

MN-ND-SD Division

International Association of Administrative Professionals

October 14-16, 2011

Arrowwood Resort & Conference
Center Alexandria, Minnesota

Fall Education Conference

Rejuvenate, Revitalize, and Restore
your soul and your career.



We work hard all day, and spend our days making sure everyone else is taken care of but we often fall to the bottom of the "to-do" list.

*It's time to learn tips, tricks and techniques to make ourselves a **priority** on those lists.*

By embracing a remarkable and a winning attitude, together we will take IAAP to the next level and beyond, thus ensuring members and leaders will be leaving a **L**egacy of **E**xcellence, **A**chievement and **P**assion for others to follow, and that will always keep IAAP remarkable.

Questions: President Dawn Staycoff
dawn.staycoff@thrivent.com 612-532-7153



International Association of
Administrative Professionals®
MN-ND-SD Division



Highlights

- ◆ Friday afternoon seminar by **Theresa Rose—Finding Your MOJO — The ABC's of living in Abundance, Balance and Creativity**
- ◆ Friday night fun activities
- ◆ Saturday business session
- ◆ Saturday afternoon seminar by **Billy McLaughlin — Empowering Others to Rethink the Impossible**
- ◆ Saturday afternoon free time
- ◆ Saturday evening dinner & fun activities
- ◆ Sunday seminar by **Mike Foley — Live the Life You Were Meant To Live!**

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www.iaap-mnndsd-division.org

www.arrowwoodresort.com



AGENDA

MN-ND-SD Division
Fall Professional Conference
October 14–16, 2011



Schedule

Friday, October 14

- 10 a.m. Tastefully Simple Tour (Free and Optional)
- 11 a.m.–1 p.m. Registration; and Lunch on own
- 1–2 p.m. Team Building Event
- 2:30 – 4 p.m. ***Finding Your Mojo - The ABCs of Living in Abundance, Balance and Creativity presented by Theresa Rose***
What is mojo? It's that fire, that energy, that zest that makes life juicy! If you've got your mojo working, you are on top of the world: energetic, creative, and fulfilled. If you've lost it, you may have to look up to see the bottom: depressed, tired, overwhelmed, and unable to accomplish much of anything. In Finding Your Mojo, Theresa describes the extraordinary impact mojo has on our productivity and health, and she humorously shares some of her most insightful (and often embarrassing) life lessons. *(2 recertification points)*
- 4 – 5 p.m. Web Community Training (optional)
- 4 – 6 p.m. Social Opportunity (optional)
- 6 – 8 p.m. Dinner on own (list of local restaurants will be provided)
- 8:30 p.m. Networking events

Saturday, October 15

- 7:30–9:30 a.m. Hot Breakfast Buffet (eggs, meat, seasonal fresh fruit, and beverages)
- 9:30–11:30 General Business Session
- 11:30 Lunch
- 1–3:00 p.m. ***Empowering Others to Rethink the Impossible presented by Billy McLaughlin***
Billy is an engaging speaker committed to delivering the highest musical aesthetic while warmly acquainting himself with every audience through stories and humor. He captivates audiences with live musical illustrations while telling his true story with disarming honesty and engaging emotion. Billy shares memorable and practical lessons from his journey of transforming “incurable” into “unstoppable”! Gain the competitive

MN-ND-SD Division 2011 Fall Educational Conference Agenda
advantage with your most unique resource - your own inspiration! (2
recertification points)

- 3-4:00 Chapter Displays Open
- 4-6:00 Free Time
- 6-7 Networking/Social Hour (cash bar) and Bingo
- 7-8:30 Dinner
- 8:30 Live Auction for Chapter Fundraisers

Sunday, October 16

- 8-10:00 a.m. Hot Breakfast Buffet (eggs, meat, seasonal fresh fruit, and beverages)
- 10:00-11:30 ***Dare to Live - Live the Life You Were Meant To Live! Presented by Mike Foley***
The philosophers remind us to, "Become a light unto ourselves." We can stay huddling on the duck pond with the other ducks or, like an eaglet, listen to our intuition, step to the edge of all that is comfortable and familiar, spread our wings, and jump. Life will never forsake that kind of courage. NO ONE on this planet will ever be able to express your unique skills and talents better than YOU. The world is waiting for YOU. The time is now. (2 *recertification points*)
- 11:30-Noon Announcements/Adjourn

Other activities (available at an additional cost & on your own)

- Canoeing
- Spa on site
- Golf
- Trail bike rental
- Horseback Riding
- Cruise on Lake Darling

Tastefully Simple Tour –You’re invited to tour Tastefully Simple’s headquarters in beautiful Alexandria, 1920 Turning Leaf Lane SW, Alexandria, MN 56308-3006. Friday 10 am. Must register in advance.

Rainbow Rider is a local transportation service in Alexandria. For \$2-4 a person could ride it from Arrowwood to Tastefully Simple or other places in Alexandria. Please visit their website for more information <http://rainbowriderbus.com/faq.cfm>

Fundraising

Fundraising sales will be available throughout the weekend; to reserve a table, contact President-Elect Brenda Jindra at bdjindra@charter.net; provide chapter/committee name, contact name, and number of tables needed.

Option 1:

Fundraising table - \$30. Remember, due to IRS guidelines gambling rules apply.

Option 2:

A live auction will be held during the Saturday evening social hour, committees may bring up to **two** items (e.g., themed baskets) for auction, and you will receive the full amount of the winning bid.

Policies, Special Requests, and General Information

- **Please limit your use of scented products to ensure the comfort of everyone attending (e.g., soaps, bath oils, lotions, and hairspray).**
- All attendees are asked to bring their own **name badges** and **binder/folder** for three-hole punched materials.
- Dress: business casual or casual (jeans and t-shirts) acceptable for all events; Consider bringing a sweater or jacket as conference room temperatures may fluctuate.
- Requests for vegetarian meals or special medical dietary needs will be accommodated; indicate needs on registration form.
- IAAP functions are non-smoking.
- Recertification point requests have been submitted for all seminars.
- A fee of \$25 will be deducted from all refunds made for cancellations received by mail or email by October 7, 2011; no refunds will be made for cancellations received after October 7, 2011.
- IAAP complies with the Americans with Disabilities Act; if special arrangements are necessary for an individual with a disability to attend this program, contact Brenda Jindra bdjindra@charter.net via email by October 7, 2011.

Hotel Accommodations

- Individuals should contact Arrowwood directly by calling 866-386-5263 or 320-762-1124. Request a reservation for the I.A.A.P. conference.
- All reservations must be guaranteed by one night's deposit with a major credit card. Hotel will not hold any reservations unless secured by the above method. Failure to occupy the room or to cancel a guaranteed reservation in the appropriate time frame will result in a charge of one night's room and tax applied to the method of guarantee.
- Rates guaranteed through September 22, 2011. Reservations received after the cut-off date will be subject to availability of guestrooms and rates. \$94 room rates (single/double/quad) quoted is subject to the applicable state taxes currently at 6.875%.
- The guestroom rate **does not include** Water Park Passes. You can add up to 4 Water Park passes to the guestroom rate for the Big Splash Indoor Water Park for only \$124 per room, per night plus tax. A discounted daily Water Park pass rate of \$7 plus tax per pass is available as well.

Full Meeting Registration

Full Registration – (registration due by Friday, October 7, 2011)	\$120.00	\$
Full Registration – STUDENT	\$110.00	\$
Full Registration – NON MEMBER	\$150.00	\$
Saturday Evening (please choose one) <input type="checkbox"/> Filet Mignon <input type="checkbox"/> Wild Rice Stuffed Chicken Breast <input type="checkbox"/> Parmesan Crusted Walleye		
Includes: Friday Seminar; Saturday & Sunday Buffet Breakfast; Saturday Business Meeting & Seminar, Saturday Lunch, Dinner and Entertainment; Sunday Business Session & Seminar		
Additional Event (Optional): FREE Tour at Tastefully Simple Headquarters on Friday October 14 at 10 a.m. Please arrive at Tastefully Simple at 9:45 a.m. as tour starts promptly at 10 a.m. <input type="checkbox"/>		

Single Event and Guest Registration

	Member	Student	Non-Member/ Guest	
Friday Seminar	\$50.00	\$45.00	\$60.00	\$
Saturday Annual Business Meeting and Seminar (includes luncheon)	\$85.00	\$80.00	\$95.00	\$
Guest Saturday Dinner (choose one) <input type="checkbox"/> Filet Mignon <input type="checkbox"/> Wild Rice Stuffed Chicken Breast <input type="checkbox"/> Parmesan Crusted Walleye	\$50.00	\$50.00	\$50.00	\$
Sunday Breakfast, Business Session, and Seminar	\$50.00	\$45.00	\$60.00	\$

Total Registration

Cancellation Policy: After October 7, 2011, no refunds will be made.	Total Enclosed	\$
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Payment and Mailing Instructions

Make check payable to:	MN-ND-SD Division, IAAP
Mail to:	Melissa Tofte, Treasurer 4121 10th Ave. S, Minneapolis MN 55407 Melissa.tofte@ryancompanies.com Phone: 612-492-4402
Direct questions to:	Brenda Jindra (218)839-2000 (cell) email: bdjindra@charter.net
Credit Card Payment: (service fee applies)	http://iaapfallconference.eventbrite.com

Registration Information

First Name:	Last Name:	
Address:		
City:	State:	ZIP:
Home Phone:	Work Phone:	
E-mail for registration confirmation:		
Chapter:	Delegate: <input type="checkbox"/>	Alternate: <input type="checkbox"/>
<input type="checkbox"/> IAAP Member <input type="checkbox"/> Member at Large <input type="checkbox"/> Student <input type="checkbox"/> First-Time Attendee <input type="checkbox"/> Guest		
<input type="checkbox"/> CPS <input type="checkbox"/> CAP <input type="checkbox"/> Other:		
Special Dietary Needs (specify)		
Other Special Needs (specify)		