

12 Penns Way
New Castle Corporate Commons
New Castle, DE 19720



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P (302) 737-4343
F (302) 322-3593
www.nccccc.com



International Association of
Administrative Professionals®
DE-MD-DC Division

WHEN: Wednesday, April 25th

WHERE: The Embassy Suites
654 S. College Ave., Newark

TIME: 7:30 am to 10:00 am

COST: Members

25.00 if pre-paid on line
30.00 at the door!

Non-members, 35.00 pre-paid
and 40.00 at the door!

DETAILS: Great door prizes-
Hot buffet breakfast-Educational &
Motivational Speakers and -
Goodie Bags- 2012 Administrative
Professional of the Year Award
AND

*Recognition & Appreciation for
Administrative Professionals*

DIRECTIONS: From I-95 South,
take Exit 1 Route 896 North toward
Newark. Once on 896 North travel
through three traffic lights. At the
fourth traffic light make a U-turn and
then access hotel on the right-hand
side.

From I-95 North, take Exit 1B Route
896 North toward Newark. Once on
896 North travel through three traffic
lights. At the fourth traffic light make
a U-turn and then access hotel on the
right-hand side.

Administrative Professionals Breakfast

Celebrate-Educate-Motivate

The 21st Century Administrative Professional

The role of the Administrative Professional has changed dramatically over the past decades, but the Admin remains the "Pulse of the Office." Our Administrative Professionals Day Breakfast will celebrate this important member of the workforce. Please join us for a morning packed full of celebrating, educating, motivating AND APPRECIATING the 21st Century Administrative Professional - With a wonderful hot breakfast buffet, an inspiring keynote speaker, Joyce Dungee Proctor of Seminars by Joyce; an educational workshop presented by Dr. Deanna Merritt of Goldey Beacom College; and wonderful door prizes, you will definitely want to start your special day with us and many other administrative professionals just like you.

The Chamber is co-hosting this event with the **Delaware Chapter of the International Association of Administrative Professionals (IAAP)**. The IAAP is an organization dedicated to enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development. To learn more about IAAP visit their website at <http://www.iaap-delaware.org>.

Do you know an exceptional Administrative Professional? The event will also include an **Administrative Professional of the Year Award** – the winner will be recognized at the April 25th breakfast. Nominations are due April 2, 2012. Visit the Chamber's website at www.nccccc.com for the nomination form and guidelines.

Registration for Administrative Professional Event

Visit www.nccccc.com to pre-pay and register on-line!

Or mail to: NCCCC, 12 Penns Way, New Castle, DE 19720; Fax (302) 322-3593

Name (s) _____

Company _____

Address _____ City _____ State _____

Zip _____ Phone _____ Fax _____

E-mail _____

Yes, I will attend. Please enclose payment with your registration before **Mon. April 23rd**

Cost: \$25/members, \$35/nonmembers \$ Enclosed: _____

NO REFUNDS will be issued unless requested 3 days prior to the event!

Method of Payment: Check MC AMEX Visa Discover

Account # _____

Exp. Date _____

Signature _____ Name on Card _____

Billing Address: _____



**2012 ADMINISTRATIVE PROFESSIONAL OF THE YEAR
CO-SPONSORED BY
IAAP DE CHAPTER and the NCCCC**



The Administrative Professional of the Year Award is an opportunity for organizations to recognize the Administrative Professional who is the “pulse of your office” and helps their business grow and function. The award will be presented at the Administrative Professionals Breakfast on April 25th, 2012 at the Embassy Suites, Newark. Please note that the award winner must be available to attend the award ceremony on April 25. **Nominations are due by close of business on Monday, April 2, 2012.**

Nominee: _____

Company/Organization: _____

Contact Phone: _____ **E-mail:** _____

1. YOU MUST USE THIS FORM. Nominees may be nominated by anyone. If the nominator is not the nominee’s current supervisor, a letter of recommendation from the nominee’s current or a past supervisor must accompany the application.
2. Answer the following questions regarding the administrative professional nominee, their job performance, special accomplishments and contributions to the community. If additional space is needed, attach additional sheets of paper to this application.

How has the nominee demonstrated his/her ability to contribute to the efficiency of the company? Please provide examples.

How does the nominee demonstrate a commitment to professional development and education? Please provide examples.

How does the nominee show a strong commitment to leadership within his/her organization? Please provide examples.

What unique qualities do you feel this nominee possesses that exemplify this IAAP’s core values of Integrity, Respect, Adaptability, Communication & Commitment? Please provide examples.

In what ways has the nominee gone above and beyond the call of duty?

What has been this nominee's involvement in organizations related to community service, professional, faith-based, civic, education, and//or health?

Give any additional reasons you feel this administrative professional should be chosen "Administrative Professional of the Year 2012."

Nominator: _____

Company/Organization: _____

Title: _____ Contact Phone: _____

E-mail: _____

Signature: _____

Completed nominations are **due by close of business Monday, April 2, 2012** and may be submitted via email, fax or U.S. Mail to:

Email: weissb@ncccc.com
Fax: 302.322.3593
Mail: New Castle County Chamber of Commerce
Attention: Barbara Weiss
12 Penns Way, New Castle, DE 19720



Administrative Professionals Day

“Educate-Motivate-Celebrate the 21st Century Administrative Professional”

Wednesday, April 25, 2012 7:30 am to 10:00 am

Embassy Suites Hotel, Newark, Delaware

Sponsorship Opportunities: Contact Pamela Mayse
at 302.294.2062 or maysep@ncccc.com

Gold Sponsor...\$1,500

*Prime Table Location (big enough to do floor standing display)

Four (4) attendees to Breakfast

Full page ad in breakfast program

Company Banner displayed at facility in main ball room

Company logo at the event and on the website (posters, flyers, etc.)

Speaking Opportunity to the crowd during door prize announcements

On site promotion of your company (verbal and poster recognition)

Recognition in Chamber's bi-monthly publication, *Business Matters* (distribution of 65,000)

Silver Sponsor...\$1,000.00

* 6 foot display table top in foyer near registration

Two (2) attendees to Breakfast

Half page ad in breakfast program

Company logo at the event and on the website (posters, flyers, etc.)

On site promotion of your company (verbal and poster recognition)

Recognition in Chamber's bi-monthly publication, *Business Matters* (distribution of 65,000)

Bronze Sponsor...\$500.00

* No display table (product or bag or door prize exposure only)

Two (2) attendees to Breakfast

Quarter page ad in breakfast program

On site promotion of your company (verbal and poster recognition)

Recognition in Chamber's bi-monthly publication, *Business Matters* (distribution of 65,000)

Advertising (breakfast program)

Back Cover: \$500

Inside Back Cover: \$250

Inside Front Cover: \$250

Biz Card Size Ad: \$12