

Education Forum

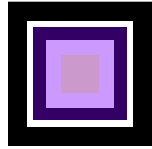
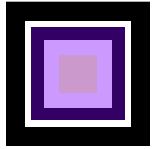
Hosted by the [Arkansas-Oklahoma Division, Inc.](#) of IAAP

Saturday, August 21, 2010 - 8:00 AM—4:00 PM

Wyndham Garden Hotel Oklahoma City Airport

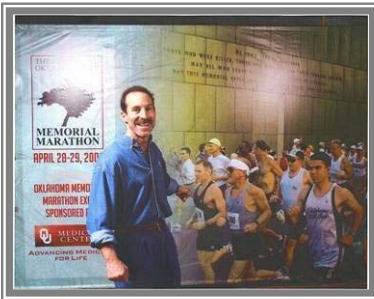
2101 S. Meridian Av., Oklahoma City, OK 73108

Phone 405-685-4000



WE INVITE YOU to join your IAAP peers from Arkansas and Oklahoma for a day of education, networking, motivation, information, food, and fun. We have designed this Education Forum to offer something for everyone. We encourage our chapter leaders to attend, as well as those who aspire to become leaders in our chapters or in the Arkansas-Oklahoma Division. If you are new to IAAP or just want to learn more about our association, this is for you too. We will also provide **three (3) recertification points** during the day.

Keynote speaker MARK BRAVO (A thirty-year runner and veteran of more than 30 marathons) will motivate us as he asks, *“Are you ready to become the hero of your own life?”* Through his experiences and



those of others, Bravo offers practices to turn adversity into an asset, pursue a kinder treatment of yourself and others, and put your signature on life, no matter the circumstances. A freelance writer and national broadcaster with a 30-year career as a TV and radio commentator for running and other sporting events, Mark has penned articles for *Oklahoma Runner/Triathlete*, *SPORTSOURCE*, and *50 Great U.S.*

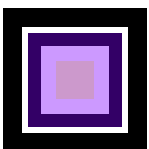
“Three things we can control in our lives...our effort, our integrity, and our compassion for others.”

– Mark Bravo

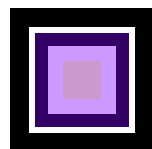
Marathons. His career as a coach started with running and wellness, and he now mentors runners and other “athletes” countrywide. Mark and his wife Leslie live in Edmond, OK. (www.runbravo.com) **Tate Publishing Company** will provide each attendee a complimentary copy of Mark’s book, ***MOMENTUM: 77 Observations toward a Life Well-Lived***. Mark will be available during lunch to meet you and autograph your copy.

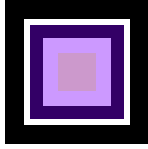
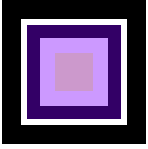
INFORMATION AT A GLANCE

- Cost to attend the Education Forum will be **\$30 per person**, payable in advance. The Division Treasurer must receive your registration form and check **postmarked on or before August 13**. We will issue no refunds for cancellations after that date. We have provided the registration form on page 3.
- Registration fee includes a **Continental Breakfast** and **Lunch**.
- We have **reserved a block of rooms** for Friday night, August 20, 2010, at the [Wyndham Garden Hotel Oklahoma City Airport](#) at the rate of \$69 plus tax per night. A-O Division will not subsidize the cost of hotel rooms for this event. We have provided instructions for reserving a hotel room on Page 2.
- We will provide one hour training for **Leadership/Strategic Planning/Succession Planning**, which certain chapter leaders are required to attend in order to become a Chapter of Excellence.



WE HOPE TO SEE YOU THERE!





AGENDA FOR THE DAY
Saturday, August 21, 2010

- 7:30 AM **Continental Breakfast**
- 8:00 AM **Welcome & Icebreaker**..... Division President Cheryl Cook, CPS/CAP
- 8:30 AM **“People Reading: The Vital Role that Active Listening Plays in Effective Communication”**
 (A presentation by the Division Officers offering One Recertification Point)
- 9:30 AM **Break**
- 9:45 AM **“Leadership/Strategic Planning/Succession Planning”** A-O Division Officers
 (A presentation to assist in becoming an IAAP Chapter of Excellence)
- 10:45 AM **Break**
- 11:00 AM **“The Glass is Three-Quarters Full”**Mark Bravo
 (A keynote presentation offering One Recertification Point)
- 12:00 Noon **Lunch and Autograph Session with Mark Bravo** -- (We’ll mix up the seating,
 you’ll dine with a new friend, and you can meet our keynote speaker.)
- 1:00 PM **Breakout Sessions** to instill **PASSION & PURPOSE** into the job functions of IAAP Leaders
 and to educate aspiring leaders. See list of available sessions on Page 3.
- 1:30 PM **Break**
- 1:45 PM **Rollout of Pathways to Excellence for 2010-2011** Division Secretary Teresa Tidwell, CAP
- 2:15 PM **Break**
- 2:30 PM **“Conflict Resolution”** A-O Division Officers
 (A presentation offering One Recertification Point)
- 3:30 PM **Wrap-up, Q&A, Door Prizes** Division President Cheryl Cook, CPS/CAP

How to Register for Education Forum: Complete the Registration Form on Page 3 and mail with your check to Division Treasurer Donna Nerio as indicated. Deadline is “postmarked no later than August 13,” and we will issue no refunds after that date.

How to Reserve a Hotel Room: Call the [Wyndham Garden Hotel Oklahoma City Airport](#) at 405-685-4000 or click on the link to reserve online. Use **Group Code 0820 6704 IN** to request a room for Friday night, August 20, 2010 in the block for the International Association of Administrative Professionals. Provide a credit card guarantee for the \$69 room rate plus taxes. Our block rate expires on August 6. Both Smoking and Non-Smoking (Kings and Doubles) rooms are available at this facility.

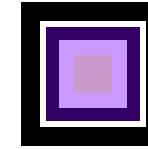
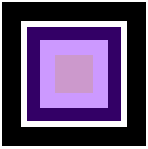
Location of Wyndham Garden Hotel: The most direct access to 2101 S. Meridian Av. In Okla. City is from I-40 at Exit #145, where you will then proceed south for one mile. The hotel is located on the west side of the road.

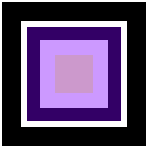
Fundraising: We will have a basket available to raise money for IAAP’s Retirement Trust Foundation. Due to space and time limitations, we will not be able to offer fundraising tables for our chapters.

Dress Code: Business Casual

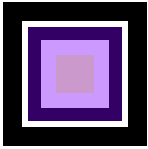
Evaluations: After the Education Forum, we will ask you to provide feedback via an online survey.

**Please address any questions concerning the 2010 A-O Division
 Education Forum to [Division President Cheryl Cook, CPS/CAP](#).**





BREAKOUT SESSIONS AVAILABLE
Got Questions? Get Answers Here!



In response to your survey comments, we will offer several different breakout sessions to help our leaders, aspiring leaders, and members learn more about IAAP and the job duties associated with taking care of business. These will not be presentations but will provide opportunity for attendees to seek answers to some aspects of IAAP that are not well defined or often explained. You will be able to choose one of these sessions:

- **President Duties** moderated by A-O Division President Cheryl Cook, CPS/CAP
- **President Elect/Vice President Duties** moderated by A-O Division President-Elect Michelle Hunsaker
- **Secretary Duties** moderated by A-O Division Secretary Teresa Tidwell, CAP
- **Treasurer Duties** moderated by A-O Division Treasurer Donna Nerio
- **Membership Chair Duties** moderated by A-O Division VP-Membership Chair Wanda Perry, CPS/CAP
- **Programs Chair Duties** moderated by A-O Division APW/Programs/Education Chair Linda Dizney, CAP
- **Certification Chair Duties** moderated by A-O Division Certification Chair Jodi McMillin, CPS/CAP
- **Bylaws Chair Duties & Parliamentary Procedure** moderated by A-O Division Bylaws Chair Sandy Tabio
- **Finding Passion and Purpose in IAAP** moderated by a former IAAP leader

REGISTRATION FORM

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|--|--|
| <p>NAME _____</p> <p>CPS, CAP, CPS/CAP _____</p> <p>CHAPTER _____</p> <p>MAIL ADDRESS _____</p> <p>_____</p> <p>EMAIL _____</p> <p>PHONE _____</p> | <p>CHOOSE ONE BREAKOUT SESSION TO ATTEND:</p> <p><input type="checkbox"/> President Duties</p> <p><input type="checkbox"/> President Elect/Vice President Duties</p> <p><input type="checkbox"/> Secretary Duties</p> <p><input type="checkbox"/> Treasurer Duties</p> <p><input type="checkbox"/> Membership Chair Duties</p> <p><input type="checkbox"/> Programs Chair Duties</p> <p><input type="checkbox"/> Certification Chair Duties</p> <p><input type="checkbox"/> Bylaws Chair Duties/Parliamentary Procedure</p> <p><input type="checkbox"/> Finding Passion and Purpose in IAAP</p> |
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COST = \$30 PER PERSON
 Make check payable to A-O DIVISION IAAP
 Enclose check with completed registration form and mail to:
DONNA NERIO, TREASURER
 ARKANSAS-OKLAHOMA DIVISION, IAAP
 1317 E 49TH ST, TULSA OK 74105-4712
 Registration Postmark Deadline: AUGUST 13, 2010

