



International Association  
of  
Administrative Professionals



## Treat Your Admins to Lunch on Administrative Professional's Day® 2012

Show your Administrative Professionals how much you appreciate their hard work and dedication by treating them to an honorary luncheon at Birmingham's prestigious The Club hosted by the Birmingham Chapter of the International Association of Administrative Professionals®.

### 60th Annual Birmingham Chapter IAAP Administrative Professional's Day® Luncheon

The Club Grand Ballroom  
Wednesday, April 25, 2012 at Noon

#### Guest Speaker: Pete Blank

A 13-year Disney veteran, Pete has been speaking and training for almost twenty years in a variety of industries. He received his BA from the University of Florida and his MHR from Rollins College. He serves as the leadership trainer at the Personnel Board of Jefferson County where he shares leadership lessons with over 9,000 civil service employees. He is also the President of Alabama Training, Leadership And Strategy (ATLAS).

Administrative Professionals Day will mark its 60th anniversary on April 25, 2012. Over those decades, the job of an administrative professional has changed dramatically thanks to new tools, techniques and seismic shifts in the economy and culture itself. But admins have remained the steady center of efficiency through it all, helping ensure that jobs get done right, on time and under budget. Admins are one of the engines of business, particularly in a complex economy. In a world that demands the accurate and speedy movement of digital information, admins are masters of data. And they do this while maintaining their more traditional role as the gatekeepers for many customers, clients and employees.

Quite simply, admins are the pulse of the office.

We at \_\_\_\_\_ will attend the  
(Name of Company or Individual)

**60th Annual Administrative Professional's Day® Luncheon  
to be held on Wednesday, April 25, 2012 at Noon in The Club's Grand Ballroom.**

Mailing Address: \_\_\_\_\_

Contact & Telephone: \_\_\_\_\_

Please reserve \_\_\_\_\_ ticket(s) @ \$30 per ticket

Please reserve \_\_\_\_\_ table(s) of eight @ \$225 per table

Amount Enclosed: \$ \_\_\_\_\_

Please make check payable to: Birmingham Chapter IAAP®  
Helen Allen  
2851 Walker Ct., Birmingham, AL 35217

For more information visit us on the web:  
[www.iaapbirmingham.org](http://www.iaapbirmingham.org)