



The San Diego Chapter of  
the International Association of  
Administrative Professionals®



Invites you to attend an  
**Educational Seminar and Breakfast**  
Saturday, September 20, 2008  
Courtyard Liberty Station

Three (3) CEU/Recertification points will be awarded

*Door Prizes*

**Full Breakfast Buffet**  
Served from 7:45 to 8:45 a.m.  
and includes  
Coffee, Tea and Juice

*Welcome Bag*

**Cost:**  
\$30.00 Per Person

**Registration Deadline:**  
Friday, September 12, 2008

**Registration form on reverse page**

**Registration**  
7:30 a.m.  
**Workshops**  
9:00 am

**For further information or to RSVP, contact:**

**Marion Phelps CPS**

**Ph: 619-400-2784**

**Email: [mphelps@san.org](mailto:mphelps@san.org)**



The International Association of  
Administrative Professionals®  
- San Diego Chapter -



**IAAP Educational Seminar & Breakfast**  
**Saturday, September 20, 2008 - 7:30 a.m. - 12:30 p.m.**

**Courtyard Liberty Station**

**2592 Laning Road**

**San Diego, California 92106**

**\$30.00 per person**

**Space is limited-Register Today!**

-----

(Please print)

\*Name \_\_\_\_\_

Company \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

\*E-mail: \_\_\_\_\_

\*Phone: \_\_\_\_\_

\*required

IAAP ID# (if applicable)

Please make \$30 check payable to:

**IAAP - San Diego Chapter, and mail with this form to:**

**Marion Phelps**

**San Diego Int'l Airport**

**PO Box 82776**

**San Diego, CA 92138**

-----

Upon receipt, registrations will be confirmed via e-mail.

**Questions? Contact Marion at: 619-400-2784 or  
mphelps@san.org**

**Registration deadline: Friday, September 12, 2008**

You may duplicate this form for additional registrations.

# Workshops

by Professional Guests:

**Cheri Pierre**  
President  
Pierre & Associates  
"Healthy Conflict"

**Cynthia Lewis**  
Training & Organization Development Analyst  
San Diego County Regional Airport Authority  
"Essential Business Etiquette"

- Relax and mingle (exiting your comfort zone... in comfort!)
- Successful small-talk (how to avoid awkward conversation)
- Business Dining (which fork is mine?!?)
- Positive ThAnking

\*\*\* \*\*

# The International Association of Administrative Professionals

IAAP is the world's first and foremost association for those in administrative support positions in an office environment. It is an association of members dedicated to a continuing program of education and professional development.

The goal of IAAP is to provide educational resources and opportunities to advance and strengthen professional competence and development. This is accomplished by projecting a professional, strong, and authoritative image recognized and valued by the business community.

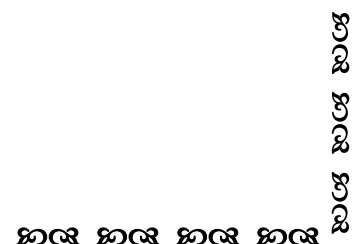
By joining IAAP, the world's largest association for administrative support staff, with nearly 700 chapters and 40,000 members and affiliates worldwide, you will have access to up-to-date research on office trends, cutting-edge publications, outstanding seminars and conferences, and top-notch resources to help you enhance your skills and become a more effective contributor to your employer. Membership in IAAP offers personal and professional opportunities for development in:

- Networking
- Business trends and technology
- Professional image
- Professional certification (CPS/CAP)
- Leadership
- Meeting planning

For membership information contact Marge Suess CPS, Vice President-Membership Chair, at: (858) 272-1028 or [mvtinc@aol.com](mailto:mvtinc@aol.com)



San Diego Chapter-IAAP  
P. O. Box # 882521  
San Diego, CA 92168-2521



Saturday, September 20, 2008

Courtyard Liberty Station

2592 Laning Road

San Diego, California 92106

619-221-1900

Complimentary on-site parking!

**Driving Directions:**

**From San Diego Airport:**

Driving directions: From all terminals turn right on North Harbor Drive when exiting. Travel approximately 1/2 mile and you will see the hotel on the right.

Turn onto Laning Road and take a quick right into the Liberty Station retail complex, proceed straight through small roundabout, hotel is located ahead on the left.

**From Downtown San Diego:**

Head North on Harbor Drive. After passing the airport, follow directions above.

**From I-5 Northbound:**

Take San Diego Airport / Hawthorn Street exit (signs will direct you onto westbound Hawthorn Street).

Proceed to N. Harbor Drive and turn right.

After passing the airport, follow directions above.

**From I-5 Southbound:**

Take San Diego Airport / Sassafras Street exit. This puts you onto Kettner Boulevard.

Take Kettner to the traffic light at Sassafras Street and turn right.

Proceed down the hill to the traffic light at Pacific Highway and turn left.

Take Pacific Highway about 1/2 mile to Laurel Street and turn right.

Take Laurel Street to the next light, N. Harbor Drive, and turn right.

After passing the airport, follow directions above.