



# Leaders Actively Networking

Saturday  
April 25, 2009  
Hosted by  
Tidewater  
Chapter



Please join us as division chapter members come together to share ideas, success stories, concerns, and fellowship.

Attire is Construction Casual: jeans, t-shirts, flannel shirts, etc. Lunch provided for \$10 per person, see attached menu and registration form.

## Construction Topics:

- Building Funds
- Building Leaders
- Building Awareness
- Building Membership
- Building Chapters



## VA-WV Division LAN Meeting—Leaders Actively Networking

The Heart Hospital—Sentara Norfolk General, Conf. Rooms 1 & 2 Combined  
600 Gresham Drive, Norfolk, VA 23507

Contact Persons: Debbi Haddaway or Laura Stoy  
(dhaddaway@maxmediallc.com, tazstoy@juno.com)



International Association of  
Administrative Professionals®

Date: Saturday, April 25, 2009

Time: 9am—2pm



## **Your Blueprint for a Successful LAN Meeting!**

**What is a LAN Meeting?** Leaders Actively Networking! L-A-N...Members coming together to share ideas, concerns, suggestions while networking in a casual, fun environment.

**Who should attend?** Everyone has something to offer...officers, committee chairs, seasoned members, new members, potential members!

**Who is hosting?** This LAN meeting, the first of the combined VA-WV Division, is hosted by the Tidewater Chapter. Co-chairs are past presidents, Debbi Haddaway and Laura Stoy. Please direct all questions to them at [dhaddaway@maxmediallc.com](mailto:dhaddaway@maxmediallc.com) and [tazstoy@juno.com](mailto:tazstoy@juno.com).

**When and Where?** Our LAN meeting will be held on Saturday, April 25, 2009 from 9am to 2pm at Sentara Norfolk General's Heart Hospital located at 600 Gresham Drive, Norfolk, VA 23507. (Doors open at 8:30am) A map of Sentara is attached. Mary Writesel CPS/CAP, president of the Tidewater Chapter, is employed by Sentara. For assistance with directions the day of the event, please contact Mary via her cell at 757-536-2082. Mary will be happy to guide you to our construction zone.

**What to wear?** The attire is Construction Casual. We encourage you to dress comfortably. Anything goes including jeans, shorts, sweat pants, flannel shirts, and comfortable shoes.

**What's for Breakfast/Lunch?** The Tidewater Chapter members are preparing baked goods for the morning and Sentara will provide coffee and hot tea. So feel free to come early (8:30am) to enjoy these goodies. For those looking for something a little more substantial, Sentara has a full breakfast grill, all kinds of yogurts, breakfast drinks, etc. The corner market is also available and it has tons of snacks, etc. The gift shop is open as well - and they always have a huge selection of items. **Lunch Boxes will be provided for a cost of \$10 per attendee.** Please make your choice from the selection below when registering for the meeting. The meeting itself is FREE.

Box 1: Salad with dressing, yogurt, fruit, cookies

Box 2: Turkey Sandwich w/lettuce & tomato, chips, fruit, cookies

Box 3: Ham Sandwich w/lettuce & tomato, chips, fruit, cookies

Drinks (water, diet Coke, Coke, tea, and coffee) will be available. Feel free to bring your own favorite!

**What topics will be discussed?** Our construction zone will consist of five work areas with supervisors to assist in keeping the conversation flowing and on track.

1. **Building Funds**, supervised by Bev Whitehurst of the Tidewater Chapter, will focus on Ways & Means ideas.
2. **Building Membership**, supervised by Gerri Richards of the Roanoke Chapter, will focus on recruiting new members.
3. **Building Awareness**, supervised by Robin Holstein of the Charleston, W. VA chapter, will focus on marketing your chapter.
4. **Building Leaders**, supervised by Mike Mercer of the Peninsula Chapter, will focus on ways to prepare your members for becoming officers and committee chairs.
5. **Building Chapters**, supervised by Nancy Engler of the Lynchburg Chapter, will focus on retention of members.

Each attendee will have approx. 30 minutes in each construction zone. So come prepared to share, learn, and network. All discussions are informal and everyone is invited to participate.

**Need a hotel?** For your convenience, a block of rooms is being held at the Courtyard Marriott Downtown Norfolk located at 520 East Plume Street at a rate of \$119 per night. They are holding 20 rooms for each night, Friday, 4/24 and Saturday, 4/25 until March 25. To make a reservation at these rates contact the hotel via phone at 757-963-6000 or toll-free at 800-894-7956 and ask for the "IAAA Tidewater" rate. (That is NOT a typo...it IS IAAA.) Reservations can also be made online at [www.marriott.com/orfdt](http://www.marriott.com/orfdt) and entering the group code "iaaiaaa" for 1 king bed or "iaaiaab" for 2 queen beds. Please note there is a parking fee at the hotel garage. This hotel is walking distance from MacArthur Mall but not Sentara. You will need to drive to Sentara from any of the downtown hotels.

**Great! You are coming...now what?** Ready to register? Please complete and mail the attached registration form with your lunch money and choice payable to Tidewater Chapter, IAAP. Cost for lunch is \$10.



# VA-WV DIVISION LAN MEETING APRIL 25, 2009

## Registration Form

All attendees will be eligible to win our Administrative Tool Box!



**International Association of  
Administrative Professionals®**



Registration Form—Please complete and mail to:  
Laura Stoy, c/o Charles H. McCoy, Jr. Inc., 500 E. Plume Street,  
Suite 105, Norfolk, VA 23510-2317

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Email: \_\_\_\_\_

Lunch Choice: Circle one (1-salad) (2-turkey) (3-ham)

Please make \$10 checks payable to: Tidewater Chapter, IAAP

Co-chairs: Debbi Haddaway- dhaddaway@maxmediallc.com  
Laura Stoy—tazstoy@juno.com

Please respond by Monday, April 20.

# Welcome to Sentara Heart Hospital

## Entry Hours

Sentara Heart Hospital Main Entrance will be open 5:30 a.m. - 10:00 p.m. Monday - Friday and 7:00 a.m. - 9:00 p.m. on weekends and holidays. The Sentara Heart Hospital Courtyard Entrance is open 6:00 a.m. - 11:00 p.m. Otherwise, press Courtyard Entrance doorbell to contact Security.

## Family Lounges

Family Lounges are available on all Sentara Heart Hospital floors and include big screen televisions, phones, wireless internet access, educational materials and a variety of small sitting areas to allow for family privacy. A refreshment center is located adjacent to each Family Lounge. Guest pagers and/or wireless phones will be available in the Family Lounges on the 2nd and 3rd floor. Also on the 2nd and 3rd floors are family consultation rooms. A children's play area is available in the Family Lounge on the 1st floor.

## Dining: Sentara Heart Hospital

### The Café

Located just behind the calming Water Wall in the Main Lobby of the Sentara Heart Hospital, this new Café offers light refreshments, sandwiches and other menu items. Hours: Monday - Friday, 6:00 a.m. - 6:00 p.m.; Saturday and Sunday, 7:00 a.m. - 1:00 p.m. (Additional dining locations at SNGH.)

## Guest Services

Available for families of heart patients from out of the area, Guest Services is located on the 6th Floor, B Wing of Sentara Norfolk General Hospital. Call 757-388-3118 for information.

## Automatic Teller Machine

An ATM is located on the 1st floor of Sentara Heart Hospital around the corner from the main elevators, and in the main corridor of Sentara Norfolk General Hospital near the cafeteria.

## Sentara Heart Hospital Gift Shop

Sentara Heart Hospital Gift Shop is located on the 1st floor of Sentara Heart Hospital beyond the Visitor Information Desk. Hours: Monday - Friday, 7:00 a.m. - 7:00 p.m.; Saturday and Sunday, 12:00 p.m. - 8:00 p.m.

## Parking

**Valet Parking** is free for all Sentara Heart Hospital patients, families and visitors. Patients, families and visitors may call the valet in advance (757-388-8085) for car pickup. Hours are 5:30 a.m. - 10:00 p.m. Monday - Friday, 7:00 a.m. - 8:00 p.m. weekends and holidays. Valet will stop receiving cars at 8:00 p.m. After 10:00 p.m., keys for valet parked cars will be located in the security office (757-388-3510).

**Sentara Heart Hospital Parking Garage** is available at no charge to Sentara Heart Hospital patients, families and visitors. Patients who are visiting a physician in the Medical Office Building located on the 6th floor of Sentara Heart Hospital may also park in this garage at no added cost.



## Directions to Sentara Heart Hospital

### From North Suffolk/Smithfield

- Take Route 17 toward Norfolk
- Continue on Route 17 until it turns into Route 164
- Take 164 to 58E - Midtown Tunnel/Norfolk
- Proceed through Midtown Tunnel
- Once out of Midtown Tunnel follow signs to Medical Center/NS Railway
- Follow signs to Medical Center to Gresham Dr.
- Cross over Hampton Blvd. to Gresham Dr. between Sentara Heart Hospital parking garage and Sentara Heart Hospital

### From Hampton/Newport News/Williamsburg (via Monitor-Merrimac Bridge Tunnel)

- Take 64E to Exit 264: Route 664 South-Downtown Newport News/Portsmouth/Suffolk/Nags Head/Chesapeake
- Proceed through Monitor-Merrimac Bridge Tunnel
- Take Exit 9N to Portsmouth/James River Bridge
- Take LEFT exit to 164 East: Portsmouth
- Take 164 to 58E - Midtown Tunnel/Norfolk
- Proceed through Midtown Tunnel
- Once out of Midtown Tunnel follow signs to Medical Center/NS Railway
- Follow signs to Medical Center to Gresham Dr.
- Cross over Hampton Blvd. to Gresham Dr. between Sentara Heart Hospital parking garage and Sentara Heart Hospital

### From Hampton/Newport News/Williamsburg (via Hampton Roads Bridge Tunnel)

- Take I-64 East through the Hampton Roads Bridge Tunnel
- From I-64 East, take Exit 284-A (onto I-264 West heading to Norfolk)
- Continue on I-264 West to Waterside Dr.
- Continue on Waterside Dr. until it becomes Boush St.
- At the intersection of Boush and Brambleton Ave., turn LEFT.
- Continue on Brambleton Ave., cross over Colley Ave.
- Bear RIGHT on Gresham Dr. into hospital campus

### From the Outer Banks

- Take Route 168 toward Norfolk, which becomes the Chesapeake Expressway, to I-464 - Norfolk. Exit on Waterside Dr.
- Continue on Waterside Dr. until it becomes Boush St.
- At the intersection of Boush and Brambleton Ave., turn LEFT.
- Continue on Brambleton Ave., cross over Colley Ave.
- Bear RIGHT on Gresham Dr. into hospital campus

### From Emporia

- Take Route 58 toward Norfolk, to I-264 heading to downtown Portsmouth/Norfolk
- Follow I-264 signs to Portsmouth; go through Downtown Tunnel to Norfolk and exit on Waterside Dr.
- Continue on Waterside Dr. until it becomes Boush St.
- At the intersection of Boush and Brambleton Ave., turn LEFT.
- Continue on Brambleton Ave., cross over Colley Ave.
- Bear RIGHT on Gresham Dr. into hospital campus

### From Elizabeth City

- Take Route 17 toward Norfolk to I-464 North into downtown Norfolk
- Take I-464 North into Norfolk and exit on Waterside Dr.
- Take Waterside Drive, which becomes Boush St.
- At the intersection of Boush and Brambleton Ave., turn LEFT.
- Continue on Brambleton Ave., cross over Colley Ave.
- Bear RIGHT on Gresham Dr. into hospital campus

### From the Eastern Shore

- Take Route 13 South through the Chesapeake Bay Bridge Tunnel
- Across the bridge, stay straight, road becomes Northampton Blvd.
- Continue on Northampton Blvd. to I-64 East
- Continue on I-64 East; take Exit 284-A (onto I-264 W to Norfolk)
- Continue on I-264 West to Waterside Dr.
- Continue on Waterside Dr. until it becomes Boush St.
- At the intersection of Boush and Brambleton Ave., turn LEFT.
- Continue on Brambleton Ave., cross over Colley Ave.
- Bear RIGHT on Gresham Dr. into hospital campus

### Best Departure Routes from Campus

- To Midtown Tunnel:** Take Gresham Dr. back out to Brambleton Ave. near Medical Tower. Take right on Brambleton Ave. Proceed to Midtown Tunnel
- To Waterside Dr. to 264:** Take Gresham Dr. to Fairfax Ave. Take right onto Colley Ave. Take left at Brambleton Ave. Take right at Boush St. Boush St. turns into Waterside Dr.

## Patient Education Centers

There is a Patient Education Center, which includes a Lending Library on the Sentara Heart Hospital 1st floor. Patient Education Centers are also located on the 4th and 5th floors.

## Wireless Internet Access

Wireless internet access is available throughout Sentara Heart Hospital.

## Pastoral Care

Chaplaincy services are available for patients, families, physicians, and staff at Sentara Heart Hospital 24 hours a day, seven days a week. The Chapel is located on the 1st floor of Sentara Norfolk General Hospital across from the Corner Market and is open to all faiths. In the Chapel you will find a prayer journal where you may write your prayers and petitions.

## Dining: Sentara Norfolk General Hospital

### Cafeteria

The main Sentara Norfolk General Hospital campus cafeteria is located in the main hallway of Sentara Norfolk General Hospital. Hours: Breakfast, 6:30 a.m. - 9:30 a.m.; Lunch, 11:00 a.m. - 1:30 p.m.; Dinner, 4:30 p.m. - 6:30 p.m.

### Corner Market

Located in the main hallway of Sentara Norfolk General Hospital, the Corner Market offers sandwiches, light fare, outpatient pharmacy services and a small grocery for your convenience. Grocery hours: Monday-Friday, 7:00 a.m. - 3:00 a.m.; Saturday and Sunday 10:00 a.m. - 3:00 a.m. Hours for outpatient pharmacy: Monday - Friday, 9:00 a.m. - 5:00 p.m.; Thursday, 7:00 a.m. - 5:00 p.m.

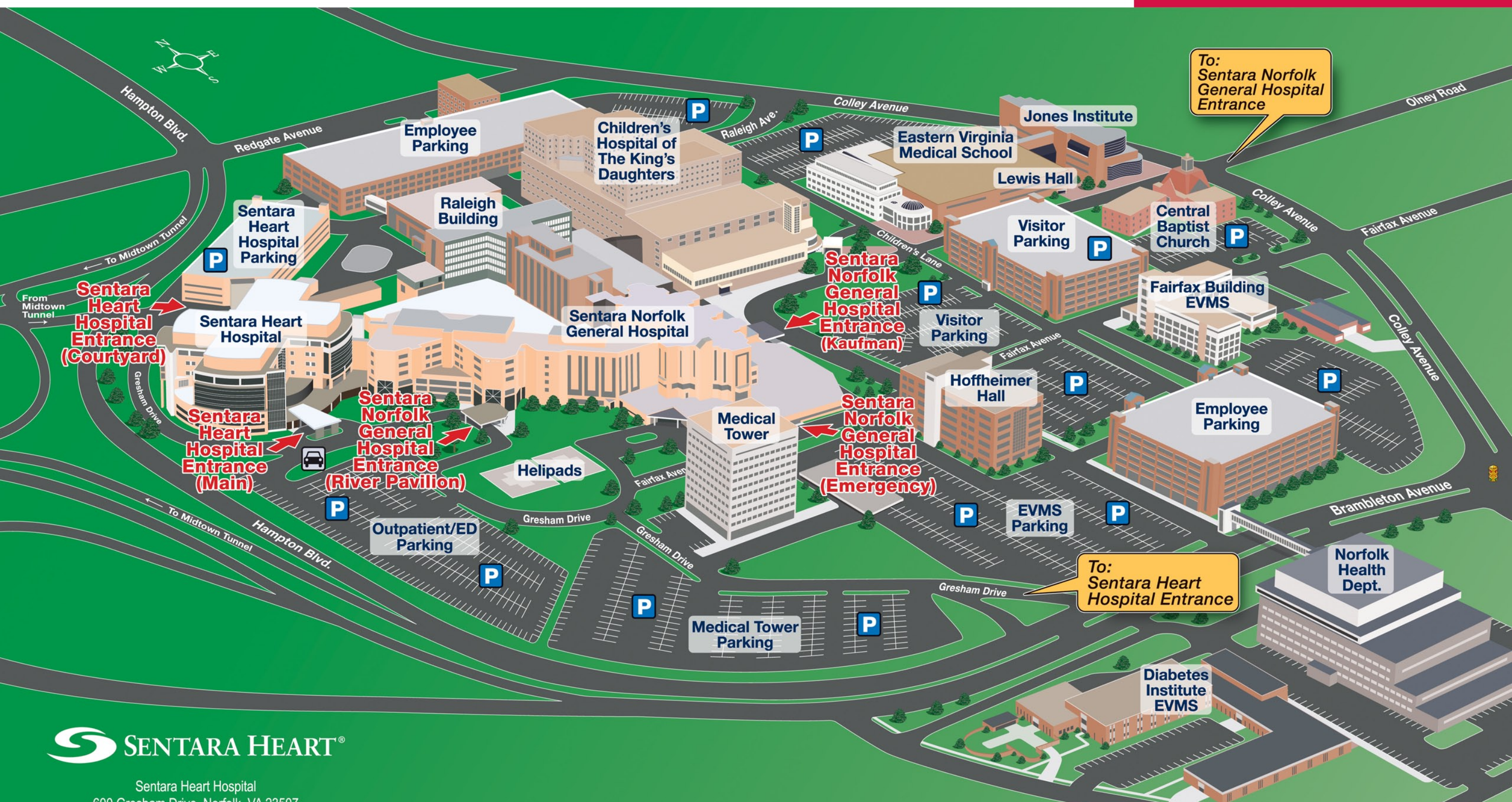
### Espresso Oasis Coffee Shop

Located in the main hallway of Sentara Norfolk General Hospital, the Espresso Oasis Coffee Shop offers regular and gourmet coffee. Hours: Monday - Friday, 6:30 a.m. - 6:00 p.m.; Saturday and Sunday, 7:00 a.m. - 1:00 p.m.

# Sentara Heart Hospital



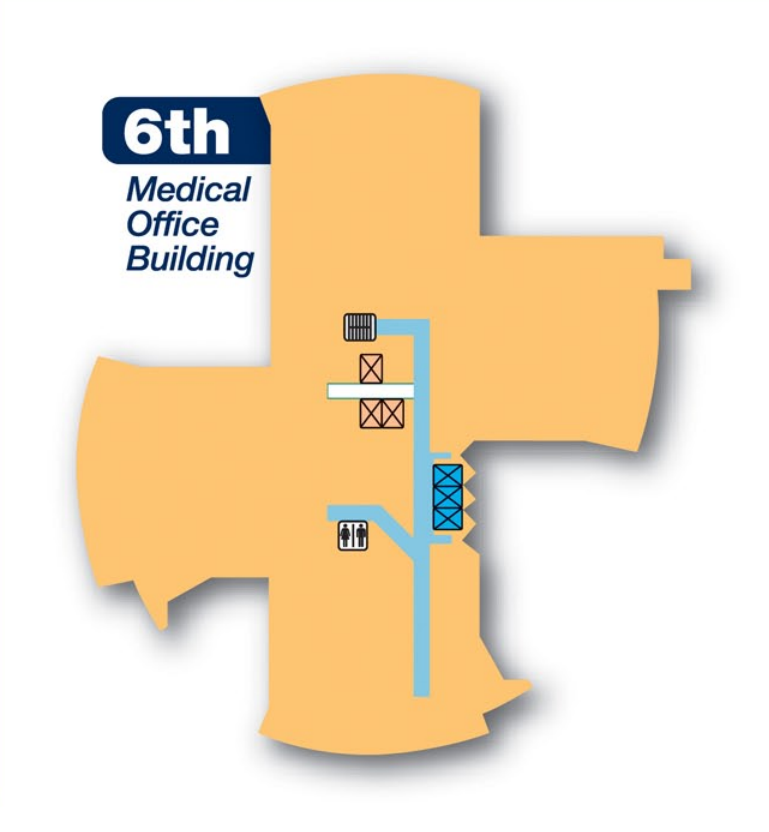
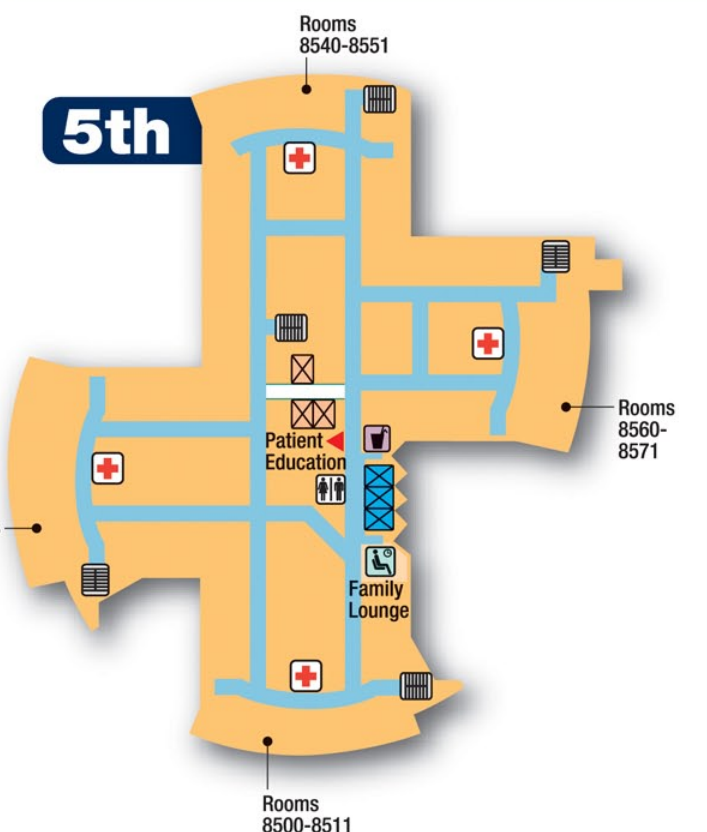
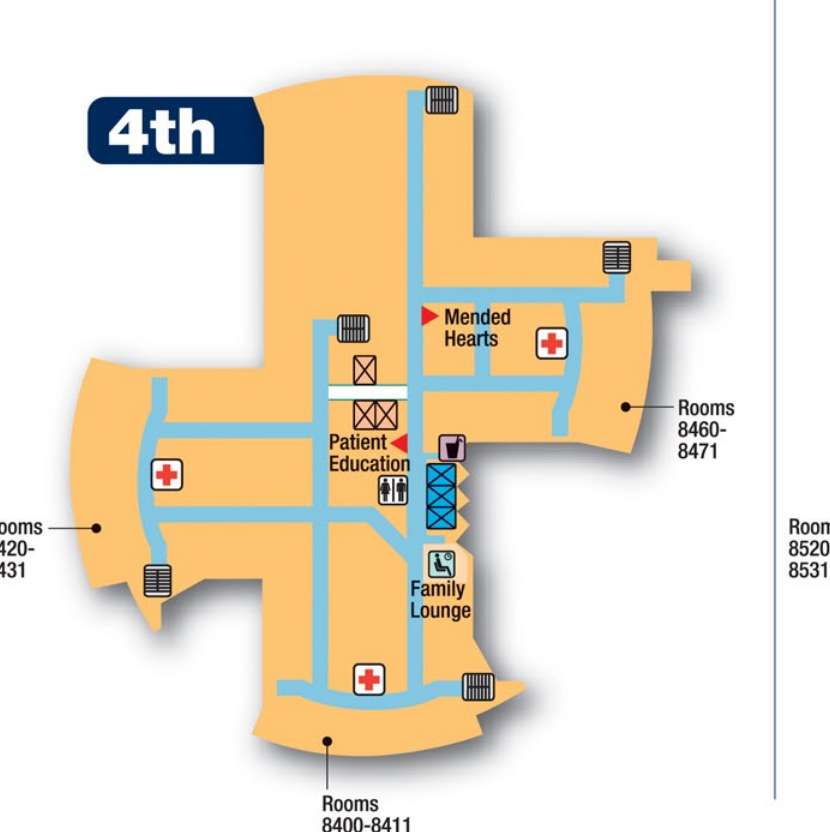
## Visitor Guide



Sentara Heart Hospital  
600 Gresham Drive, Norfolk, VA 23507  
757-388-8000 www.sentara.com/heart



Department	Location	Floor
Administration	Sentara Heart Hospital	1st
Administration	SNGH Main Hospital	1st
Advanced Care Clinics	SNGH Main Hospital	1st
Advanced Imaging Center	Sentara Heart Hospital	1st
Breast Center	SNGH Main Hospital	1st
Cafeteria	SNGH Main Hospital	1st
Cardiac Data	SNGH Main Hospital	5th
CARE (Cardiac Assessment Recovery Evaluation)	Sentara Heart Hospital	2nd
Cardiac Diagnostic Center	Sentara Heart Hospital	1st
Cardiac Intensive Care Unit (CICU)	Sentara Heart Hospital	2nd
Cardiac Surgery Center	Sentara Heart Hospital	3rd
Cardiac Surgery Intensive Care Unit (CSICU)	Sentara Heart Hospital	3rd
Cardiopulmonary Rehabilitation	SNGH Main Hospital	2nd
Cashier	SNGH Main Hospital	1st
Chapel	SNGH Main Hospital	1st
Children's Play Area	Sentara Heart Hospital	1st
Conference I & II	Sentara Heart Hospital	1st
Conference Room	Sentara Heart Hospital	3rd
Corner Market (Outpatient Pharmacy)	SNGH Main Hospital	1st
Education Center (Video Room)	Sentara Heart Hospital	3rd
Espress Oasis Coffee Shop	SNGH Main Hospital	1st
Family Lounge	Sentara Heart Hospital	1st, 2nd, 3rd, 4th, 5th
Gift Shop	Sentara Heart Hospital	1st
Gift Shop	SNGH Main Hospital	1st
Health Information Services (Medical Records)	SNGH Main Hospital	1st
Human Resources	SNGH Main Hospital	1st
Information	Sentara Heart Hospital	1st, 2nd, 3rd
Information	SNGH Main Hospital	1st (Kaufman)
Information	SNGH Main Hospital	1st (River Pavilion)
I.V. Pharmacy	Sentara Heart Hospital	3rd
Medical Office Building	Sentara Heart Hospital	6th
Mended Hearts	Sentara Heart Hospital	4th
Outpatient Diagnostic Center	SNGH Main Hospital	1st
Patient/Family Library	Sentara Heart Hospital	1st, 4th, 5th
Patient Rooms (Sentara Heart Hospital)	Sentara Heart Hospital	2nd, 3rd, 4th, 5th
Quiet Area	Sentara Heart Hospital	3rd
Radiology	SNGH Main Hospital	1st
Radiation Oncology	SNGH Main Hospital	1st
Sentara Cardiovascular Research Institute	SNGH Main Hospital	2nd
Technology Wall	Sentara Heart Hospital	1st
Telemetry	SNGH Main Hospital	5th
The Café	Sentara Heart Hospital	1st
Transplant Center	SNGH Main Hospital	1st
Volunteers	SNGH Main Hospital	1st



- Information Desk
- Information Kiosk
- Visitor/Public Elevators
- Staff Elevators
- Stairs
- Restrooms
- Waiting Area
- Vending
- ATM
- Smoking
- Valet Parking
- Patient Care Support Center