



34<sup>th</sup> Annual  
Professional Development Day  
Sponsored by  
2010 Multi-Chapter Symposium

August 2, 2010

Dear Interested Sponsor:

You are invited to participate as a sponsor of the 34<sup>th</sup> annual International Association of Administrative Professionals<sup>®</sup> (IAAP<sup>®</sup>) Professional Development Day, hosted by five Southern California IAAP Chapters. The symposium, with an anticipated attendance of 100 administrative professionals, will be held on Saturday, October 2, 2010, at the Richard Nixon Library in Yorba Linda, and will provide an educational opportunity for administrative and office professionals to increase their value to employers and enhance their marketability within the workplace.

Today's training costs are high. IAAP is committed to providing high-quality, low-cost educational opportunities for administrative professionals. We cannot accomplish this without your support. There are three levels of corporate sponsorship:

**Platinum (\$1,000 and above)**

**Gold (\$500 to \$999)**

**Silver (\$200 to \$499)**

The enclosed form describes the benefits of each sponsorship level. You may also wish to provide a door prize or items for our attendees' welcome bags. IAAP is a 501(c)6 non-profit organization and donations are tax deductible as a business expense.

Please complete the enclosed form and return it with your contribution.

We look forward to receiving your sponsorship check and thank you for supporting the 2010 IAAP MCS Professional Development Day.

If you have any questions, please feel free to contact me at 949-399-5843 or Beverly Lipscomb at 562-697-8102 or email us at Sydney.S.Alexander@marsh.com.

Sincerely,

Sydney Alexander CAP and Beverly Lipscomb CPS/CAP  
2010 MCS Committee, Sponsors

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