

A vibrant, stylized illustration of a landscape. A large, multi-colored rainbow arches across the sky. Below the rainbow, a bright yellow sun with rays is rising over a horizon. The sky is light blue with several white, fluffy clouds and a few small birds in flight. The foreground consists of rolling green hills and a winding path that leads towards the sun. The overall style is cheerful and optimistic.

**International Association of
Administrative Professionals®**

**New York State Division, Inc.
60th Annual Meeting
Making The Leap To Remarkable**

Friday, May 18 - Sunday, May 20, 2012

REGISTRATION PACKET

Co-Chairmen: Lisa M. Grant-Lynch and Jeanine Scaccio

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®
NEW YORK STATE DIVISION, INC.
60th ANNUAL MEETING

Agenda
May 18-20, 2012

Thursday, May 17, 2012

1:00-2:00 pm	NYSD Board Meeting with Annual Meeting Co-Chairmen and Hotel Representative
2:00-6:00 pm	NYSD Board of Directors' Meeting
5:00-8:00 pm	Registration
6:00-10:00 pm	Trips & Tours

Friday, May 18, 2012

7:00-9:00 am	Hospitality
8:00 am-6:00 pm	Registration
9:00-11:00 am	International Leadership Presentation
11:00 am-1:00 pm	Exhibits/Vendor Displays
11:00 am-1:00 pm	Hospitality
1:00-4:00 pm	Seminar
4:00-6:00 pm	Hospitality
4:15-4:30 pm	NYSD Board of Directors' Meeting with Division Members at Large
4:30-5:30 pm	NYSD Board of Directors' Meeting with Parliamentary Advisor, Recorder, Pages, Timekeeper, Chairmen of Nominations, Credentials, Bylaws & Standing Rules, Registration, and Tellers Committees
6:30-9:30 pm	Evening of Welcome

Saturday, May 19, 2012

7:00-8:00 am	Hospitality
7:00-8:30 am	Registration
7:30-8:45 am	Breakfast & Members' Briefing
8:45-9:00 am	Credentials Sign In
9:00-10:15 am	Opening Ceremonies/Keynote Speaker
10:15-10:30 am	Credentials Sign In
10:30 am-1:15 pm	Business Session
1:30-3:30 pm	Recognition Luncheon & Memorial Service
3:30-5:00 pm	Hospitality
4:00-5:30 pm	Registration
4:00-5:00 pm	Incoming NYSD Board of Directors' Meeting with Incoming NYSD Committee Chairmen and Chapter Officers
5:30-6:00 pm	Cocktail Reception
6:00-9:30 pm	Awards Gala

Sunday, May 20, 2012

9:00-10:00 am	Breakfast and Door Prizes
10:00 am-12:00 pm	Leadership Workshop
12:00 pm	Adjournment

Since fragrance aromas can cause adverse health effects in your fellow attendees, we ask your assistance to ensure all attendees adhere to a scent-free environment.

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“Making The Leap To Remarkable”

2012 Registration Form
East Elmhurst, New York 11369
May 18-20, 2012

Please fill out entire form. Type or print legibly. Register one person per form.
There is no charge to attend the Business Session on Saturday; however, registration is required.

Personal Information

Full Name _____ Membership No. _____
 First Name for Badge _____ First Time Attendee Yes _____ No _____
 Street _____
 City _____ State _____ Zip _____
 Daytime Phone _____ Fax _____
 E-mail _____

Membership

Status Professional _____ Professional-Merited _____ Student _____ Associate _____
 Guest Yes _____ No _____ Guest of _____

Representation

Chapter Member Yes _____ No _____ Chapter Name _____
 Chapter Delegate Yes _____ No _____ Chapter Alternate Yes _____ No _____
 Member at Large NYS Division Yes _____ No _____ Association Yes _____ No _____

Certification/Recertification

			Year Certified	Year(s) Recertified		
CAP	Yes _____	No _____	_____	_____	_____	_____
CAP-OM	Yes _____	No _____	_____	_____	_____	_____
CAP-IT	Yes _____	No _____	_____	_____	_____	_____

IAAP Experience

NYSD Officer Current Yes _____ No _____ Office _____
 Previous Yes _____ No _____ Highest Office Held _____
 Year _____
 NYSD Committee Chairman Yes _____ No _____ Committee Name _____
 International Officer Current Yes _____ No _____ Office _____
 Previous Yes _____ No _____ Highest Office Held _____
 Year _____
 International Committee Yes _____ No _____ Committee Name _____

Complete Reverse Side of This Form

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CONFERENCE FEES

Full Registration – Includes all events shown on the agenda. Please mark the appropriate registration fee.

-----Postmarked and Paid-----			
		Before April 21, 2012	April 21, 2012 and later
IAAP Member	_____	\$200	_____ \$225
Non-member	_____	\$250	_____ \$270
Total		\$ _____	

Split Registration – Only if not attending entire meeting. Mark each event you wish to attend.

	IAAP Member	Non-Member
Leadership Workshop	_____ \$30	_____ \$40
Seminar	_____ \$55	_____ \$65
Evening of Welcome	_____ \$40	_____ \$50
Breakfast & Members' Briefing	_____ \$30	_____ \$40
Recognition Luncheon	_____ \$40	_____ \$50
Awards Gala	_____ \$70	_____ \$85
Breakfast & Leadership Workshop	_____ \$25	_____ \$35
Total		\$ _____

Meal Selections – All registrants must complete this section.

- Awards Gala _____ Sliced Skirt Steak
 _____ Chicken Breast over Mushroom Risotto
 _____ Sole Almondine

Please list any dietary restrictions: _____

Deadline to register: May 11, 2012

Payment Method – Check or Money Order payable to: **NYSD IAAP 2012 Annual Meeting**. We are unable to accept credit card payments at this time. There will be a \$25 fee charged on checks returned by the bank due to insufficient funds.

Registration Confirmation – A confirmation of your registration will be sent to you upon request.

Do you wish to receive written confirmation: _____ Yes _____ No
 Delivery Method: _____ E-mail _____ Postal Mail

Cancellations/Refunds/Changes -- Registration fees will be refunded if cancellation is received in writing no later than May 1, 2012. All refunds will be processed after the meeting.

Send Completed Registration Form and Payment

Maria Nieves
 Annual Meeting Registration Chairman
 c/o SENSORMATIC – ADT
 229 W. 28th Street – 5th FL
 New York, NY 10001

Contact Maria Nieves with questions:

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E-mail: mnieves@adt.com ❖ Tel: 646-336-2422 ❖ Fax: 646-336-2488

PATRON FORM

Plans for the New York State Division Annual Meeting are progressing, and we would like to include you in a special fundraising activity. You are cordially invited to participate as a “Patron” in the program for this year’s Annual Meeting, being held at Courtyard by Marriott, East Elmhurst, New York, from May 18-20, 2012. Below is a price list of patron contributions; feel free to purchase as many as you wish. **Deadline: April 27, 2012.**

1 – 5 Lines	\$10
6 – 10 Lines/Business Card	\$15
½ Page	\$25
Full Page	\$50

The Board of Directors would like to thank you for your support in our efforts to promote
“Making the Leap to Remarkable”

Sample Text:

TO: Maria Nieves

FROM: Brooklyn Chapter

Awesome job as the Registration Chairperson!

Please type or print legibly, one Patron form per person. For additional space, please attach a separate sheet.

TO: _____
FROM: _____
MESSAGE: _____

Payment **MUST** accompany the Patron form. Please make checks payable to: **IAAP 2012 NYSD Annual Meeting.**

Mail completed form with payment to:
Maria Nieves, Registration Chairman
SENSORMATIC – ADT
229 W. 28th Street – 5th FL

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®
NEW YORK STATE DIVISION, INC.
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New York, NY 10001



Hotel Information:

Courtyard by Marriott
90-10 Grand Central Parkway
East Elmhurst, NY 11369
Phone: 718-446-4800/Fax: 718-446-5733
www.courtyard.com/LGACA

Room Rate: \$139 plus tax = \$163
Daily Parking: \$7

Rooms must be reserved by May 4, 2012, to guarantee our meeting rate.

Check In Time: 3:00 pm
Check Out Time: 11:00 am

For reservations, guests can call the reservations department at 1-800-321-2211 and mention you are with International Association of Administrative Professionals or the group code INAO. For reservations online, go to www.courtyard.com/LGACA and enter Group code INALNAA for King Beds or INALNAB for Doubles.

Please consider using the iGive.com website if making your reservation online. Courtyard by Marriott is a participant in the program, so every reservation made through iGive.com provides the New York State Division with a 2% donation. All you need to do is register with iGive.com and designate "NYS Division of IAAP" as your charity/cause.

The hotel offers free shuttle service for visitors traveling by plane. Shuttle service is **by request only**, and should be scheduled when booking your reservations.

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Directions to Courtyard by Marriott

LaGuardia Airport (LGA)

- Airport shuttle service, on request, complimentary
- Courtesy phone available
- Alternate transportation:
 - ✓ Estimated taxi fare – \$8.00 (one way)
 - ✓ NYC Taxi – \$12 (one way); on request
 - ✓ Bus Service – \$2.25 (one way)
 - ✓ Driving Directions: Take 94th Street Exit onto 94th Street. After exiting airport continue 1 block to 23rd Avenue and turn right. Take 23rd Avenue to 90th Street, turn right. Hotel is at end of block on the right side.

John F. Kennedy International Airport (JFK)

- Driving Directions: Exit JFK onto Van Wyck Expressway. Take Van Wyck Expressway to Grand Central Parkway toward LaGuardia Airport. Exit at 94th Street Exit on the Grand Central Parkway. Make a left at the traffic light on 94th Street to 23rd Avenue. At 23rd Avenue, turn right to go to 90th Street, turn right. Hotel is at the end of the block on the right.

AMTRAK Information

A special Amtrak Convention Fare Code number X35J-943 has been activated for the IAAP NYSD 60TH ANNUAL MEETING, May 17, 2012 – May 20, 2012. Meeting attendees who mention this code when making reservations will receive a 10% savings off the lowest available rail fare. To book your reservation, call Amtrak at (800) 872-7245 or contact your local travel agent. Travel dates are three days prior to the convention start date and three days following the last day of the meeting, (May 14, 2012 – May 23, 2012). Please note this discount is **not** valid if you book your reservation online.

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Trips & Tours



Thursday, May 17, 2012

Dinner Cruise on Skyline Princess – 7:00 – 11:00 pm (boarding at 6:30 pm) – sails from the World’s Fair Marina, features a 4-hour cruise through New York Harbor viewing the Manhattan skyline and the Statue of Liberty with Live DJ Entertainment on the Skyline Deck.

- Buffet Dinner with Cash Bar - \$86.00 (includes gratuity)
- Buffet Dinner with Cash Bar for Seniors (60 years and up) - \$81.00 (includes gratuity)
- Dress Code: Casual But Neat – No jeans or sneakers allowed. Jackets NOT required

MENU – subject to change without notice:

- Starter: Pre-plated Caesar Salad
- Entrees: Prime Rib Carving, Chicken Scaloppini, Chef’s Selection of Appetizer, Lemon Sole stuffed with Crabmeat, Roasted New Bliss Potatoes & Freshly Steamed Vegetables, Freshly Baked Rolls
- Dessert: Selection of Gourmet Cake
- Beverages: Coffee, Tea, Water

Prices include Buffet Dinner, gratuity, and round trip transportation to Marina.

Adults \$86.00: please reserve _____ seats for the Skyline Princess Dinner Cruise.

Seniors (60 years & over) \$81.00: please reserve _____ seats for the Skyline Princess Dinner Cruise.

Names: _____

Please make checks payable to: NYSD IAAP 2012 Annual Meeting.

Mail reservations and checks to: Christine L. Haider, CAP-OM
56-47 189th Street
Flushing, NY 11365