



International Association of  
Administrative Professionals®  
Tri County Chapter

# Today's Mobile Office: Don't be Left Out!

April 20, 2013 • 8:30 am to 1:00 pm  
Location: OSF Healthcare Pioneer Park Prof Bldg.  
1420 W. Pioneer Parkway  
Peoria, IL 61614

8:30-9:00 Networking Breakfast  
9:00-10:00 Microsoft  
10:15-11:15 iPad vs Laptop vs Workstation  
11:30-12:30 Business Apps

## The Cloud is Coming!

**Presented by Microsoft** / *Ali Burke, Microsoft US Sales Central Region Business Administrator*

As the largest enterprise and software partner around the globe, Microsoft has redefined the workplace through the evolution of its products and strategic partnerships. For those in Business Support, mastering the platforms is crucial to success!

- Office 365, Skype, & Microsoft Lync
- Sneak peek at the future
- Tips on how to get ahead of the curve

## iPads vs. Laptops vs. Workstations Presented by *Jairo Arvizu, OSF Client Device Supervisor*

In today's office, we are moving from the workstation to the laptop and most recently to the iPad. What can we expect in IT support, network connections, and software. We will learn the pros and cons of each option in this basic primer of office computing devices. The implications for today's admin when they BYOD = Bring Your Own Device.

- Tablets vs. laptops vs. desktops
- Features of the different devices
- How BYOD impacts your responsibilities

## Putting Business Apps to Work for You Presented by *Chris James, the Digital Store Mgr.*

While smartphones have evolved from the shackles of being connected to your e-mail 24/7, they have also helped grow our social lives like never before, so why not combine both? How this completely connected world impacts our business and our every day functions as administrative professionals.

- Multi tasking: Work smarter, not harder
- Connecting beyond texting, calling, and e-mail
- Social Networking

Reserve your spot for this exceptional opportunity presented by the  
**International Association of Administrative Professionals Tri-County Chapter**  
**Seating limited.** Registration must be received no later than **April 12, 2013.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Cost: \$30.00 per person** includes all presentations and a continental breakfast bar.

Send name, email address, phone number and payment to:  
IAAP Tri-County Chapter, 104 N Euclid Avenue, East Peoria, IL 61611  
If questions, please call 309-655-3722. **Check payable to: IAAP Tri-County Chapter.**  
**Register On-Line at <http://tinyurl.com/d5jpkzk>**

Applied for 3 recertification points!