

Please complete all that apply:

- First-Time Attendee
- IAAP Membership ID # _____
- Division Member-at-Large
- International Member-at-Large
- Chapter Member
Name of Chapter _____
- CPS Holder--Certified _____ Recertified _____
- CAP Holder--Certified _____ Recertified _____
- Non-Member
Guest of _____
- Delegate Alternate
- Chapter Officer Office Held: _____
- Chapter Committee Chair or Member
Committee _____
- Chapter SOTY (Secretary of the Year _____)
- Chapter MOTY (Member of the Year _____)
- NYSD Officer: _____
- NYSD Committee Chair or Member:

- Past NYSD Officer
Highest Office Held: _____
- International Officer: _____
- International Committee or Chair
Highest Office Held: _____
- Past International Committee or Chair
Highest Office Held: _____

Suggested topic(s) for Friday seminar:



**International Association of
Administrative Professionals®**

**New York State Division, Inc.
56th Annual Meeting**

May 16-18, 2008

**Holiday Inn
Saratoga Springs
232 Broadway (Route 9)
Saratoga Springs, New York
(518) 584-4550
(518) 580-1924 Fax
www.spa-hi.com**



**New York State Division, Inc.
56th Annual Meeting**

The Annual Meeting for the New York State Division—IAAP will be held at the Holiday Inn-Saratoga Springs May 16-18, 2008. Trips and Tours to Saratoga Gaming and Racing is scheduled for Thursday, May 15th. Reservations are recommended by April 1st.

This is a time for members from across the state to conduct Division business, elect Division Officers, and to join together for a weekend of learning, communication, spending time with old acquaintances, and meeting new ones who share the same commitment to their profession. It also gives us time to reconnect with those we haven't seen since last year, learn something new, and share a few laughs!

***Saratoga is the place to be
with IAAP!***



**AN AWARD WINNING HOTEL IN
DOWNTOWN SARATOGA!**

The Holiday Inn-Saratoga Springs is a full service hotel & conference center located in the historic downtown district of Saratoga Springs, a short walk to shopping, great restaurants & entertaining nightspots.

The hotel features BOOKMAKERS RESTAURANT AND LOUNGE which serves breakfast, lunch and dinner, including light offerings. We are close to all major attractions and within walking distance to the historic Saratoga Race Course and the Canfield Casino. Congress Park adjoins the hotel property... ask about a parkside room.

Our indoor pool and heated outdoor pool is a popular favorite. Keep fit in our 24-hour exercise facility. Free high speed Internet access and WI-FI is available in guest rooms, Bookmakers, all meeting rooms, and even the pool areas! Our 24-hour business service center is open for copying, faxing, Internet use and all related business needs!

Single/Double Occupancy \$144/night plus taxes*
*Conference rate in effect May 14-18.

For reservations, www.spa-hi.com
Click link: "Book Online"
Group Code: IAA
or (518) 584-4550



**International Association of
Administrative Professionals®**

**New York State Division, Inc.
56th Annual Meeting
May 16-18, 2008
Holiday Inn, Saratoga Springs**

This year, we hope to have something for everyone!

- Jonathan Sulkin, Ph.D. and Lisa Woolfe, MA, LCSW-R, both of Saratoga Center for Social Therapy, will lead us through exercises that will empower, energize, foster creativity, challenge perceptions, and help us “to be not only who we are, but who we are becoming.” Attendees will actively participate—submit your topic to be addressed on reverse side of the brochure.
- Our Evening of Welcome on Friday night offers an opportunity to “Meet the Candidates,” participate in the RTF Fundraiser, and enjoy assorted hot and cold appetizers, along with entertainment!
- Our Award’s Gala on Saturday night will feature Departures™, a unique presentation of comedy and magic—an event you won’t want to miss!
- We will also have numerous vendors in attendance with a variety of products ranging from office supplies to gift baskets.
- Don’t plan to depart until after the Breakfast Workshop on Sunday and the many door prize drawings. Bring an extra bag to cart home your winnings!

SCHEDULE OF EVENTS

Thursday, May 15, 2008

11:30 a.m. – 5:00 p.m. NYSD Board Meeting
5:00 p.m. – 7:00 p.m. Registration
5:30 p.m. – 11:00 p.m. Trips & Tours

Friday, May 16, 2008

8:00 a.m. – 6:00 p.m. Registration
9:00 a.m. – 11:00 a.m. Leadership Workshop
11:00 a.m. – 1:00 p.m. Vendor Exhibits
1:00 p.m. – 2:25 p.m. Seminar
2:35 p.m. – 4:00 p.m. Seminar (cont’d)
4:15 p.m. – 4:30 pm. Division Members-at-Large Meeting
4:00 p.m. – 5:30 p.m. CPS/CAP Society Meeting
4:30 p.m. – 5:30 p.m. Board/Parliamentarian Meeting
7:00 p.m. – 10:00 pm. Evening of Welcome

Saturday, May 17, 2008

7:00 a.m. – 8:00 a.m. Registration
7:30 a.m. – 8:45 a.m. Members’ Briefing
9:00 a.m. – 10:00 a.m. Opening Ceremonies & Keynote Address
10:00 a.m. – 10:15 a.m. Credentials Sign-In
10:15 a.m. – 12:30 p.m. Business Session
11:45 a.m. – 12:45 p.m. Registration
12:30 p.m. – 1:00 p.m. Recess
1:00 p.m. – 3:30 p.m. Recognition Lunch/Memorial Service
4:00 p.m. – 5:00 p.m. Registration
4:30 p.m. – 5:30 p.m. Meeting--Past Officers’ Club
5:15 p.m. – 6:00 p.m. Cocktail Reception
6:00 p.m. – 10:00 p.m. Awards Gala/Officer Installation

Sunday, May 18, 2008

8:30 a.m. – 11:00 a.m. Breakfast Workshop
Door Prizes & Drawings

Please print information legibly.
Register one person per form – duplicate if necessary.

REGISTRATION FORM

Name (as you want it to appear on your name badge) _____

Address _____

City, State, Zip _____

Home Phone _____ Work Phone _____

Full registration includes all events; or you can attend specific events at the rates listed below.

	Before 4-4-08	After 4-4-08
Full Registration	<input type="checkbox"/> \$175	<input type="checkbox"/> \$185
<input type="checkbox"/> Leadership Workshop		\$15
<input type="checkbox"/> Vendor Exhibits		\$15
<input type="checkbox"/> Seminar:	<input type="checkbox"/> Member or Student	\$35
	<input type="checkbox"/> Non-Member	\$40
<input type="checkbox"/> Evening of Welcome		\$40
<input type="checkbox"/> Members’ Briefing and Buffet		\$15
<input type="checkbox"/> Recognition Luncheon		\$35
Circle Meal Choice:	<u>Chef Salad</u>	
	<u>Caesar Salad w/chicken</u>	
<input type="checkbox"/> Awards Gala		\$55
Circle Meal Choice:	<u>Sliced Sirloin of Beef</u>	
	<u>Cornbread Stuffed Chicken Breast</u>	
	<u>Baked Salmon Filet</u>	
	<u>Tomato Basil Penne w/vegetables</u>	
<input type="checkbox"/> Breakfast Workshop		\$25

Dietary Restrictions: _____

Medical Restrictions: _____

Anticipated date/time of arrival: _____

It is the policy of IAAP to comply with the Americans with Disabilities Act. If special arrangements are necessary for an individual to attend this meeting, please contact the hotel registration desk and/or Registration Chair, Tracey Ainsworth CPS.

Friday Box Lunch Special

Please select one
(Served on hard roll or wrap):

- Ham/Cheese Roast Beef
 Turkey Grilled Vegetable Wrap
 Tuna

Lunch includes condiments, fruit, chips, cookie, and beverage.

Cost: \$15/person

We are unable to process registrations via credit cards. Any checks returned for insufficient funds will include reimbursement of the check amount, plus a bank service fee of \$35. Reimbursements need to be in the form of a money order/bank check.

**Make check/money order payable to:
2008 NYSD Annual Meeting**

AMOUNT DUE:	
Registration Total:	
Friday Box Lunch:	
Total Enclosed:	

Mail completed registration form no later than April 25, 2008 to:

2008 NYSD Annual Meeting

Attn: Tracey Ainsworth CPS, Registration Chair

449 8th Ave., Watervliet, NY 12189

(518) 274-4016 ainsworthny@aol.com

NO REFUNDS AFTER April 30, 2008

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