayton, CAP-OM

Based on the book *Nice Girls Don’t Get the Corner Office*, participants will learn the do’s and don’ts to get ahead in the business world.

Demetrice M. Clayton, CAP-OM is currently employed as Senior Executive Staff Assistant to the President and CEO of Georgia System Operations Corporation in Tucker, Georgia. She also coordinates Oglethorpe Power Corporation’s Powering the Youth of Tomorrow program which provides financial support for various academic activities at Tucker High School.



For the past 17 years, she has been an active member of the International Association of Administrative Professionals. She’s the chartering president for the Cherokee Rose Chapter of IAAP® where she currently serves as chairperson for the Certification and Bylaws Committees. Although she has held numerous leadership positions within the Association, her proudest accomplishment was serving as the 2008-2009 Georgia Division President. During her tenure the Division won its first Division of Excellence Award from International. She is also proud of fact that for the past three years she has earned the Member of Excellence designation.

SEMINAR V - (1 Recertification Point)

“Get the Point... SharePoint 2010” by Teresa Durham, PMP/SCM and Linda Parrish, CAP-OM

Participants will learn basic tips and tricks for using SharePoint 2010.

Teresa is a problem-solver and change agent with a track record of successfully resolving business issues throughout her 20+ years of professional experience. She has a BS in Business Information Systems from Indiana Wesleyan University and is currently employed with Georgia System Operations Corporation as Business Project Analyst. Teresa has a vast knowledge of SharePoint with over ten years of experience creating, building and using SharePoint for other major companies such as IBM and AT&T.



Teresa is a member of PMI Atlanta since 2007 and was voted as Secretary for three terms. She was also elected as Project Coordinator for Professional Growth for PDD 2008. She was mentioned in PMI Global's December 12, 2008 edition of PMI Community Post when the article, "Project Management Profession is Expected to Survive, Thrive Despite the Troubled Economy."



Linda Parrish, CAP-OM is currently the President of Cherokee Rose Chapter of IAAP®. She is employed as a Senior Executive Staff Assistant at Georgia System Operations. With over 20 years of experience in the administrative field and holding several degrees, Linda has become an expert in Microsoft Office and Adobe products. She is a quick learner (learning SharePoint under Teresa’s tutorage and self-study). She has approximately three years of experience building and creating SharePoint sites.

Linda has won vast awards from IAAP and other companies, including GSOC, for displaying leadership and teamwork qualities. She has a BS in Criminology, AA in Education and two AS in Psychology and Criminal Justice.

Meal Options

Friday, June 8, 2012

Friday Open House: Buffet Dinner

Spinach Salad, Shaved Red Onion, Wild Forest Mushrooms,
and Pomegranate Vinaigrette
Tossed Garden Salad, Tomatoes, Cucumbers, Shaved Carrots, Croutons,
and House Vinaigrette
Grilled Chicken Breast with a Garlic Sauce
Slowed Cooked BBQ Beef Brisket
Campanile Pasta with Grilled Vegetables and Parmesan Cheese
Parmesan Mashed Potatoes
Steamed Broccoli
Chef's Choice of Assorted Cakes and Pies

Please make all meal selections on your Registration Form for Saturday's event.



Saturday, June 9, 2012

Saturday Luncheon: Plated Lunch

Artisan Lettuce with Grape Tomatoes,
Cucumbers, Shaved Carrots
and Balsamic Vinaigrette

Chicken Option: Herb Seared Chicken
Breast in a Thickened Chicken Broth,
Garden Rice Pilaf, and Buttered Asparagus

Beef Option: Marinated Skirt Steak,
Rosemary Roasted Red Skin Potatoes,
Broccolini and Natural Jus

Vegetarian: Grilled Vegetables of the
Season, Linguini and Pesto Sauce

New York Style Cheesecake, Macerated
Berries and Sweet Cream

Saturday Banquet: Plated Dinner

Iceberg Wedge Salad, Crumbled Blue Cheese,
Diced Tomato, Bacon, and Blue Cheese Dressing

Chicken Option: Grilled Airline Breast of Chicken
(Chicken Breast with Wing), Creamy Corn Meal
Grits, Roasted Carrots and Parsnips with
Chardonnay Cream Sauce

Beef Option: 10 oz. New York Strip Steak, Au
Gratin Potatoes, Green Beans and Herb Butter

Vegetarian: Crispy Fried Tofu, Steamed White
Rice with Sautéed Asian Vegetables

Chocolate Bundt Cake, Raspberry Sauce and
Whipped Cream
Tart with Fruit

Saturday Banquet: Kid's Meal Options

Opt. 1 - Chicken Fingers, Fries and Dessert

Opt. 2 - Penne Pasta in Red or White Sauce with
Rolls and Dessert



Westin Atlanta Perimeter North

7 Concourse Parkway * Atlanta, GA 30328 * Ph. #: (770) 395-3900



The Westin Atlanta Piedmont North Hotel offers one restaurant (Lakeside Grill), bar/lounge (Jasmine's Lounge), family activities (Westin Kids Club), business center, gift shop, outdoor pool, Westin WORKOUT Gym, and so much more.

Restaurants near the Westin area include Sandy's Café, Bon Appetit Bistro, Einstein Bros. Bagels, Chin Chin Chinese, Thai Star Café, Figo Pasta Perimeter, Uncle Julio's Mexican, Chequers Seafood and Steak, Sweet Tomatoes, and Wok Grill Sushi.



Registration for Georgia Division's 58th Annual Meeting will be open in March 2012. In the meantime, please save the date and reserve your room!

Rooms are \$89 per night (plus taxes & fees). You can reserve the room online by visiting <http://www.starwoodmeeting.com/Book/IAAPGADivisionAnnualMeeting>. Attendees will be able to access the site to book, modify, or cancel a reservation until June 7th, or contact the hotel at 800-937-8461. Be sure to ask for the Georgia Division IAAP room block to receive the reduced rate.



There will be a Special Reception on June 7 at 6:30 p.m. for the first 120 people. After checking into the hotel, please present your room key to receive your admission band.

The Perimeter Area offers local restaurants and shopping. The Perimeter Mall has a host of restaurants in and around it, including Cheesecake Factory, Seasons 52, Flemings, McCormick's, to name a few. There are shopping centers with a host of stores, and even a local Wal-Mart and Target are in the area.



Directions to the Hotel

Traveling South on 85:

- ◆ Take **I-85 S/GA-403 S** toward Atlanta.
- ◆ Take **EXIT 95B** toward **I-285 W/Chattanooga/Birmingham**.
- ◆ Take the **Peachtree-Dunwoody Road** exit, **EXIT 28**.
- ◆ Keep **RIGHT** at the fork to go on **Peachtree-Dunwoody Road NE**.
- ◆ Turn **LEFT** onto **Concourse Parkway NE**.
- ◆ Follow **Concourse Parkway NE** to the **LEFT**. The Westin is on the **RIGHT**.



Traveling North on 85:

- ◆ Take **I-85 N/GA-403 N** toward Atlanta.
- ◆ Merge onto **GA-400 TOLL N** via **EXIT 87** toward **Buckhead/Cumming** (portions toll).
- ◆ Take **EXIT 4A** toward **I-285 E/Greenville/Augusta**.
- ◆ Take the **Glenridge Connector** exit toward **Peachtree-Dunwoody Road/Johnson Ferry Road**.
- ◆ Merge onto **Glenridge Connector NE**.
- ◆ Turn **LEFT** onto **Peachtree-Dunwoody Road**. Continue to follow **Peachtree-Dunwoody Road NE** (before Hammond Dr. NE).
- ◆ Turn **LEFT** onto **Concourse Parkway NE** (before Hammond Dr. NE).
- ◆ Follow **Concourse Parkway NE** to the **LEFT**. The Westin is on the **RIGHT**.



REGISTRATION AND GENERAL INFORMATION

Registration Instructions
Use one form per person – photocopy as needed
Full payment must accompany registration to be accepted

Registrants will receive confirmation of registration by email. Conference registration materials and badges can be picked up at the IAAP Registration Desk located in the Lobby at the Westin Atlanta Perimeter North. Registration opens on Friday from 7:00 a.m. to 6:00 p.m.

Late Registration and Cancellation Policy

All registration forms postmarked on or after May 15th will be charged a late fee. Any cancellations or substitution requests must be submitted in writing with a detailed explanation and mailed to Helen Denning, CPS/CAP at GSOC, 2100 East Exchange Place, Tucker, Georgia 30084 or via email at Helen.Denning@gasoc.com. Registrants who fail to notify IAAP of cancellations by 4:00 p.m. on May 15th are responsible for the full registration fee. Requests for refunds received by the cancellation deadline will incur a 20% administrative fee which will be deducted from the total registration fees paid.

Payment Options

Mail: Mail your completed registration form with full payment to the address provided below:
Helen Denning, CAP-OM
GSOC
2100 East Exchange Place
Tucker, Georgia 30084

Make checks or money orders payable to **Georgia Division IAAP**. You will also be required to email your registration form and a copy of your receipt to Helen.Denning@gasoc.com.

Credit Cards:

We accept MasterCard, VISA, Discover or American Express via PayPal.

First Timers:

In order to learn about Annual Meeting and what it has to offer, registrants attending for the first time are invited to attend an orientation on Friday, 8:30 a.m. - 9:00 a.m.

Delegates/ Alternates/ Pages Briefing:

All Chapter Delegates and Alternates should make plans to attend the Delegates/ Alternates/Pages Briefing to be held on Friday, [4:15 p.m. - 5:30 p.m.](#)

Attire:

Below is the dress attire for the following events.

Event	Dress Code
Friday Seminar	Business Casual
Friday Open House	Nautical Theme
Saturday Business Session	Business Professional
Saturday Banquet	Semi-Formal to Formal
Sunday Business	Business Casual

For questions concerning registration, contact Helen Denning, CAP-OM at Helen.Denning@gasoc.com.



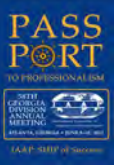
58th Georgia Division Annual Meeting REGISTRATION FORM

Online Payment Available - see instructions below.

Received Date: _____

Member #: _____

Chapter Name: _____



Name (Last, First, MI): _____ CAP CAP-OM

Name for Badge: _____ Phone # (H or C): _____

Mailing Address: _____ (O): _____

City: _____ State: _____ Zip: _____ Email: _____

MEMBER STATUS
Please check all that apply.

International Officer Division Officer Professional Member Student

Past International Officer Past Division Officer Professional Merited Member Student Chapter Officer

Division Member-At-Large Chapter Delegate Student Chapter Advisor

Chapter Alternate

Is this your first Georgia Division Annual Meeting? YES NO

Do you plan to participate in the FAPOTY Competition? YES NO

NO REFUNDS AFTER MAY 21, 2012

Late registration fees will apply and **MUST** be paid in form of credit card, company check, cashier's check or money order. Late registration will be accepted on a "Space Available" basis.

			EARLY Postmarked by May 21	LATE Postmarked AFTER May 21	Quantity	Amount
Full Registration fee includes: First Timer's Orientation, Delegates/ Alternates/Pages Briefing, Open House, Saturday Luncheon, Banquet, Seminars, and Business Session.	Professional Members	Full Registration	\$185	\$235		\$
	Professional Members (Partial) (Includes Meals)	Partial Registration (Friday Only)	\$115	\$170		\$
		Partial Registration (Saturday Only)	\$135	\$185		\$
	Student and Merited Members	Full Registration*	\$135	\$150		\$
	Non-Member Registration	Full Registration*	\$200	\$250		\$

MEALS SELECTION - Please make your selection below.

Friday, June 8	No Selection Needed	Open House Buffet	\$40	\$50		\$
Guest Name(s): _____						
Saturday, June 9	Luncheon Entree	Drop Down List	For Full and Partial Registrants			included
Guest Name(s): _____						
		Luncheon : Beef Entrée	\$35	\$45		\$
		Luncheon : Chicken Entrée	\$35	\$45		\$
		Luncheon : Vegetarian Entrée	\$35	\$45		\$
Saturday, June 9	Banquet Entree	Drop Down List	For Full and Partial Registrants			included
Guest Name(s): _____						
		Banquet : Beef Entrée	\$45	\$55		\$
		Banquet : Chicken Entrée	\$45	\$55		\$
		Banquet : Vegetarian Entrée	\$45	\$55		\$
		Banquet : (KIDS - 12 & under) Chicken Fingers, Fries & Dessert		\$20		\$
		Banquet : (KIDS - 12 & under) Penne Pasta in Red or White Sauce, Rolls & Dessert		\$20		\$

Please list any Dietary Restrictions and/or Special Needs:

Check or Money Order, made payable to **Georgia Division IAAP.**

Credit Card Payment (via PayPal) **A 3.5% surcharge fee will apply for all credit card payments.** Click on the PayPal button on Georgia Division's Website to pay. ([Click Here](#) to Access the website)

Total Enclosed \$ _____

Mail or email completed registration form and payment (either check, money order or PayPal receipt) to **Helen Denning, CAP-OM at GSOC, 2100 East Exchange Place, Tucker, GA 30084** or via **Helen.Denning@gasoc.com**.

(If you have any questions or concerns, contact Helen Denning, CAP-OM via email.)



Your Chapter is invited to purchase a Chapter Ways & Means Table and/or a Program Ad at a SPECIAL rate for Georgia Division's 58th Annual Meeting.

Guidelines for reserving **Ways & Means** tables are as follows:

- Tables are 6'x30" in size. Additional tables should be purchased if more room is required.
- Your location will be based on a first-reserved, best-option basis.
- Vendors requesting internet access must contact the hotel directly for associated fees and connections.

For more information to purchase Ways & Means tables or if you need electrical outlets, please contact Holly Daniell at holly.daniell@gatrans.com or 770-270-7840.

Guidelines for placing a **Chapter or Personal Ad** are as follows:

- There are three (3) different ad sizes available for this special rate: Full Page, Half Page and/or Business Card.
- There is no wording limit, but be advised that the item must fit in the ad space selected.
- Please submit chapter or personal ads in the following formats only: PDF (.pdf), picture image (.bmp, .gif, .jpeg, .png, and .tif) or a reproducible original.

For more information or to purchase an ad, please contact Vivian L. Irby, CAP-OM at vlturnerirby@gmail.com or 678-469-1078.

DEADLINE for order form and payment for the tables and ads is May 15, 2012.

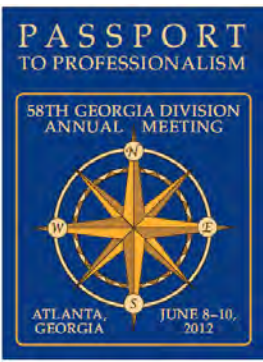
Passport to Professionalism



IAAP: Ship of Success

NOTE: The payment must accompany the table and ad request form.

We reserve the right to edit ad(s) for content and fit.



Order Form

(Please type or print)

Contact Person's Full Name _____ IAAP Member # _____

() _____ () _____ Contact Work Phone # _____ Contact Other Phone # _____ Contact Email _____

Chapter Name _____ Chapter Website _____

Mailing Address _____ Mailing City _____ State _____ Zip _____

WAYS & MEANS TABLE (for Chapters & IAAP Members ONLY)

<input type="checkbox"/> Chapter W&M Table	_____	x	\$35.00	=	\$ _____	} \$ _____ Total Enclosed for W&M Tables
	Qty.					
<input type="checkbox"/> Member Vendor Table	_____	x	\$50.00	=	\$ _____	
	Qty.					
<input type="checkbox"/> Table (late fee)	_____	x	\$15.00	=	\$ _____	
	Qty.					

Tables are available on a first-reserved, best-option basis.
 Any requests for tables received after the May 15th deadline will incur a late charge of \$15 per table.
 Requests will be accepted if space is still available at that time.

ADS & FEES

<input type="checkbox"/> Full Page Ad	_____	x	\$50.00	=	\$ _____	} <input type="checkbox"/> Personal Ad <input type="checkbox"/> Chapter Ad \$ _____ Total Enclosed for Ads
	Qty.					
<input type="checkbox"/> Half Page Ad	_____	x	\$30.00	=	\$ _____	
	Qty.					
<input type="checkbox"/> Business Card	_____	x	\$20.00	=	\$ _____	
	Qty.					

There will be absolutely no requests accepted after May 15th.

PAYMENT ENCLOSED -
 Make Checks or Money Orders Payable to Georgia Division IAAP

Deadline May 15th

Please mail your completed order form and payment to:
Holly Daniell
 Georgia Transmission Corporation
 2100 East Exchange Place
 Tucker, GA 30084

CHAPTER OR PERSONAL ADS:
 Chapter or Personal ads must be submitted in a pdf format, picture format (JPEG, BMP, GIF, TIF, PNG), or a reproducible original.

Ads must be submitted via email to
Vivian L. Irby, CAP-OM at
vltturnerirby@yahoo.com.
 Payments must be mailed to the address provided on the left.