



iaap
Georgia
Division

60th Annual Meeting

June 6 – 8, 2014

Registration Packet



Leading Administrative Professionals

60TH GEORGIA DIVISION ANNUAL MEETING

Tentative Agenda

(subject to change)

THURSDAY, June 5

Attire: Business or Business Casual

7:00 PM – 10:00 PM **Welcome Reception and Networking**

FRIDAY, June 6

Attire: Business or Business Casual

7:00 AM – 6:00 PM **Registration**

7:30 AM – 8:30 AM **Expo/Ways & Means Set-Up**

8:00 AM – 8:45 AM **First Timers' Orientation** (*all attendees welcome*)

8:30 AM – 4:30 PM **Chapter Ways & Means**

8:30 AM – 6:30 PM **Expo**

8:30 AM – 4:30 PM **Georgia Division Silent Auction**

9:00 AM – 9:30 AM **FAPOTY Competition**

10:00 AM – 11:30 AM **Seminar: WordPress**

Speaker Session 1: Greg Creech

11:30 AM – 1:00 PM **Lunch/Expo** (*Lunch on your own*)

1:00 PM – 4:30 PM **Seminar: Hair on Fire! Presentation Skills**

Speaker Session 2: Mandi Stanley

5:00 PM – 6:00 PM **Delegates/Alternates/Pages Briefing**

6:30 PM – 10:30 PM **Open House Dinner and Program**

Attire: Lifestyles of the Jeweled and Admin (jewels & Jeans)

SATURDAY, June 7

Attire: Business

7:00 AM – 6:30 PM **Hospitality Suite**

7:00 AM – 6:00 PM **Registration**

8:30 AM – 8:50 AM **Opening & Welcome**

9:10 AM – 3:30 PM **Business Session**

12:00 PM – 1:00 PM **Lunch**

1:15 PM – 1:45 PM **Keynote: Northwest District Director Lisa Hogan, CAP-OM**

3:45 PM – 4:30 PM **Town Hall Meeting with International Representative**

6:00 PM – 7:15 PM **2014-2015 Division President's Reception**

7:30 PM – 9:30 PM **Installation Banquet**

SUNDAY, June 8

9:30 AM - 11:30 PM **2014 - 2015 Incoming Leadership Meeting**

Chapter Presidents and Division Committee Chairs

Meals

Friday Open House Buffet

Grilled Chicken

Braised BBQ Pork Butt

Pasta Primavera

Mixed field green salad served with balsamic vinaigrette and creamy ranch, tomato, basil and fresh mozzarella with extra virgin olive oil and balsamic vinegar

Seasonal vegetables

Garlic mashed potatoes

Cornbread muffins and garlic cheese biscuits

Pecan pie and cheesecake

Saturday Lunch Buffet

Tossed Mixed Green Salad with Ranch and Balsamic Vinaigrette topped with

Sliced Smoked Salmon

Grilled Chicken Caesar Salad

Vegetarian Lasagna

Seasonal fruit cups

Cornbread muffins and garlic cheese biscuits

Pecan pie and cheesecake

Saturday Installation Banquet Plated Dinner

Entrees:

Roasted Pork Loin seasoned with garlic and shallots demi glaze

Pecan Crusted Chicken Breast

Vegetarian Wellington with Roasted Mushroom Sauce

Kid's Meal: Spaghetti and Meatballs (*age 12 and under*)

Salad, chef's selection of starch, vegetable and dessert, rolls and butter, iced tea and coffee.

VALERIE CARTER Scholarship Application

Thank you for your interest in applying for The Valerie Carter Scholarship as a first-time attendee for the 2014 Georgia Division Annual Meeting to be held in Decatur, Georgia, June 6 - 8, 2014. To be considered for one of the scholarships, you must not have attended any of Georgia Division's previous Annual Meetings in any year. All applicants must be working as an administrative professional and able to verify information contained in your completed application upon request. All applicants must be a member of an IAAP® Georgia Division Chapter or a Division Member-At-Large.

Georgia Division 2014 Annual Meeting registration scholarships will be awarded to two successful applicants. This does not include transportation, lodging, or other expenses incurred as part of attending Annual Meeting. The scholarship recipients may not serve as a delegate to the Annual Meeting.

All applications must be submitted to gadivpe@gmail.com no later than Monday, April 28, 2014, for consideration. The winning applicants will be notified by May 9, 2014

(Please print)

First Name:	Last Name:
Certification: CAP CAP-OM	
Email Address:	
Member ID:	
Street Address:	
City:	Zip:
I am currently a	Professional Member Merited Member Student Member Member-At-Large
How long have you been a member of IAAP?	

VALERIE CARTER Scholarship Application (page2)

How would your participation at the Georgia Division Annual Meeting enhance your career as an administrative professional and contribute to your overall professional development?

How do you plan to utilize the information and training from the Georgia Division Annual Meeting to enhance your job performance and support your company/organization?

If selected as a scholarship recipient, you must be able to attend the Georgia Division Annual Meeting and be willing to be recognized as a scholarship recipient. Do you accept these conditions? Yes No

Administrative experience and work history:

Complete the work history info below (up to three previous jobs beginning with current job).

Resumes will not be accepted in lieu of completing the work history form.

Company Name:	
Company Contact Name and Phone Number:	
Years Employed:	Job Title:
Company Name:	
Company Contact Name and Phone Number:	
Years Employed:	Job Title:
Company Name:	
Company Contact Name and Phone Number:	
Years Employed:	Job Title: