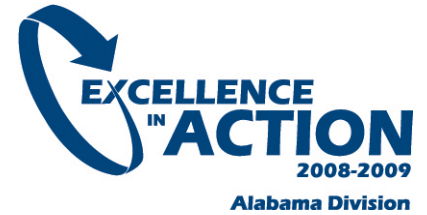




Alabama Division IAAP®

proudly presents...

*2008-2009 International Secretary
Janine Riemersma CPS/CAP*



“BECOMING THE KIND OF PERSON EVERY TEAM WANTS”

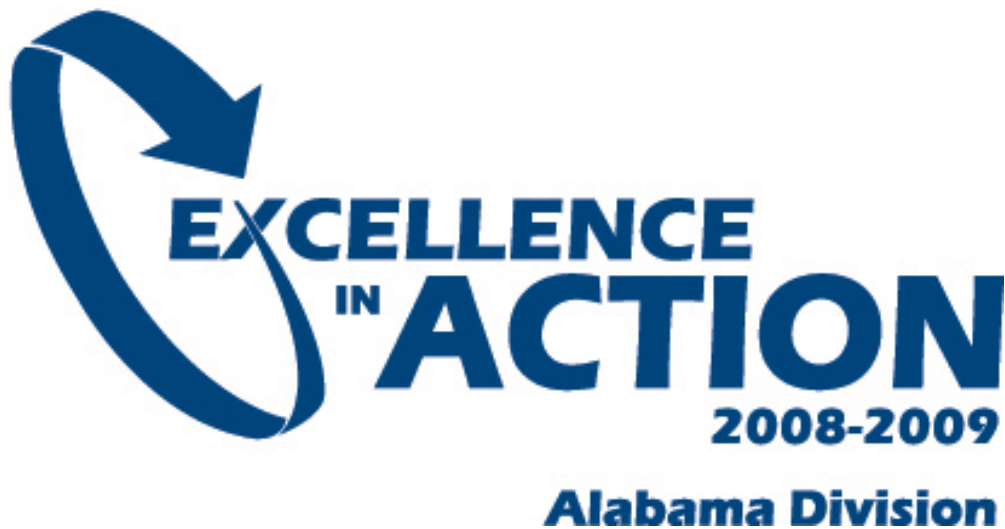
Janine has been a member of IAAP since March 1986 and is a member of the Sandy Shores Chapter, Grand Rapids, Michigan. Prior to joining the International Board of Directors, Janine served four years as a Trustee of the IAAP Retirement Trust Foundation and prior to Trusteeship, was a member of the RTF Committee. In addition she served several years on the Michigan Division Board of Directors.

Janine is currently the Office Services Manager of Technology and Office Automations at Fishbeck, Thompson, Carr & Huber (Engineers & Architects). When asked, “In ten words or less how have you benefited from being a member of IAAP?” Janine shares...*“I have become a more multi-dimensional person through personal growth afforded by IAAP commitments.”*

**You are invited to the
57th Annual Alabama Division Meeting**

**Elise McWilliams
110 Oakline Drive
Madison, AL 35757**

57th Annual Alabama Division Meeting



**Holiday Inn—Research Park
Huntsville, Alabama
June 5-7, 2009**

Hosted by

Northwest Region—Alabama Division IAAP
Decatur, Redstone Arsenal, and Shoals Chapters



**International Association of
Administrative Professionals®**
Alabama Division

www.iaapalabama.org

Conference Itinerary (Tentative Agenda)

Friday, June 5

12:00 p.m.	Registration
1:30 p.m.	Seminar Sessions
4:45 p.m.	APY Event
7:00 p.m.	Evening of Welcome Karaoke Competition


Saturday, June 6

7:45 a.m.	Registration/Breakfast
8:00 a.m.	Delegates Briefing
8:30 a.m.	Annual Meeting
12:00 noon	Recognition Luncheon
1:30 p.m.	Annual Meeting Reconvenes
6:00 p.m.	Incoming/Outgoing Board Reception
6:30 p.m.	Banquet & Board Installation
9:30 p.m.	Outgoing President's Reception

Sunday, June 7

8:00 a.m.	Breakfast
8:30 a.m.	Inspirational Service
9:00 a.m.	2009-2010 Leadership Workshop

SPECIAL NOTES

- Meeting room temperatures and personal comfort zones vary widely. We recommend you bring a sweater or jacket to assure personal comfort.
- Interruptions are not permitted during certain portions of this meeting. Entry and exit may be restricted at various times.
-  To avoid distractions, please set cell phones on vibrate mode during meetings.
- Photographs are not permitted during the APY Event or during Officer Installation. Ample opportunity will be provided for pictures once these events conclude.

HOTEL INFORMATION

Holiday Inn—Research Park
5903 University Drive
Huntsville, AL 35806
Phone: 256-830-0600 or 800-845-7275
Check In: 4PM Check Out: 12 Noon

Ask for IAAP Rate (block will be released 5/5/09)
Room Rates: \$89 Standard, \$99 Concierge, \$129 Suite
*IAAP room rates are available for 6/2 through 6/9.

SEMINAR SESSIONS

SESSION I

Becoming the Kind of Person Every Team Wants

Presented by Janine Riemersma CPS/CAP
IAAP International Secretary

Based on the book by John Maxwell, *The 17 Essential Qualities of a Team Player Becoming the Kind of Person Every Team Wants*.

Teamwork is an integral part of business, family, church and recreation. Organizations of all types accomplish more when people work together. Learn how qualities such as discipline, enthusiasm, communication, preparation, and commitment in individuals can improve a team's effectiveness as a whole.

SESSION II

Succession Planning

Presented by Karen Muller
Human Resources Training Specialist
Toyota Motor Manufacturing Alabama, Inc.

Every day of our lives, in some way or another, we experience the opportunity to lead or to follow. In order for each of us to be successful in our professional and personal lives, it is essential that we are able to recognize the qualities of a good leader to be an active contributing member of the team, and to know when to lead and when to follow.

Succession planning is a process to help define potential future leaders and help them reach their fullest potential through leadership training, succession planning, and mentoring, which helps establish a solid leadership foundation for the future.

This session will:

- Provide an overview of the indispensable qualities of leaders and what individuals can do to cultivate those qualities.
- Analyze succession planning steps to lay the foundation for the future of your IAAP organization or on your job.
- Discuss mentoring as a tool for leaders to use as part of the succession planning process.

This seminar and Annual Meeting has 0.3 CEUs
and 3 Recertification Points pending.



IAAP Alabama Division

57th Annual Alabama Division Meeting

June 5-7, 2009

Huntsville, Alabama



REGISTRATION FORM

Name: _____ CPS _____ CAP _____

Email: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: (work) _____ (home) _____

Company Name: _____

IAAP Chapter Name: _____ IAAP Member Number: _____

Division Officer: _____ Past Division President (Year) _____

Current/Past International Officer/Committee/RTF (Highest Position & Year): _____

Full Conference

IAAP Members must register for the entire conference. Registration fee includes: Seminar sessions, APY Event, Evening of Welcome, breakfasts, Recognition Luncheon, business sessions, receptions and banquet.

		After 5/15
<input type="checkbox"/> IAAP Professional Member	\$110	\$135
<input type="checkbox"/> IAAP Merited Member	\$75	\$100
<input type="checkbox"/> IAAP Past Division Presidents	\$75	\$100
<input type="checkbox"/> IAAP Student Member	\$50	\$75

Please note any dietary restrictions: _____

Single Event Registration Only

Available for Non-Members and Guests		After 5/15
<input type="checkbox"/> Friday Seminar Sessions	\$50	\$65
<input type="checkbox"/> Recognition Luncheon	\$20	\$30
<input type="checkbox"/> Awards Banquet/Receptions	\$25	\$35

Provide name of guest(s): _____

VOTING DELEGATE AND ALTERNATE CERTIFICATION

Delegate Alternate Delegate

Chapter Name: _____
I hereby certify that this member is the duly elected or appointed Delegate or Alternate Delegate to the IAAP 57th Annual Alabama Division Meeting and will represent our chapter in all matters which come before said meeting.

Signature—Chapter Treasurer _____

Total Amount Enclosed: _____

Make checks payable to: IAAP Alabama Division Meeting

P.O. # _____

Purchase Order deadline: May 8, 2009

Mail check and registration form to:

Elise C. McWilliams
110 Oakline Drive
Madison, AL 35757
elisemcwilliams@knology.net

Deadline for registration: May 29, 2009
No refunds after: May 15, 2009

For Credit Card Payment fax form to Elise McWilliams at 256.842.0981 or email to: elisemcwilliams@knology.net with the following information:

Name on Credit Card: _____

Type of Credit Card: Visa _____ MasterCard _____ Charge Amount: _____

Credit Card Number: _____ Expiration Date: _____

Your Fax Number: _____ Signature: _____