

International Association of
Administrative Professionals
Conejo Valley Chapter
300 Esplanade Drive, 1530
Oxnard, CA 93030



CALIFORNIA DIVISION



International Association of
Administrative Professionals®

Annual Educational Forum & 55th California Division Meeting

June 8-10, 2007
Los Angeles, California

EVENT SPONSORS



Special thank you to
Berlex Biosciences



Hosted by the Conejo Valley Chapter

You're Invited to
Be a Star – Shape Your Future
in Los Angeles on June 8 – 10, 2007



A MESSAGE FROM YOUR CALIFORNIA DIVISION PRESIDENT

You Can Make a Difference by Shaping Your Future with IAAP through Commitment, Continuing Education, Communication, Creativity, and Connectivity!

Join us at the Radisson LAX Hotel, June 8-10, 2007, for the Annual Educational Forum (AEF) and 55th California Division Meeting (CDM). **Be a Star – Shape Your Future** is the theme for this year's California Division Meeting.

Whether you are a member of IAAP or not, this weekend provides professional and personal development with networking opportunities you can use immediately. The dynamic line-up of speakers and workshops for both AEF and CDM will inspire and challenge you to help you find ways to increase your personal and professional effectiveness.

From Friday's popular Exhibitor Expo and Welcome Reception to Sunday's Keynote Speaker, Olympic Gold Medal Winner, Bruce Jenner, "Finding the Champion Within" and Leadership Session for everyone to attend, you won't want to miss anything! At the same time, you will have the opportunity to network with your peers, renew old acquaintances, and make new ones.

We guarantee this weekend will be time well spent and that you will leave reenergized, rejuvenated, and recommitted to your career!

Our hosts, the Conejo Valley Chapter and the California Division Board of Directors have planned an exciting fun-filled, educational weekend. I know you won't want to miss it!

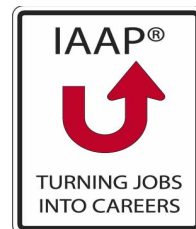
California Division and its Chapters provide career and leadership development . . .
We turn Jobs into Careers!

See you all on June 8-10, 2007 in Los Angeles.

Cheers,

Jenny Schoger

Jenny Schoger, CPS/CAP President
California Division, Inc. of the International Association of Administrative Professionals



Event Sponsors

Titanium Sponsors:



Platinum Sponsors:



Bronze Sponsors:



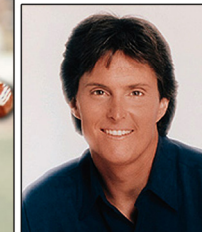
Special thank you to
Berlex Biosciences

California Division Meeting Schedule At a Glance

SATURDAY AND SUNDAY, JUNE 9 - 10, 2007



Office of the Future: 2020 - Reinventing the Workplace presented by Brett Good, District President of Robert Half International (RHI) Robert Half International (RHI), the world's leading specialized staffing firm. Brett joined RHI in 1998 and oversees all operations for the company in Southern California and Arizona. He has more than twelve years of experience in staffing service management. In addition, Brett has three years of consulting experience, specializing in core process re-engineering, financial turnarounds, and business reorganization. He has a Master's degree in Finance from St. Mary's College in Moraga, CA, and a Bachelor's degree in International Business and Marketing from San Francisco State University. Brett is a highly-regarded career expert who frequently speaks on career management issues with the local and national media, as well as on panel discussions at major conferences and events.



Finding the Champion Within presented by Bruce Jenner
Bruce Jenner captivated the world when he won the gold medal in the decathlon at the 1976 Olympic Games in Montreal, earning the title of "World's Greatest Athlete." Now he is known to millions as a motivational speaker, commercial spokesperson, television personality, sports commentator, entrepreneur, and author. His book, *Finding the Champion Within*, was published by Simon & Schuster, and he is now traveling around the country speaking about it. He moves audiences around the world with his unique success story.



Business Writing Techniques – Sharpening Your Basic Writing Skills: An Update on Grammar and Punctuation, Editing, and Proofreading presented by Steve Belisle

Belisle & Associates is a recognized leader in the field of communication and management training. For the past three decades, consultants at Belisle & Associates have stressed customization, hands-on learning, and measurable results. Steve Belisle has conducted seminars and workshops for business, education, and government. Steve instructs the Business Writing Certificate

Program at CSU Pomona Extension. Steve has a B.S. in Business Administration, with emphasis in Human Resource Management and a Certificate in Business Writing. He is a member of Los Angeles and Orange County American Society for Training and Development (ASTD).

California Division Meeting Schedule At a Glance

FRIDAY, JUNE 8, 2007

04:00 p.m. - 07:30 p.m. Exhibitor Expo, Welcome Reception, and Buffet
04:30 p.m. - 05:00 p.m. Division Meeting Overview

SATURDAY, JUNE 9, 2007

07:00 a.m. - 08:00 a.m. Continental Breakfast
07:30 a.m. - 08:00 a.m. Division Members-at-Large Meeting
08:00 a.m. - 08:30 a.m. Parliamentary Briefing
08:30 a.m. - 10:15 a.m. Opening Ceremonies and Keynote: **Office of the Future: 2020 – Reinventing the Workplace** presented by Brett Good
10:15 a.m. - 10:30 a.m. Break
10:30 a.m. - 12:15 p.m. Division Meeting Business Session
12:15 p.m. - 02:00 p.m. Networking Luncheon
02:00 p.m. - 02:15 p.m. Break
02:15 p.m. - 04:15 p.m. Division Meeting Business Session and Election of Officers
06:00 p.m. - 07:00 p.m. Pre-Banquet Reception
07:00 p.m. - 10:00 p.m. Installation and Awards Banquet

SUNDAY, JUNE 10, 2007

08:00 a.m. - 09:30 a.m. Breakfast and Keynote: **Finding the Champion Within** presented by Olympic Gold Medal Winner Bruce Jenner
09:30 a.m. - 09:45 a.m. Break
09:45 a.m. - 12:00 Leadership Workshop presented by Steve Belisle: **Business Writing Techniques – Sharpening Your Basic Writing Skills:** Good writing skills promote good communication and enhance your leadership skills.

Highlights

Exhibitor Expo and Welcome Reception, sponsored by our exhibitors

Are you looking for a site for your next corporate meeting? Do you need to stage a multi-media presentation for your national sales staff? Has a key colleague taken another job and you need someone NOW to fill his/her shoes? Do you want to see the latest innovations in technology? Do you want to bring home a piece of Hollywood to your family or friends? Come to the Exhibitor Expo where you'll find all these things and more.

Networking Luncheon

Share your ideas, your successes, and goals for yourself and your Chapter.

Installation and Awards Banquet

This event is the culmination of a dynamic year. Celebrate our successes and recognize the members and chapters who have created an awesome future by achieving or exceeding their goals. Discover who will receive the President's Awards and recap the year with Jenny Schoger, CPS/CAP, 2006-2007 Division President. Begin the coming year with AlVerta Harty, CAP/CAM, 2007-2008 Division President and celebrate with the newly installed Division Board of Directors.

2007 Annual Educational Forum and 55th California Division Meeting

REGISTER:

Online: Go to www.regonline.com/IAAP-07 Visa, MasterCard, American Express, Diners Club accepted
Credit Card: Fax to Angie LaCarte at 760-743-0511
Checks: Mail to Angie LaCarte, 1015 Fulton Road, San Marcos, CA 92069-2030
Make checks payable to: CA Div., Inc. IAAP

COSTS:

Combined cost (AEF & CDM) Member: Postmarked BY May 18, 2007 - **\$360** - AFTER May 18, 2007 - \$480
Combined cost (AEF & CDM) Non-Member: Postmarked BY May 18, 2007 - **\$410** - AFTER May 18, 2007 - \$530

Annual Educational Forum (AEF) - Friday

Member: Postmarked BY May 18, 2007 - \$175 Postmarked AFTER May 18, 2007 - \$235

Non-member: Postmarked BY May 18, 2007 - \$185 Postmarked AFTER May 18, 2007 - \$245

Package includes: Morning Keynote Speaker, Morning and Afternoon Workshops and Certification Luncheon and Keynote Speaker.

55th California Division Meeting (CDM) - Saturday/Sunday

Member: Postmarked BY May 18, 2007 - \$185 Postmarked AFTER May 18, 2007 - \$245

Non-Member: Postmarked BY May 18, 2007 - \$225 Postmarked AFTER May 18, 2007 - \$285

Package includes: Friday: Exhibitor Expo and Buffet, Saturday: Breakfast, Division Meeting, Networking Luncheon, Keynote Speakers, Installation and Awards Banquet Sunday: Breakfast, Keynote Speaker and Leadership Workshop.

AIRLINE INFORMATION:

Fly into Los Angeles International Airport

HOTEL INFORMATION:

The Radisson Hotel at Los Angeles International Airport

6225 West Century Boulevard

Los Angeles, CA 90045

Reservations: 800-333-3333 or 310-670-9000

Room rate: \$119 (per night single or double) Group rate code – IAAP (**Reserve by May 8 for discounted rate**)

Shuttle: Complimentary to/from Los Angeles International Airport every 15 minutes, 24/7

Rewards: Enroll today for rewards at www.goldpointsplus.com or call 888-288-8889

PARKING:

Discounted Rates = Overnight \$12/day; Day \$5/self \$7/valet

ON-SITE REGISTRATION HOURS:

Thursday 03:00 p.m. to 07:00 p.m.

Friday 07:00 a.m. to 06:00 p.m.

Saturday 07:00 a.m. to 08:30 a.m.

EARLY REGISTRATION PRIZE:

The winner will be announced Saturday evening. Early Registration, ALL California Division Meeting attendees registered by May 18, 2007 will be entered in the drawing. **Win a two-night stay at the Tenaya Lodge at Yosemite.** Retail value up to \$800, valid between November 2007 and March 2008, and subject to availability.

LOCAL ACTIVITIES:

Free Ocean Express Trolley to Manhattan Beach. Trolley #6 departs Radisson every hour beginning at 10:10 a.m.; last trolley back to Radisson 8:30 p.m.

TRIPS AND TOURS: NO PREPAYMENT REQUIRED! PAYMENTS WILL BE ACCEPTED AT REGISTRATION UPON CHECK IN.

Thursday – 05:00 p.m. to 10:30 p.m. Magic Castle Dinner & Show – \$25

Friday – 08:00 p.m. to Cocktails and Conversation at the Top of the Radisson Lounge

Sunday – 01:30 p.m. to 03:30 p.m. Tour of Hollywood (Celebrity homes, Walk of Stars ...) – \$41.95

Space is limited so please RSVP via e-mail to marissa.roman@gmail.com

Register online www.regonline.com/IAAP-07

FRIDAY, JUNE 8, 2007

Annual Educational Forum Schedule At a Glance

FRIDAY, JUNE 8, 2007

- 08:30 a.m. - 10:00 a.m. Keynote Speaker – “Establishing Your Credibility Up and Down the Ladder” presented by Rebecca Pace
- 10:00 a.m. - 10:15 a.m. Break
- 10:15 a.m. - 11:45 a.m. Workshops (Choose One)
1. “Office Yoga” presented by Darrin Zeer
 2. “Letting Go and Falling Up - Making Change Positive” presented by Alan Ovson
 3. “Excel Tips & Tricks for Power Users” presented by Gini Courter, TRIAD Consulting
- 11:45 a.m. - 12:00 p.m. Break
- 12:00 p.m. - 02:00 p.m. Certification Luncheon & Keynote “Power of Appreciation” presented by Mike Robbins
- 02:00 p.m. - 02:15 p.m. Break
- 02:15 p.m. - 03:45 p.m. Workshops (Choose One)
4. “Office Stress Emergency Kit” presented by Darrin Zeer
 5. “Life is Negotiation - How to Get What You Want More Often” presented by Alan Ovson
 6. “Cool New Software for 2007” presented by Gini Courter, TRIAD Consulting

HIGHLIGHTS:

Certification Luncheon and Keynote

This event recognizes those who received the Certified Professional Secretary® (CPS) rating, the Certified Administrative Professional® (CAP) rating, or recertified during the year 2006. **Having the CPS or CAP rating is not a requirement to attend this luncheon.** Please join us in acknowledging the achievement of our recipients.

Exhibitor Expo and Welcome Reception, sponsored by our exhibitors

Are you looking for a site for your next corporate meeting? Do you need to stage a multi-media presentation for your national sales staff? Has a key colleague taken another job and you need someone NOW to fill his/her shoes? Do you want to see the latest innovations in technology? Do you want to bring home a piece of Hollywood to your family or friends? Come to the Exhibitor Expo where you'll find all these things and more.

Trips and Tours - NO PREPAYMENT REQUIRED! PAYMENTS WILL BE ACCEPTED AT REGISTRATION UPON CHECK IN.

- Thursday – 05:00 p.m. to 10:30 p.m. Magic Castle Dinner & Show – \$25
- Friday – 08:00 p.m. to Cocktails and Conversation at the Top of the Radisson Lounge
- Sunday – 01:30 p.m. to 03:30 p.m. Tour of Hollywood (Celebrity homes, Walk of Stars ...) – \$41.95
- Space is limited so please RSVP via e-mail to marissa.roman@gmail.com

Register online www.regonline.com/IAAP-07



Establishing Your Credibility Up and Down the Ladder presented by Rebecca Pace

Find out proven techniques for projecting confidence, credibility, and authority. Recognize and eliminate speech mannerisms and behaviors that cause people to treat you with less respect than you deserve. Increase your influence inside and outside your organization by learning to make connections and gain buy-in. Project the professional image you always want.

Rebecca Pace has extensive — and progressive — experience in all aspects of organizational development as both a manager and a trainer. The founder of Pace Communications, Rebecca has established business-oriented curriculum for seminars and she has delivered seminars, workshops, and keynote addresses to a variety of audiences. Rebecca’s goal is to help people excel in work, life, and play through creative education. Her proven abilities in leadership and curriculum development have had an impact on employee productivity, empowerment, and morale, and have led to business excellence.



Power of Appreciation - How to Inspire Yourself and Others to Greater Success! presented by Mike Robbins

Appreciation is one of the most powerful, yet overlooked, aspects of successfully motivating and empowering people and teams. When individuals and organizations put more attention on what IS working, instead of focusing on “problems,” they thrive. Through this program, Mike Robbins illustrates exactly how appreciation impacts productivity, morale, and success. Creating a positive environment helps people effectively deal with adversity and change in the workplace.

Mike Robbins is an expert in teamwork, communication, and the power of appreciation. Prior to his speaking and coaching career, Mike played baseball at Stanford University. He helped lead the Stanford Cardinals to a Pac-10 Conference Championship and a trip to the College World Series. While at Stanford, he was voted the team’s “Most Inspirational Player.” After college, Mike was drafted by the Kansas City Royals. He played three seasons of professional baseball with the Royals before arm injuries ended his playing career. After his athletic career was cut short by injuries, Mike worked in sales and business development for two Internet start-up companies. He has extensively studied many disciplines of both personal and professional development and received training from the nationally acclaimed Coaches Training Institute. Mike uses his background, knowledge, and training to motivate and inspire the clients with whom he works.

Office Yoga presented by Darrin Zeer

It has been called the World's Easiest Stress Management Program. Yoga has gone completely mainstream. Enter the world's easiest yoga book for the place we need it most: work! Renowned teacher Darrin Zeer brings this ancient Indian art to the modern-day office with a fully illustrated, easy-to-use guide offering 75 stress-relieving stretches perfect for the cube environment. Unlike most yoga guides, Office Yoga offers a fun, accessible approach and is useful for both beginners and experts. This handy little book will fit nicely on any desktop and makes a great gift for the workaholic in your life.

Letting Go and Falling Up - Making Change Positive presented by Alan Ovson

Participants look at the world of high rising costs, high anxiety, and constant change. The program will help you look at, define, and prioritize the really important things in your lives and then help you budget, plan, organize, and make commitments to get what you want.

Excel Tips & Tricks for Power Users presented by Gini Courter, TRIAD Consulting

Excel power users can apply their skills to building a relational database that will take your database solutions to the next level. Learn something new even if you have used Excel for years!

Office Stress Emergency Kit presented by Darrin Zeer

If the daily grind is wearing you thin, look no further than this desktop kit adapted from the popular *Office Yoga*, *Office Spa*, and *Everyday Calm* books. Whether you're overworked, overwhelmed, or just plain over it, pick a card, and let these simple, good-for-you stretches, poses, and rituals ease you into a soothing and productive work life. Includes a stress-reducing ball for squeezing away worries.

Life is Negotiation - How to Get What You Want More Often presented by Alan Ovson

We all often say we 'fear' change but paradoxically, change often leads to breaking through our most difficult fears and leads to some of our greatest joys. Alan motivates the audience to perceive change in different ways that enables them to focus and define the power they have to positively shape many different outcomes in their future. This has lasting effects on teams and team members and will help them get more out of each situation.

Cool New Software for 2007 presented by Gini Courter, TRIAD Consulting

Find out what's HOT and new in the world of office technology. Finding the right tools for the job can cut down on wasted time and energy and make you look like a hero.