

Friday, May 18
Professional Development Seminars
Presented by Gini Courter

Tips & Tricks for Office with a Ribbon

Spend the day learning tips and tricks for Office 2007 and Office 2010, the two latest versions of Microsoft Office. Even if you're an experienced user of Office, you'll have lots of takeaways from this focused dive into Word, Outlook, Excel, and PowerPoint.

We'll spend the morning working with the Office user interface in Microsoft Word, then learn more about Word's features for power users before tackling email, calendar, and tasks in Outlook. In the afternoon, we will learn all that's new with Word and PowerPoint and look at the shared Office features.

Gini Courter, MBA, has designed and implemented computer training programs and databases for a multitude of schools, colleges, businesses, and other organizations over the past 15 years. She brings a wealth of knowledge about how to effectively design, implement, and enhance technology in any size organization.



Evening of Welcome

Wear your gloves, pearls, and fun hat for an evening of fashion and savory refreshments.
(We'll have extra vintage hats on hand.)

The "Find Your Fashion" boutique will accessorize your outfit, or help you create a whole new look. Join us for a splendidly joyful, relaxing evening with new and old friends!

Register by clicking the Registration Link at:
www.iaap-wa-ak.org

You may fax or mail your registration with credit card information to:

Celine Landauer Allen
1219 Eaglemont Place
Mount Vernon, WA 98274
Fax (360) 848-6265

Please make checks out to:
WA-AK Div. Annual Meeting 2012

Note: Any credit card registrations received in March will be processed after April 1, 2012

For more information about the Meeting and Education Forum contact:

Margaret Loudon
mal.iaap@clearwire.net (360) 733-6052
or
Celine Landauer Allen
clandauerallen@comcast.net (360) 848-1595

Skagit Valley Casino Resort
5984 N. Darrk Lane, Bow, WA 98232
(877) 275-2448



Prices
May 17-19
\$109 per night
King or Queen/Queen

This group block will be held until Tuesday, April 17, 2012. Reservations received after that date will be subject to availability.

You must call the hotel to get these rates.



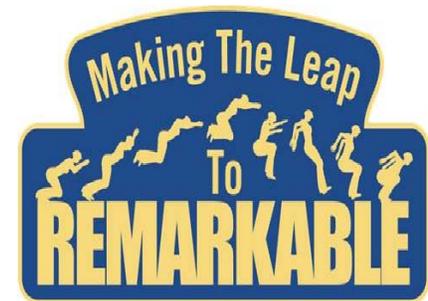
**International Association of
Administrative Professionals®**

Washington-Alaska Division

**60th Washington-Alaska
Division Annual Meeting &
Leadership Conference**

May 18 - 20, 2012

**Skagit Valley Casino Resort
Bow, Washington**



The premier training & networking event for Administrative Professionals in the Pacific Northwest

Hosted by the Bellingham Chapter
International Association of
Administrative Professionals

IAAP DIVISION ANNUAL MEETING HIGHLIGHTS

Saturday, May 19 Speaker Dr. Gloria Burgess

Keynote address: Dare . . . To Dream!
Workshop: Dare to Wear Your Soul on the Outside



Dr. Gloria Burgess loves nothing more than inspiring others to create a bridge from what was and what is, to what can be . . . And she's dedicated her entire life to doing just that. An author, speaker, executive coach, and consultant who engages individuals and organizations in the process of finding the vital core of their creative self; Gloria weaves together

her own personal legacy using the threads of authenticity, creativity, soulful living, and cultural inclusivity.

Described by many as “. . . *A pleasing fragrance of a person who cares deeply and loves all the threads of her life,*” Gloria Burgess is a human loom who synthesizes every aspect of her life and work to benefit others in the most extraordinary way.

Gloria speaks and leads legacy journeys worldwide. Mother, sister, daughter, and wife in a 30+ year legacy-living marriage, Gloria is an award-winning poet, author, director, and performing artist. She is also Founder and Principal of Jazz, Inc., her executive coaching and consulting firm.

Gloria has written *Legacy Living* and *Dare to Wear Your Soul on the Outside*, as well as three books of poetry, including *Journey of the Rose* and *The Open Door*. She has also written an inspirational picture book for children of all ages about her father's life-changing relationship with author William Faulkner. She is currently at work on a dynamic new book series for young people based on the themes in *Legacy Living* and *Dare to Wear Your Soul on the Outside*.

Sunday, May 20 Leadership Seminar Judith Yannarelli CAP-OM

Sunday's Leadership Seminar will be “Five Keys to Leadership” by Judith A. Yannarelli, CAP-OM, IAAP 2011—2012 International Vice President

Judith A. Yannarelli, CAP-OM, has over 40 years experience as an office professional and is currently employed by JAY Enterprises as Office Manager. Judie resides in Longs, South Carolina and is a member of the Grand Strand Chapter, South Carolina Division.

Judie graduated magna cum laude in 1992 from Montclair University with a BA in English. She has presented over 300 programs to IAAP members, chapters, and divisions in the past 18 years.

A long-time member of the International Association of Administrative Professionals (IAAP), she attained her Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) certifications, recertifying three times.



Registration

Register by clicking on the Registration Link at:
www.iaap-wa-ak.org

Friday Professional Seminar

(prices before May 1st)	
Full day (includes continental breakfast & lunch)	\$150
Half day (does not include lunch)	\$ 75
Lunch	\$ 25
Non-member (full day) (includes continental breakfast & lunch)	\$175

Registration (continued)

Conference Registration (if paid before May 1)

IAAP Members	\$160
Delegates	\$100
Non-member	\$195
Includes Evening of Welcome, all events and meals on Saturday and Breakfast on Sunday	

Partial Registrations

Evening of Welcome	\$25
Banquet	\$50

Meeting Overview

Thursday, May 17, 2012

6:00—8:30 pm Registration

Friday, May 18, 2012

7:30—10:00 am Registration
8:30—11:30 am Microsoft Word for Power Users and Outlook
11:30—12:30 pm Lunch
12:30—3:30 pm What's new with Word and PowerPoint and Shared Office Features
7:00—9:00 pm Evening of Welcome
We are having a tea party!

Saturday, May 19, 2012

7:30—9:30 am Registration
8:30—9:30 am Business Session
9:30—10:30 am Keynote: Gloria Burgess
10:45—Noon Business Session
Noon—1:30 pm Vendor Fair and Lunch
2:00—4:00 pm Seminar: Gloria Burgess
5:30—6:30 pm Silent and Live Auctions
6:30—8:30 pm Banquet, Awards and Installation

Sunday, May 20, 2012

8:00—9:30 am Breakfast
8:30—9:00 am Business Session
9:00—10:00 am Leadership Seminar
10:00—11:30 am Kick-off Presentation