

NC Division 2012 Leadership and Education Forum
Embassy Suites-RTP, Cary, NC
February 24-25, 2012

The North Carolina Division cordially invites you to attend our 2012 Leadership and Education Forum which will be held Friday and Saturday, February 24-25, 2012, at the beautiful Embassy Suites-RTP Hotel located at 201 Harrison Oaks Blvd., Cary, North Carolina, just outside Raleigh off I-40 at Exit 287.

Please mark your calendars now and make plans to attend this fun-filled educational event! Our Forum will begin on Friday afternoon at 12:45 p.m. with a seminar entitled "Taking Charge of Your Career," presented by Stefanie Zizzo, of Think Work Play.com-The Coach Connection. Our educational experience will continue with another seminar at 2:30 p.m. presented by John M. O'Connor of Career Pro, Inc., entitled "The Foundation of a Great Resume and Five Powerful Interview Tactics." We will also have time to enjoy shopping and learning about new products at our Vendor/Ways & Means Expo from 4:00-6:30 p.m. We will again have our "Student Clothes Closet" where students will be given first choice on gently used clothing that members donate, as well as cosmetics and other accessories. After the students make their selections, the members will have a turn also. A new feature during the Expo this year will be an opportunity to get a professional headshot made for the small sum of \$10.00, which you can use for your resume, social networking, etc. Be sure to check out the area on the registration form to sign up for your headshot between 4:00-6:00 p.m. We will schedule those wishing to do this to try to avoid long waiting lines. Of course, Friday would not be complete without our Evening of Welcome which will include dinner, a Silent Auction, and special entertainment that I know you will enjoy!

Saturday morning starts off bright and early with an 8:45 a.m. seminar presented by Dr. Kim Stromgott of UNC-Chapel Hill. She will speak on "Moral Courage and Legal Professionalism." At 10:30 a.m. we will hear from our own Jo A. Peay, past IAAP International President and member of the Winston-Salem Chapter, who will present "Meeting Planning 101." Each of the four seminars will offer 1.5 recertification points. At noon we will gather together to enjoy the Certification Recognition Luncheon where those who have achieved certification or recertified recently will be honored. A delicious meal will be served, followed by the keynote address and presentation of gifts to those being recognized.

Your NC Division Board has worked hard in this tough economy to bring you the best value for your money. The registration fee is again only \$95 for professional members. \$75 for student members, advisors, and merited members, and \$115 for members-at-large. Many of you know how nice the suites are at Embassy Suites, and this beautiful facility is no exception! The room rate is \$119 per night, and the suites have two double beds and a sofa-bed, microwave, wet bar, refrigerator, 2 flat-screen plasma tv's, coffeemaker, table for dining/working, and free Wi-Fi. A full cooked-to-order breakfast is complimentary to guests each morning from 7:30-9:00 a.m., and the complimentary Manager's Reception is available from 5:30-7:30 each night. Get several of your friends together and share one of these wonderful suites! You don't want to miss this Forum!

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Attached are the registration form, preliminary agenda, and seminar/speaker information. Included below is information regarding room reservations and the dress code for this event. You should begin **NOW** to make plans to join your North Carolina Division Board of Directors as we continue “[Making the LEAP to Remarkable](#)” in the Raleigh-Cary area. Complete your registration form today and mail it to Melissa Mincey, CAP-OM (NCD Treasurer). SORRY – Online registration will not be available for this event. **FINAL Event Registration deadline is February 17th, 2012!!** **PLEASE NOTE: Our NCD Treasurer must receive your registration on or before February 17 – registrations received by mail after this date will not be accepted.**

Hotel Information

Hotel reservations may be made by calling the hotel directly at (919) 677-1840, or you may call 1-800-EMBASSY (1-800-362-2779). Be sure to reference the “International Association of Administrative Professionals” conference when you make your reservations.

*All rates are based on single or double occupancy (maximum of four per room). All hotel rooms are non-smoking. Wireless internet is available throughout the hotel. Amenities include a beautiful indoor swimming pool, sauna, whirlpool, fitness center, lighted tennis courts, full-size activity court featuring basketball and volleyball, nearby golf and parks with walking and hiking trails and sailing. The complimentary full cooked-to-order breakfast is served each morning in the lush open-air atrium. The Manager’s Reception each evening features your favorite beverages and hors d’oeuvres. Bistro in the Park offers fine dining in a casual setting with an open-air kitchen that serves the finest steaks, fresh seafood and specialty pastas. The Crystal Falls Lounge offers lighter fare in a relaxed atrium setting. Please visit www.raleighdurham.embassysuites.com.

ROOM RESERVATION DEADLINE: [February 2, 2012](#)

Discounted room rates will NOT BE honored after this date, so go ahead and reserve your suite now, even if you are undecided. Reservations can be cancelled 72 hours in advance with no penalties. Again, be sure to reference the “International Association of Administrative Professionals” conference when you make your reservations.

Dress Code

Professional Business Dress is required for all seminars, workshops, and the Certification Recognition Luncheon. Business Casual is appropriate for the Evening of Welcome. Please – no jeans, tee shirts or sneakers!

General Directions to the Hotel

FROM THE WEST: Exit toward I-40 Eastbound and proceed to Exit 287, Harrison Avenue. Turn right at the top of the ramp. After the first light, turn right onto Harrison Oaks Boulevard. The hotel is located 1/4 mile on the right. Look for the Embassy Suites sign.

FROM THE EAST: From I-40 Westbound, take Exit 287, Harrison Avenue. Turn left at the top of the ramp. After the second light, turn right onto Harrison Oaks Boulevard. The hotel is located 1/4 mile on the right. Look for the Embassy Suites sign.



Making the LEAP to Remarkable

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AGENDA

FRIDAY, FEBRUARY 24, 2012

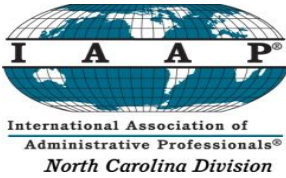
- 8:00 – 11:00 AM Third Quarter Board of Directors' Meeting
- 10:00 AM – 12:00 PM Registration
- 11:15 AM – 12:00 PM Board of Directors' Luncheon
- 12:30 – 12:45 PM Welcome and Opening Comments
Sandra C. Stotesbury, CAP-OM – NC Division President
Angela H. Simmons, CAP – NC Division President-Elect
- 12:45 – 2:15 PM Seminar: **Taking Charge of Your Career**
Speaker: Stefanie Zizzo – Career Coach, Think Work Play.com
Introduction by Heather Buckelew, NCD Membership Director
- 2:15 – 2:30 PM BREAK
- 2:30 – 4:00 PM Seminar: **The Foundation of a Great Resume and Five Powerful Interview Tactics**
Speaker: John M. O'Connor – Career Pro, Inc.
Introduction by Faith Hill, CAP,
NC Division Education/Certification Director
- 4:00 – 6:30 PM **Vendor/Ways & Means Expo**
- 4:00 – 6:00 PM **Professional Headshots Made**
By Mr. Terry Whirlow - \$10.00 per sitting
- 5:00 – 6:30 PM **Student Clothes Closet**
- 7:00 – 9:30 PM **Evening of Welcome - Dinner & Entertainment**
Welcome and Introductions
Sandy Stotesbury, CAP-OM, NC Division President
Silent Auction – Distribution of Door Prizes
- Entertainment
Angela H. Simmons, CAP, NC Division President-Elect

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AGENDA

SATURDAY, FEBRUARY 25, 2012

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|---------------------|--|
| 7:15 – 8:30 AM | Registration |
| 8:30 – 8:45 AM | Welcome and Opening Comments
Sandra Stotesbury, CAP-OM – NC Division President
Angela H. Simmons, CAP – NC Division President-Elect |
| 8:45 – 10:15 AM | Seminar: Moral Courage and Legal Professionalism
Speaker: Dr. Kim Stromgott, Professor, UNC-Chapel Hill
Introduction by Angela Simmons, CAP, NCD President-Elect |
| 10:15 – 10:30 AM | BREAK |
| 10:30 AM – 12:00 PM | Seminar: Meeting Planning 101
Speaker: Jo A. Peay, Targacept, Inc.
Introduction by Ronda Dwyer,
NCD Bylaws & Standing Rules Director |
| 12:00 – 12:15 PM | BREAK |
| 12:15 – 1:50 PM | Certification Recognition Luncheon
Welcome and Introductions
Faith Hill, CAP-OM - NCD Education/Certification Director
Keynote: TBD
Presentation of Certification Recognition Gifts |
| 1:50 – 2:00 PM | Announcements and Closing
Angela H. Simmons, CAP – NC Division President-Elect |



**NC Division 2012 Leadership and Education Forum
Speakers' Information
Friday, February 24, 2012**

Taking Charge of Your Career

Presented by Stefanie Zizzo

Stefanie Zizzo is a professional career/life coach and workshop facilitator who assists individuals and groups from all over the country in gaining clarity, confidence and direction in their career and lives. Prior to becoming a coach, Stefanie served as Associate Director of Career Services at St. John's University in New York, working with hundreds of students and alumni in career planning and transition in her 11-year career there. She is the author of ***The Journal of Possibility*** – original art, quotes and coaching questions to keep you inspired, and ***The Journey From Comfort to Possibility: A Workbook of Self-Discovery and Personal Transformation***, serving as a springboard to those ready to stretch out of their comfort zones and experience more of life. Stefanie offers **personalized career/life coaching and engaging seminars and workshops**. Stefanie holds her **Professional Certified Coach (PCC)** designation through the International Coach Federation, is a graduate of the Institute for Life Coach Training, holds a Masters degree in Counseling and a Bachelors degree in Psychology. She serves as an affiliated coach with Think Work Play.com The Coach Connection, and has served on the board of Chix in Business, Inc., a Triangle-area non-profit organization of women business owners who support and educate each other.



The Foundation of a Great Resume and Five Powerful Interview Tactics

Presented by John M. O'Connor



John M. O'Connor, MFA, CCM, CECC, ABI, is a Certified Career Coach. With a unique fiction writing pedigree with fiction publications as well, he obtained an MFA in Creative Writing from Bowling Green State University. John has over 19 years' experience in professional outplacement, career transition, resume writing and career coaching. He has published many articles on human resources, recruitment, and has provided many peer-related articles for various publications and entities.



**NC Division 2012 Leadership and Education Forum
Speakers' Information
Saturday, February 25, 2012**

Moral Courage and Legal Professionalism

Presented by Dr. Kim Strom-Gottfried



Kimberly J. Strom-Gottfried, Ph.D., a Smith P. Theimann Distinguished Professor for Ethics and Professional Practice at the UNC School of Social Work, obtained her doctorate from Mandel School of Applied Social Sciences, Case Western Reserve University. She holds a Master's from the School of Social Work at Adelphi University. She graduated with high honors with a Bachelor of Arts degree from the University of Maine where she majored in Sociology with specializations in Education and History. In addition to her professorship at UNC-Chapel Hill, Dr. Strom-Gottfried is Director of the Academic Leadership Program for the Institute of Arts and Humanities at UNC-Chapel Hill. She has also served as Associate Dean of UNC-CH from 1999-2001, and was Interim Dean from 2000-2001. She has authored and refereed numerous books and publications. View her complete credentials at www.formoralcourage.com.

Meeting Planning 101

Presented by Jo A. Peay

After more than thirty-six years as an administrative professional, today's speaker is currently Manager, Corporate Events and Travel at Targacept, Inc. Targacept is a biopharmaceutical company working to develop drugs for central nervous system diseases. Targacept, Inc. is a spinout company of R.J. Reynolds Tobacco Company where she was employed for twenty-six years prior to making the decision to join Targacept, Inc. She is a member of the International Association of Administrative Professionals (IAAP), serving as International President 2004-2005. She serves on the Office Automation Advisory Board at Forsyth Technical Community College, the Executive Committee of the Board of Directors of The Centers for Exceptional Children in Winston-Salem and chaired the Piedmont Triad Memory Walk for the Alzheimer's Association, 2007-2010. She presents seminars on topics appropriate for today's administrative professionals throughout the business community. She collects koalas, enjoys reading, and has a passion for the University of North Carolina Tarheel sports, especially basketball. Her favorite city in the States is San Francisco but she spends her vacations in the Caribbean.



**North Carolina Division
International Association of Administrative Professionals®
Leadership and Education Forum
Embassy Suites-RTP, Cary, NC
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Registration Form

Final Registration Deadline: February 17, 2012

Please Print or Type

Last Name: _____ First Name: _____ Name for Badge: _____

Mailing Address: _____

City, State, Zip _____

Company Name and Address: _____

Phone: (Work) _____ (Home) _____ (Cell) _____ (Fax) _____

E-mail Work: _____ E-mail Home: _____

Member Student/Advisor Member Member-At-Large Merited Member Guest/Non-Member
IAAP Membership #: _____ Year Joined: _____ Chapter/Division: _____

CAP MM/YY Certified: _____ MM/YY Recertified: _____ CAP-OM MM/YY Certified: _____ MM/YY Recertified: _____

Is this your first NCD Leadership and Education Forum? Yes _____ No _____			
Chapter Officer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Position: _____
Division Officer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Position: _____
International Officer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Position: _____
Past Division President	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Year(s): _____

REGISTRATION					
Member/Student Registration Fees		Amount	Non-Member/Guest Registration Fees		Amount
Full Registration: Professional NC Division Member	<input type="checkbox"/>	95.00	Full Registration: Non-IAAP Member	<input type="checkbox"/>	115.00
Full Registration: Professional Assn. Members-At-Large	<input type="checkbox"/>	115.00	Guest for Friday Seminars ONLY	<input type="checkbox"/>	40.00
Full Registration: NC Division Student Members/Advisors/Merited Members	<input type="checkbox"/>	75.00	Guest for Friday Evening of Welcome ONLY	<input type="checkbox"/>	40.00
Full Registration: Student Members/Advisors/Merited Members-At-Large	<input type="checkbox"/>	85.00	Guest for Saturday Seminars ONLY	<input type="checkbox"/>	40.00
Friday Seminars & Evening of Welcome ONLY (meal included)	<input type="checkbox"/>	65.00	Guest for Saturday Luncheon ONLY	<input type="checkbox"/>	35.00
Saturday Seminars & Luncheon ONLY	<input type="checkbox"/>	65.00	Schedule Professional Headshot Friday	<input type="checkbox"/>	10.00
TOTAL		\$	TOTAL		\$

FORUM SELECTIONS	
(To ensure adequate room set-ups, please check those events you will attend)	
Friday Seminars: <input type="checkbox"/> Stefanie Zizzo <input type="checkbox"/> John O'Connor	Saturday Seminars: <input type="checkbox"/> Dr. Kim Stromgott <input type="checkbox"/> Jo A. Peay
Friday Evening of Welcome: <input type="checkbox"/>	Saturday Luncheon: <input type="checkbox"/>
Name of Guest(s): _____	
Please indicate any special accommodations, dietary needs, etc.:	

CHAPTER PRESIDENTS ONLY ARE TO COMPLETE THIS AREA:

Yes () No () The _____ Chapter will participate in the Ways & Means Expo (\$25.00 Fee for 1/2 table space; \$35.00 for full table).

Make checks payable to NCD IAAP and mail with completed registration form to: Melissa Mincey, CAP-OM (phone 252/399-2316), City of Wilson, PO Box 10, Wilson, NC 27894-0010. SORRY - Registration online for this event is not available.

- ♦ **PAYMENT AT THE DOOR CANNOT BE ACCEPTED FOR THIS EVENT. CANCELLATION POLICY:** Cancellations must be received in writing prior to **February 17, 2012**. After **February 17th**, registration substitutions may be made.
- ♦ **PROFESSIONAL DRESS REQUIRED for all seminars; BUSINESS CASUAL preferred for Evening of Welcome.**
- ♦ **Meeting Room Temperatures Fluctuate - Dress in Layer**