

Hilton Garden Inn
6165 Levis Commons Blvd.
Perrysburg, Ohio, USA, 43551
1-419-873-0700



Hilton Garden Inn Reservation Information

The Hilton Garden Inn located in Perrysburg, OH is offering a special rate of \$125.93 (inclusive) for single, double or triple rooms. **There is an additional \$10 per person, per night charge with a maximum of six people per room.** Mention that you are attending the Ohio Division Annual Meeting when you call for your reservations, or register online through our group website at:

<http://hiltongardeninn.hilton.com/en/gi/groups/personalized/TOLPBG1-IAAP-20100624/index.jhtml> to take advantage of the special discount.

Hilton Garden Inn has a total of eight smoking rooms available. There is an outdoor patio from which you may smoke if you so choose. Check-In: 3:00PM - Check-Out: 12:00PM

King and Double Queen rooms include wired and wireless high-speed internet access with secure Printer-On-Remote printing. The new Garden Sleep System bed, 32" flat panel HDTV, large work desk with desk level outlets and the ergonomic Herman Miller "Mirra" chair, microwave, refrigerator, coffee/coffeemaker, iron/ironing board, two speaker phones with voicemail and data ports, and complimentary USA Today newspaper each weekday morning as well as an indoor swimming pool, Jacuzzi® and workout room.

Hilton Garden Inn's Cancellation Policy: Credit card guarantee or first night's deposit required; cancellation for individual reservations must be made 24 hours prior to arrival date (no later than 6:00 pm the day prior to arrival, otherwise you will be charged for the first night's room and tax).

Nearby Attractions

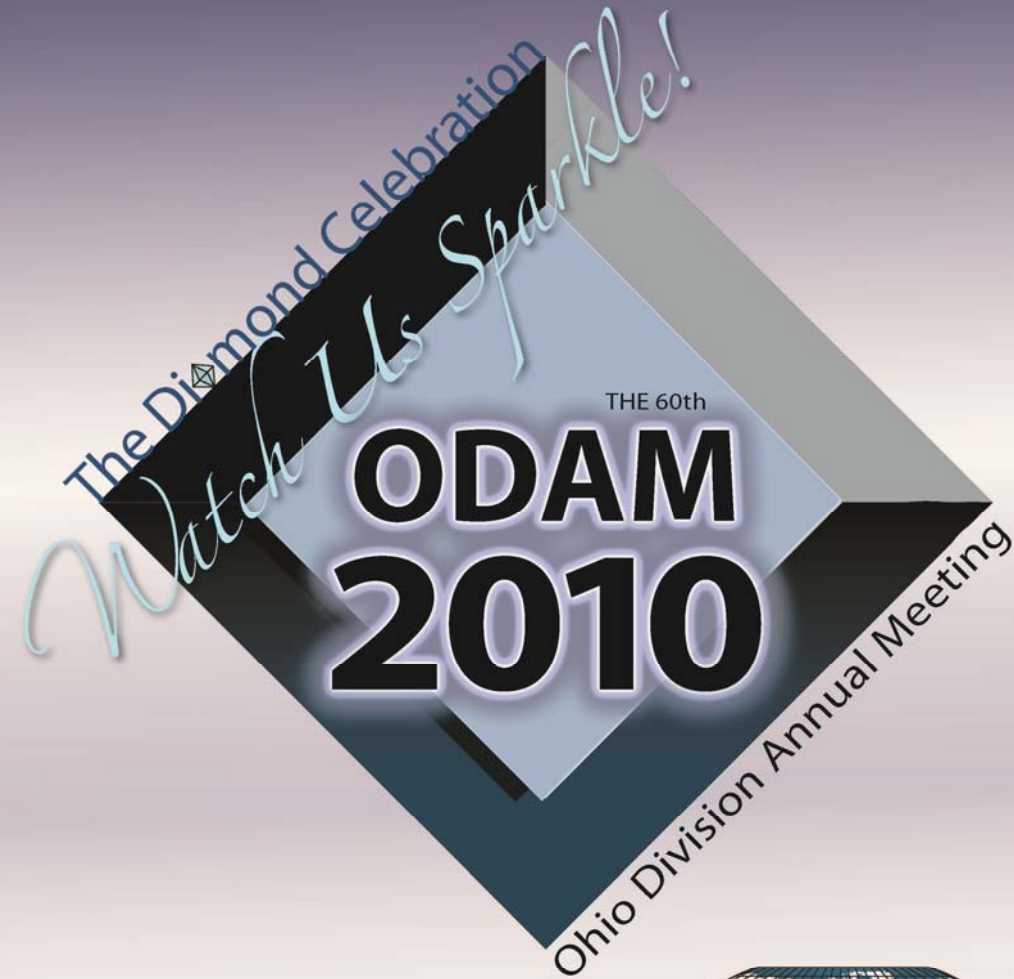
Fat Fish Blues Jazz Club

Funny Bone Comedy Club

St. Julian's Fitness Center

Showcase Cinemas 14 Screen Movie Theatre

Over 50 shops and restaurants



June 25-27, 2010

Hilton Garden Inn
6165 Levis Commons Blvd.
Perrysburg, Ohio

Hosted by the Glass City Chapter



International Association of
Administrative Professionals®

Ohio Division

A Message from Laura Elvey CPS Ohio Division President



Dear Administrative Professionals:

We are excited to invite you to “Watch Us Sparkle” at the 60th Ohio Division Annual Meeting (ODAM). Come join us and reflect back on the past 60 years of the Ohio Division and see all of the changes that have taken place.

The weekend promises to be filled with Education, Business, Fun and most of all Networking. ODA is a great way to see people you haven’t seen since last year and meet new friends.

The Glass City Chapter is very excited to be hosting this weekend and have some fun things planned that you don’t want to miss!

In this Power of Commitment year, we hope you will make plans now to join us June 25-27, 2010, at the Hilton Garden Inn - Levis Commons in Perrysburg, OH.

See you there!

Laura, Chrissy, Sue, Daphne, Jennifer, Linda and Lisa



Welcome to ODAM 2010

The members of The Glass City Chapter invite you to take advantage of the “Watch Us Sparkle” events planned during the 60th Ohio Division Annual Meeting of the International Association of Administrative Professionals. We’ve outlined some of the more exciting events planned for the meeting, where you have the opportunity to earn recertification points for participating.

Friday’s Exciting Events

Friday Seminar – Developing Emotional Intelligence in Others

Sheri Caldwell, Ph.D., SPHR and Linda Gravett, Ph.D., SPHR will share their knowledge of Emotional Intelligence (EI). This is a hot topic today and many projects have been undertaken to explore and understand the subject. (Two recertification points available)

Friday Night Open House

Join us for an evening of music and fun. Don’t forget to wear your animal prints to partake in “Walking on the Wild Side”. There will be a lot of surprises for the evening.

Saturday’s Exciting Events

Business Session and Omega Service

Learn what’s new at all levels of IAAP while honoring those who have passed on during the last year.

Recognition Luncheon

Enjoy a tasty luncheon where newly certified and/or recertified members will be recognized.

Saturday Seminar – Chocolate, Diamonds and Wrinkle Remover – How To Communicate

Kordell Norton is high energy, humorous, and entertaining. (Two recertification points available)

Banquet

You will have an opportunity to meet with 2010-2011 Ohio Division Board of Directors as they are installed as well as cheer your Chapter as Division awards are presented.

Sunday’s Exciting Events

Sunday Seminar – The Best Way To Predict Your Future...CREATE IT!

What is holding you back from being and accomplishing the things that you want to do, have or be? Rick Metzger, CSP will cover effective communication skills, goal setting and a better understanding of what causes leaders to have a difficult time working with others. (One recertification point available)

Ohio Division Past Presidents’ Silent Auction

Bid on great prizes Friday and Saturday at the Past Presidents’ Silent Auction. Winning bids will be announced at the conclusion of the Sunday morning’s business session.

Recommended Dress

| | |
|-------------------------------|-----------------------------|
| Friday seminar and open house | Casual |
| Business sessions | Business or business casual |
| Saturday evening banquet | Dressy |
| Sunday | Travel attire |

Scent-Free Policy

For all IAAP meeting and public gatherings, the Board requests that all participants refrain from wearing perfume, cologne or other fragrances in order to promote a fragrance-free environment. Approved by the International Board of Directors, November 1, 2008

AGENDA – 60th Ohio Division Annual Meeting

Friday – June 25, 2010

| | | |
|----------|----------|---|
| 2:00 pm | 4:00 pm | Developing Emotional Intelligence in Others Presented by Sheri Caldwell, Ph.D., SPHR and Linda Gravett, Ph.D., SPHR |
| 6:00 pm | 10:00 pm | Open House / Evening of Welcome "Walking on the Wild Side" |
| 7:45 pm | 8:00 pm | Welcome and Introduction of 2009 – 2010 Ohio Division Board Introduction of 2010 – 2011 Ohio Division Board Candidates Introduction of ODAM 2010 Committee |
| 8:00 pm | 10:00 pm | Vendor Exhibits, DJ Cliff Smithers from K100 radio station |
| 9:45 pm | 10:00 pm | Vendor Door Prize Drawings (must be present to win) Friendship Choir Practice |
| 10:10 pm | 10:45 pm | |

Saturday – June 26, 2010

| | | |
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| 8:30 am | 8:45 am | Delegates' Briefing |
| 9:00 am | 11:30 am | Opening Ceremonies, Omega Service, and Business Session |
| 12:00 pm | 1:30 pm | Recognition Luncheon Menu: Southwestern roast turkey breast, glazed honey ham, served warm and sliced to perfection served with assorted artisan rolls, lettuce, tomato, onions, cheese, chef's pasta selection, chef selection specialty salad, mixed green salad with two salad dressings, soup du jour, dessert, brewed starbucks coffee, iced teas and tazo teas (Vegetarian available upon request) |
| 2:00 pm | 4:00 pm | Chocolate, Diamonds and Wrinkle Remover – How to Communicate Presented by Kordell Norton |
| 5:00 pm | 7:00 pm | Worship Services – Catholic and Lutheran (off site) |
| 6:00 pm | 7:00 pm | Reception (cash bar) |
| 7:00 pm | 9:00 pm | Banquet / Awards / Installation of 2010 – 2011 Division Officers Menu: Filet and chicken dore, salad, rolls and butter, redskin potatoes, squash medley, carrot cake/chocolate cake, ice water and iced tea (Vegetarian available upon request) |

Sunday – June 27, 2010

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| 8:15 am | 9:15 am | Breakfast Buffet Menu: Scrambled eggs, pancakes, smokehouse bacon, maple sausage links, breakfast potatoes, sliced seasonal fruit, fresh baked muffins, danish pastries, cinnamon rolls, coffee, tazo teas and assorted fruit juices |
| 9:15 am | 10:15 am | "The Best Way to Predict Your Future.....CREATE IT!" Presented by Rick Metzger, CSP |
| 10:30 am | 11:50 pm | Business Session Reconvenes |
| 11:50 am | 12:00 pm | Chapter and Ohio Division Committee Door Prize Drawings |
| 12:00 pm | | Adjourn |

Hours of Operation

| | Friday – June 25, 2010 | Saturday – June 26, 2010 |
|--|---|---|
| Registration / Credentials | 8:00 am – 9:00 pm | 7:00 am – 9:00 am 1:30 pm – 5:00 pm |
| Hospitality Suite | 12:00 pm – 2:00 pm 4:00 pm – 6:00 pm | 7:30 am – 8:30 am 4:00 pm – 5:30 pm |
| Ohio Division Past Presidents' Silent Auction | 4:00 pm – 9:00 pm | 7:30 am – 8:30 am & morning breaks 2:00 pm – 4:30 pm |

Speaker Information

Shari Caldwell, Ph.D., SPHR and Linda Gravett, Ph.D., SPHR – Developing Emotional Intelligence in Others



Dr. Sheri Caldwell received an undergraduate degree in Industrial Organization Psychology from Bowling Green State University. She also received her MBA and Ph.D. in Human Resource Development from the University of Toledo, where she has been teaching since 1992.

Sheri is the former Vice-President of Human Resources at Hickory Farms responsible for employment, compensation, benefits, training and development, in addition to facilities management. Prior to working at Hickory Farms, Sheri worked at the Toledo Zoo, American Identity and Key Bank.



Dr. Linda Gravett is an organizational development consultant who has partnered with organizations such as the YWCA, Toyota, and Metropolitan Sewer District over the past 18 years, helping them leverage a diverse workforce to ensure success through periods of growth and change. She is founder and senior partner of Gravett and Associates, an international management consulting firm headquartered in Cincinnati.

Linda is the author of HRM Ethics: Perspectives for a New Millennium and co-author of Bridging the Generation Gap: How to Get Radio Babies, Baby Boomers, Gen Xers and Gen Yers to Work Together and Achieve More, and most recently, Developing Emotional Intelligence In Others. She is a certified coach using the EQ-i® Assessment and is also certified for the Myers-Briggs Type Indicator (MBTI). Linda teaches Strategic Planning in the Executive MBA Program at Xavier University and is the Director of their Senior HR Management Certificate Program.

Kordell Norton – Chocolate, Diamonds and Wrinkle Remover – How to Communicate



High energy, humorous, and entertaining, Kordell Norton helps organizations get explosive business growth. One of his clients recently commented that watching Kordell present is like "watching popcorn pop . . . without a lid."

An international speaker and author of several books, he is the President of the National Speakers Association – Ohio Chapter.

A former senior executive with several multi-billion dollar companies, he gets people to talk and capture their genius as a certified Graphic Facilitator. His clients include organizations like IBM, Microsoft, The Social Security Administration, and The Ohio State University as he presents to hundreds of groups each year.

President of Synergy Solutions, a consulting firm, and an adjunct faculty member to more than 7 universities he is known for getting people out of the box with complex ideas presented in easy to understand ways that GET RESULTS.

From Twinsburg, Ohio – and the Father of Six. . . he can be reached at www.KordellNorton.com or (330) 405-1950.

Rick Metzger, CSP – “The Best Way to Predict Your Future... CREATE IT!”



Rick comes from a rural background having spent over 20 years of his life on the family farm. He then changed his career path to agribusiness where he worked for over 18 years. His career choices took him from sales to marketing to management to business owner. He has been a successful high school coach and is a World Champion Athlete in power lifting having won eight gold medals at the USA Nationals and four World Cup Championships. In 2008 he completed the Chicago Marathon and is currently training to run a 39.3 mile Endurothon in January 2010.

Rick has been speaking full time for over 18 years to a variety of audiences including students, educators, parents, coaches, agricultural groups, professional and college athletes and corporate America. Some of Rick's clients include over 1,000 schools, colleges and universities all across America, The Ohio State Buckeyes, Eastman Kodak, John Deere, Georgia Department of Education, Land O'Lakes, MTV, The Canadian Football League and many more. Rick has a fast paced, high energy, thought provoking program that enlightens, entertains and empowers all who hear him.

Return this page to the address given!

REGISTRATION FORM for the 60th Ohio Division Annual Meeting

(Please print or type – one form per person – photocopy as needed)

Name: _____ Badge Name Preference: _____
Last Name First Name M.I.

Chapter Name and City: _____

Company Name: _____

Mailing Address: _____
(Circle one --- Home... Work) *Street Address City State, Zip*

Home Phone: _____ Office Phone: _____

E-mail Address: _____
(Circle one --- Home... Work)

Guest(s) Name(s): _____
Badge Name Preference: _____

Cancellation Policy: A fee of \$25 will be deducted from all refunds made for cancellations received in writing by June 1, 2010. After June 1, 2010 no refunds will be made, but alternate attendees may be sent to the conference with written permission from the original registrant. E-mail requests to cfshaffer@windstream.net.

| Registration Fees (Postmarked by June 1, 2010) | Student Members | Non- Member/Guest | Member | Total |
|---|----------------------------|------------------------------|---------------|--------------|
| Full Registration (includes Friday Seminar, Friday Open House, "Walking on the Wild Side" Saturday Business Session, Recognition Luncheon, Saturday Seminar, Saturday Evening Banquet, Sunday Breakfast/Business Session) | \$150 | \$245 | \$175 | |
| Partial Registration (Friday & Saturday) | \$125 | \$200 | \$145 | |
| Friday PM Seminar | \$15 | \$50 | \$30 | |
| Friday Open House Only | \$10 | \$10 | \$10 | |
| Saturday Only Registration (includes lunch & dinner) | \$80 | \$150 | \$100 | |
| Saturday AM Business Session Only | \$25 | \$45 | \$25 | |
| Saturday Recognition Luncheon Only | \$40 | \$40 | \$40 | |
| Saturday PM Seminar Only | \$15 | \$50 | \$20 | |
| Saturday Evening Banquet Only | \$55 | \$70 | \$65 | |
| Sunday Breakfast and Business Session | \$25 | \$45 | \$40 | |
| Late Registration Fee: (after June 1, 2010) | \$20 | \$20 | \$20 | |
| (Payment information on next page) Total Amount Due: | | | | \$ |
| Vegetarian Meals Requested (circle one) yes no | | | | |

It is the policy of IAAP to comply with the Americans with Disabilities Act. If special arrangements are necessary for an individual with a disability to attend this program, contact Cora Shaffer CPS via e-mail at: cfshaffer@windstream.net. Notice of special needs must be received by June 1, 2010.

Medical allergies/conditions, special needs or dietary requirements:

Scent-free Policy: For all IAAP meeting and public gatherings, the Board requests that all participants refrain from wearing perfume, cologne or other fragrances in order to promote a fragrance-free environment. *Approved by the International Board of Directors, November 1, 2008*

Would you like to participate in the Friendship Choir? Yes No (Circle one)

Registration forms are also available on the Ohio Division website: www.iaap-ohio.org

Registration Deadline: [June 1, 2010](#)

Make checks payable to: Ohio Division, IAAP (FEDERAL TAX ID #34-6562675)

(\$10 NSF charge) It is the policy of the Ohio Division IAAP to charge all bank fees incurred by the Division on an NSF check in addition to the amount of the original check. Remittance of balance due to the Division must be in the form of a Cashier's Check or Money Order no later than thirty (30) days after notification from the Division Treasurer.

Mail to: Cora Shaffer CPS 605 Adrian St., Delta, OH 43515-9702 (voicemail 419-822-5953)

NOTE: If remitting a corporate check and/or a check for multiple registrations, please include the name of each attendee on the check. Thank you.

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| <input type="checkbox"/> | <p>Payment is now available by credit card via PayPal (MasterCard, Visa, American Express, Discover are accepted)</p> <p>If you wish to pay for registration(s) with a credit card, indicate by checking the box. Please visit http://www.iaap-ohio.org for payment instructions.</p> <p>Registration form information when registering with a credit card: Your registration payment remains due no later than close of business Monday, June 1, 2010. You are still required to mail in your registration form with information provided in the appropriate areas.</p> |
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Emergency Contact Information: In the event of an emergency during ODAM, contact:



| | |
|---------------------------------|----------------|
| Name: _____ | Daytime: _____ |
| Relationship to Attendee: _____ | Cell: _____ |
| | Home: _____ |

| | |
|--|---|
| <p><u>All Members Must Complete This Section:</u></p> <p>IAAP ID #: _____</p> <p>CPS Certified _____ Recertified _____ (Mo./Yr.) (Mo./Yr.)</p> <p>CAP Certified _____ Recertified _____ (Mo./Yr.) (Mo./Yr.)</p> <p>Note: Members who were certified at the May or November 2009 exams, or recertified between May 2009 and April 2010, will be recognized.</p> <p>As of June 2010, how many years have you been a member of IAAP? _____</p> <p>Please check if you are a/an?</p> <p><input type="checkbox"/> International Officer <input type="checkbox"/> International Committee Chair <input type="checkbox"/> International Committee Member <input type="checkbox"/> Ohio Division Officer <input type="checkbox"/> Past Division Officer <input type="checkbox"/> Division Committee Chair <input type="checkbox"/> Member at Large <input type="checkbox"/> First Time Attendee <input type="checkbox"/> Chapter President</p> | <p><u>DELEGATES & ALTERNATES ONLY COMPLETE THIS SECTION</u></p> <p>Choose One:</p> <p>_____ Delegate _____ Alternate</p> <hr/> <p>Chapter Name</p> <hr/> <p>Chapter ID #</p> <p>Authorized Signatures Required:</p> <hr/> <p>Chapter President</p> <hr/> <p>Chapter Treasurer</p> |
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Registration forms are also available on the Ohio Division website: www.iaap-ohio.org