

FORWARD MOVING



ACCELERATE YOUR CAREER AND EXPERIENCE...

IAAP is the world's largest, not-for-profit professional association for administrative professionals. For over 60 years, the Association has provided up-to-date research on office trends, cutting-edge publications, outstanding seminars and conferences, and top-notch resources to help administrative professionals enhance their skills and become more effective contributors to their employers.

Our mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development. You can join this organization as a professional member for only \$128 US funds.



**Turning Jobs
Into Careers**

Edmonton Chapter

KNOWLEDGE

IAAP's annual conferences and seminars are the ticket to administrative excellence. The Professional Education Conference (03/12, Las Vegas, NV) is a 2½ day opportunity to network and share ideas, problems, and solutions with other administrative professionals. At the Canada Divisions Conference (CDC) (Kitchener-Waterloo, ON, 05/12), the opportunity to develop business relationships across Canada, as well as professional development, provides the agenda for the week. The Education Forum and Annual Meeting (EFAM) (07/12, Grapevine, TX) offers a wide array of educational workshops and international networking. Local IAAP chapters hold educational events and activities throughout the year. Attending these events gives you practical, in-depth knowledge to increase your effectiveness on the job.

2012 ADMINISTRATIVE PROFESSIONALS' DAY®...

Mark your calendar, invite friends and colleagues, and join us on Wednesday, April 25, 2012 for our annual Administrative Professionals' Day (APD) Event! Stay tuned to our website for more details!

Or, join us each month for our Chapter meetings that include networking, dinner, chapter business, information and a guest speaker. Check our website for details or email Hilary to be put on our invite email list.

For more information on IAAP contact:

Membership: Hilary Allbon, CPS, MOS
Phone: 780-451-7666 Email: hallbon@shaw.ca

Edmonton Chapter Website: www.iaapedmonton.com

Headquarters Website: www.iaap-hq.org

IAAP

2011-2012 Business Dinner Meetings Schedule

Turning Jobs Into Careers

Join Us and Grow!



International Association of
Administrative Professionals® (IAAP)
Edmonton Chapter

www.iaapedmonton.com

TURNING JOBS INTO CAREERS...



OUR MISSION...

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Working in partnership with employers to create excellence...



- July 24-27, 2011 is the Education Forum & Annual Meeting (EFAM) in Montreal, QB
- October 11, 2011 is the Edmonton Chapter's Information Night, Come learn about IAAP!
- 2011 Fall Conference, Oct 9-12, San Diego, CA
- April 25, 2012 is Administrative Professionals' Day® (APD). Watch our website for information on our event!
- 2012 Spring Conference - Mar 4-7, 2012, Las Vegas, NV
- CDC 2012 - Kitchener-Waterloo, ON

DATES TO REMEMBER...

Sep 13, 2011	May 8, 2012
Nov 8, 2011	Mar 13, 2012
Jan 10, 2012	Apr 25, 2012
Dec 13, 2011	Jun 12, 2012
Feb 14, 2012	

Monthly meetings begin at 5:30 pm and are held at the Edmonton Petroleum Club
11110 - 108 Street
Edmonton, Alberta

Attendance cost:
Members - \$30
Non-members - \$35
Speaker only @ 7:00 pm - Free

No shows are charged full cost

RSVP to: hallbon@shaw.ca

RSVP confirming your attendance must be received a minimum of 72 hours prior to the meeting



Chapter Dinner Meetings: