



**International Association of  
Administrative Professionals®**

**The West Virginia Division**

of the IAAP  
cordially invites you  
to attend its

**2006 Fall Education Conference**

Saturday, August 26, 2006

at the  
Holiday Inn  
100 Lodgeville Road  
Bridgeport, West Virginia

Guest Speaker:

**Sandra P. Chandler CPS**

IAAP Incoming International President

***“Turning Jobs into Careers”***

*Sponsored by the Holiday Inn  
Bridgeport, West Virginia*

## *“Join the Celebration”*

The West Virginia Division Fall Education Conference promises to be a day filled with excitement, celebration, networking, and fun!

Sandra P. Chandler CPS, the Incoming International President for the International Association of Administrative Professionals (IAAP®), will be the keynote speaker. Ms. Chandler will officially be installed as the 2006-2007 IAAP International President at the International Convention in Reno, NV, in early August. We are truly honored to have the opportunity to have Ms. Chandler visit West Virginia and interact with local administrative professionals, sharing her knowledge about career development.



Administrative professionals in the region will meet in the Ballroom at the Holiday Inn in Bridgeport on Saturday, August 26, 2006. The day will begin with registration and continental breakfast at 8:30 a.m. that includes time for networking with administrative professionals from various regions throughout the state of West Virginia. The morning session will include a workshop conducted by Ms. Chandler that will certainly inspire you to greater success. CEU (continuing education unit) certificates will be provided to attendees.

Attendees will witness parliamentary procedures during the brief business session, after which they will be treated to a delicious buffet luncheon in the “Simmering Pot” restaurant located adjacent to the conference room at the hotel.

The afternoon session will begin with a lively game of “Jeopardy – Admin Style.” Test your knowledge of various aspects of administrative skills and knowledge required in today’s business environment as you compete for prizes. Next, relax and enjoy an mini leadership seminar that embraces the goals of the IAAP and the West Virginia Division in assisting administrative professionals as they continue their professional development. There is an “essential” component to your career success. You will learn how this key component provides guidance in broadening your skills base, boosting your confidence, enhancing your resume, and further motivating you to achieve excellence in your career.

There will be plenty of time for networking and informative discussion. It is our goal to celebrate the administrative profession and encourage participants to pursue their career goals. The West Virginia Division, through its programs and goals, seeks to assist in your career development by providing profitable and educational programs, inspiring its members, and encouraging continued professional development. As you will see by the theme unveiled for the Division’s current fiscal year, healthy competition and networking can be fun and result in substantial rewards. The meeting will conclude around 4:00 p.m.

Invest in yourself and your career by registering for the West Virginia Division Fall Education Conference!! I am truly looking forward to sharing this experience with you!

Sincerely,

Karen K. Tucker  
West Virginia Division President – IAAP

## PROFESSIONAL DEVELOPMENT WORKSHOP

**Presented by:  
Sandra P. Chandler CPS  
2005-2006 International President-Elect  
Orlando Chapter Member**



### **“Turning Jobs into Careers”**

The association value statement, *“Turning Jobs into Careers”*, focuses on the numerous benefits for active members as well as perspective members who are actively involved in the premier association for administrative professionals – IAAP.

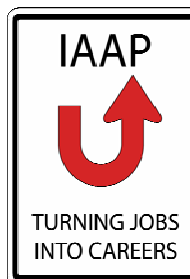
The presentation takes a look at yesterday’s core competencies, and how changes have brought us current with today’s requirements for administrative professionals. In addition, it also looks at the year 2020, and the role that administrative professionals will be expected to achieve. How can we benefit through IAAP? What does **IMPACT** mean?

In this presentation, focus is emphasized on the following areas:

- **Mentoring**
- **Pride**
- **Affordable Advantages**
- **Career Development**
- **Team Building**

Are you ready for the IMPACT in IAAP?

*“It’s not what you do once in awhile, it’s what you do day-in- and day-out that makes the difference”.*





**International Association of  
Administrative Professionals®**

## **The West Virginia Division 2006 Fall Education Conference**

Saturday, August 26, 2006

Holiday Inn  
Bridgeport, WV

# A G E N D A

- 8:30 a.m.      Registration  
                    Continental Breakfast/Networking
- 9:00 a.m.      Welcome
- 9:30 a.m.      CEU Seminar – *Turning Jobs Into Careers*  
                    Sandra P. Chandler CPS  
                    2006-2007 International President
- 11:00 a.m.     WV Division Business Meeting
- 12:00 p.m.     Lunch – Simmering Pot Restaurant
- 1:00 p.m.      “Jeopardy - Admin Style”
- 2:00 p.m.      Mini Leadership Conference – *Filling the Potholes in Your Career*  
                    Karen Tucker  
                    2006-2007 WV Division President
- 3:00 p.m.      Recognition and Awards
- 3:30 p.m.      Announcements  
                    Door Prizes  
                    Closing Remarks
- 4:00 p.m.      Adjournment



**International Association of  
Administrative Professionals®**

## ***WV Division Fall Education Conference Registration***

Saturday, August 26, 2006

Holiday Inn

100 Lodgeville Road

Bridgeport, WV

Dress: Business Attire

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

IAAP Member:

Non-Member:

Chapter: \_\_\_\_\_

IAAP ID No: \_\_\_\_\_

### **Registration Fee:**

(Must be received by August 20, 2006)

Professional Members	\$30.00
Students	\$15.00
Non-Members	\$40.00

### **Make checks payable to:**

“WV Division IAAP”

### **Mail to:**

Nancy Taylor,  
WV Division Treasurer  
3102 Ruth Street  
Charleston, WV 25301

**\*\*\*NO REFUNDS AFTER AUGUST 16, 2006\*\*\***

## **Directions**

From Interstate 79 North or South, take Exit 199. At the exit light, turn onto Route 50 East. Get in the far left lane. At the four-way intersection light (less than 1 mile), turn left onto Lodgeville Road. The Holiday Inn is located on the right, across from the Eat N' Park restaurant.

## **Accommodations**

A block of rooms has been reserved at the Holiday Inn in Bridgeport for August 25-26 at a rate of \$79 plus tax per night. A two-night stay is not required to receive the discounted rate. Reservations must be made by August 20, 2006, to obtain the group rate. Please mention that you will be attending the WV Division IAAP meeting. Reservations can be made by contacting:

Holiday Inn  
100 Lodgeville Road  
Bridgeport, WV 26330  
(304) 842-5411

## **Dinner with the 2006-2007 IAAP International President**

If you plan on arriving early Friday evening, August 26, 2006, and would like to join other IAAP members and the International President for a "Dutch Treat" dinner at Oliverio's Restaurant in Bridgeport, WV, please RSVP via email or phone to:

Karen Tucker  
IAAP WV Division President  
[KTucker@isr.us](mailto:KTucker@isr.us)  
(304) 368-9300 – Work  
(304) 366-4012 - Home

Details for the dinner will be provided via email when RSVP is received.

## **Save time for Shopping!**

Meadowbrook Mall  
East Pointe Shopping Plaza



## Bridgeport/Clarksburg

100 Lodgeville Road • Bridgeport, WV 26330

(304) 842-5411

[www.holiday-inn.com/clarksburgwv](http://www.holiday-inn.com/clarksburgwv)

### Hotel Features:

Free Wireless High Speed Internet

Business Area

Complimentary Airport Shuttle

Simmering Pot Family Restaurant – Open Daily

Room Service

Hunter's Pub – Open Daily

Seasonal Outdoor Pool

Meeting Space and Banquet Facilities up to 200

Off-Site Catering

Adjacent to Area Shopping and Dining

Government and Group Discounts Available



Bridgeport/Clarksburg's Only Full Service Hotel!!