

Yesterday



T o m o r r o w

# 58<sup>TH</sup> ILLINOIS DIVISION ANNUAL MEETING REGISTRATION

April 30 – May 2, 2010  
*Elgin Holiday Inn & Suites Northwest*  
495 Airport Road  
Elgin, Illinois



Today



**TENTATIVE AGENDA**  
*Celebrate... Yesterday, Today and Tomorrow*  
2010 Illinois Division Annual Meeting  
April 30-May 2, 2010 at the Holiday Inn Hotel & Suites Northwest, Elgin, IL

**Friday, April 30, 2010**

10:00 a.m. – 8:00 p.m.  
Registration and Credentials Open

10:00 a.m. – 8:00 p.m.  
Hospitality Suite Open  
Silent Auction Item Viewing

1:00 p.m. – 4:00 p.m.  
2010 Illinois Division Professional  
Development Seminar (Optional event)

***Breakthrough Networking for Administrative Professionals***

Speaker: Lillian Bjorseth, President  
DuoForce Enterprises, Inc.

7:00 p.m. – 10:00 p.m.  
*Evening of Welcome*  
Office Expo and Vendor Mart  
Chapter Fundraising  
Country Hat Contest  
Line Dancing & Special Music

**Saturday, May 1, 2010**

6:30 a.m. – 8:15 a.m.  
Registration and Credentials Open  
Hospitality Suite Open  
Silent Auction Item Viewing

8:30 a.m. – 8:45 a.m.  
First Time Attendee Orientation  
Parliamentary Briefing Session

9:00 a.m.  
Opening Session  
Welcomes

***From Shorthand to Texting to?***

Speaker: Judy Beaver, The Office Pro  
Adjunct Instructor, Elgin Community College

**BUSINESS SESSION**

11:30 a.m. – 12:15 p.m.  
Balloting for Illinois Division Officers

12:15 p.m. – 1:30 p.m.  
Recognition Luncheon

1:30 p.m.  
**BUSINESS SESSION RECONVENES**

***Would You Hire Yourself?***

Speaker: Nancy Wajler, Adult Learning Special  
Assistant to VP of Academic Affairs, Harper College

5:30 p.m. – 6:00 p.m.  
Networking (Cash Bar)

6:00 p.m.  
Banquet

Entertainment – Diamond Renditions  
Michael Palmisano, Neil Diamond Impersonator

2010-2011 Division Officer Installation  
Wendy Melby CPS/CAP  
2009-2011 Int'l Director, Great Lakes District

**Sunday, May 2, 2010**

7:00 a.m. – 8:00 a.m.  
Hospitality Suite Open

8:00 a.m.  
Brunch

***The Gift of GAB: How Goals, Attitude, Behavior  
Provide a Top o' the Morning Experience***

Speaker: Conor Cunneen, award-winning humorist

Ending Business Session

Adjournment

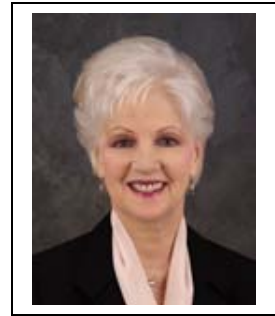
## Friday, April 30

1:00 – 4:00 p. m.

Illinois Division Professional Development Seminar

Presenter, Lillian D. Bjorseth, President

DuoForce Enterprises Inc.



### ***Breakthrough Networking for Administrative Professionals***

This interactive, entertaining workshop is jam-packed with practical tips to build social capital, the number one way to increase and guarantee more business and life success. You invest money and earn interest to get more money; this process is about investing time to gain more contacts to build a new kind of wealth: relationships. Polish your networking and communication skills to make your interactions more meaningful and you more memorable. Participants will learn how to network strategically internally and what to do before an event/meeting, how to work it and how to follow up to build relationships that will open doors for them.

#### **Participants Will Learn to:**

- Develop more trust within your network and among potential associates within and outside the workplace
- Target your market to know which organizations to join and events to attend
- Make a positive, professional impression ... day after day
- Develop the all-important front end of your elevator speech
- Maximize your networking strengths and improve your limitations
- Polish the art of conducting meaningful conversations so you remain memorable
- Equip yourself with small talk topics and open-ended questions
- Act like a host vs. a guest at an event
- Follow up, follow up, follow up

#### **About Lillian Bjorseth**

A client said Lillian Bjorseth could make the IRS tax code interesting. That's because Lillian really enjoys training, coaching and speaking with you and for *you!* She'll engage you, enthrall you, involve you and inspire you as she shares the essentials of face-to-face networking and effective communication. She's helped tens of thousands of people nationwide build social capital. Her corporate experience included 11 years at AT&T where she coached top executives in communication and media relations skills. The *Chicago Tribune* calls her a "networking expert," and the Association Forum of Chicagoland dubs her "the business networking authority." Lillian is author of *Breakthrough Networking: Building Relationships That Last* (in the third edition), *52 Ways To Break the Ice & Target Your Market*, and the *Nothing Happens Until We Communicate* CD/workbook series. She's a contributing author to *Masters of Networking* and co-presenter of the *Marketing Boot Camp* DVD/workbook. She was named one of the Great Women of the 21<sup>st</sup> Century.

\*Optional Event, Not Included in Full Registration. Cost: \$45, Members; \$55, Non-members (when registered by April 9, 2010. Add \$10 to fee for late registration).

CEU/Recertification Points will be awarded. Seminar open to non-members; proceeds to benefit the ID Scholarship Fund and the Retirement Trust Foundation.

## Our Speakers

*From Shorthand to Texting to ???* Judy Beaver, *The Office Pro* & Adjunct Instructor,  
Elgin Community College

After taking a brief look at the administrative professionals' past, this presentation will focus on the industry's future – tools, knowledge and roles. Video conversations with admins from the past, present and 'future' will provide first-hand insight to our profession. Attendees will discover the expectations of the industry and will create goals to be prepared for these demands.

Judy has more than 20 years' of professional business experience as an office manager and consumer affairs manager. As an office manager, she was a 'Jill of all Trades, Master of One,' application software. Judy authored the article, 'Have Your Way with Word,' for *OfficePro* the Magazine for Administrative Professionals. She has an MBA in information systems from Keller Graduate School of Management and has been a part-time computer software trainer for over 15 years. At Northwestern Business College, Judy received the Outstanding Educator award for 2004 and 2005, plus the Outstanding Achievement award for 2005.



*Would You Hire Yourself?* Nancy Wajler, Adult Learning Special Assistant to VP of  
Academic Affairs,

Harper College

If you were an employer interviewing a job seeker who is exactly like you in every detail and respect, would you hire that person? Let's say the interviewer knew everything about you that you know about yourself: how you work when no one else is around; your attitude toward work; how you regard the company's customers; how you get along with others in close, daily contact. Would you hire that person? If you're a potential employer either within your present company or in a new environment, you want some answers to basic questions. Through an interactive presentation, our speaker will enable attendees to answer these and many more questions regarding their own marketability.

Nancy is responsible for the coordination and supervision of Harper College Fast Track Initiative and the development of additional adult learning initiatives. Nancy attended the University of Illinois-Chicago and earned her B.A. degree in Psychology in 1981 and an M.A. degree in Career Counseling from DePaul University. She produces a monthly cable TV program, *Career Paths*, seen on local access cable by DuPage County residents. She compiles and writes the *Jobs, Trends and the Global Economy* report which is produced annually. She also created the DuPage Executive Network (The DEN), a networking service to senior executives in career transition.



*The Gift of GAB: How Goals, Attitude, Behavior Provide a Top o' the Morning Experience,*  
Conor Cunneen, Humorist

Do ya have the gift of blarney? Do ya like to hear a good tale? Let Conor Cunneen entertain and teach attendees through a presentation showing how Goals, Attitude and Behavior influence everything we do. They will come away from this program truly wanting to incorporate 'The Gift of GAB' into their daily lives. Through interactive participation, attendees will laugh and identify with the characters at O'Hare's Bed & Breakfast on the West Coast of Ireland while learning: the importance of Goals & Vision, the key Attitude question to ask ourselves in challenging times, and how our Behavior creates our Brand.

Conor is an Irishman happily exiled in Naperville IL where the Guinness is drinkable, the natives are friendly and he is only 30 minutes from O'Hare Airport give or take a state trooper or two. Clients include Harley-Davidson, Siemens, Abbott Laboratories and many others. Conor is an award winning humorist and a winner of the coveted Chicago Toastmasters Humorous Speaker of the Year title. His winning speech was 'Customer Service in San Quentin Jail.'



## *IDAM Highlights*

**SILENT AUCTION – FRIDAY & SATURDAY:** It's on!!!! Have fun creating items for the Silent Auction and join the crowd to bid on those items that catch your eye or tickle your fancy. Donations of any kind are welcome, and the Hospitality Suite is the place to see and be seen. Fun for all and all for a good cause – 'cause we want to build up the Retirement Trust Foundation Fund! The Silent Auction will be held during the same hours the Hospitality Suite is open Friday and Saturday and will close at 5:30 pm Saturday. For questions on this event, please contact Illinois Division President-Elect Jeannette Peters CAP via e-mail at [jeannette\\_peters@yahoo.com](mailto:jeannette_peters@yahoo.com).

**VENDOR MART & OPEN HOUSE – FRIDAY EVENING:** 'Country...Yesterday, Today and Tomorrow' activities at the Friday evening Vendor Mart & Open House include a super assortment of vendors with the latest and greatest in office product and related vendors as well as chapter fund-raising tables. Our favorite networking time will include an old-fashioned ice cream social, with special guest Patsy Cline (aka Alice Loftus CPS) singing AND offering line-dancing lessons. Get in on the fun by wearing your country finery and participating in the Fanciest Country Hat Contest – newly decorated or already dazzling – there will be prizes for the three best hats at the end of the evening. Hats off to Alice as the sponsor of the IDAM 2010 Open House through her company, Legacy Entertainment. You won't want to miss a minute – and there might be pie!

**INTERNATIONAL UPDATE – SATURDAY AFTERNOON:** Wendy Melby CPS/CAP, International Director Great Lakes District, will present the International Update. Wendy will also install the newly elected 2010-2011 Illinois Division Officers at the banquet Saturday night.

**BANQUET ENTERTAINMENT – SATURDAY NIGHT:** In addition to recognitions, officer installation, and speeches, entertainer Michael Palmisano will be bringing the music of Neil Diamond directly to the Elgin Holiday Inn & Suites Northwest for one night only. He'll make a *Beautiful Noise* with a *Song Sung Blue*. Say *Hello Again* and he might even be *Hooked on the Memory of You*. Count on this to be a special evening.

## *Hotel Information*

**FROM I-90 (North or South)** – Take Route 31 Exit North to first stop light. Turn right (East) onto Airport Rd to first stop light. Turn right (south) 100 yds to hotel entrance. Parking available at front and rear of the hotel.

The Elgin Holiday Inn Hotel & Suites offers non-smoking and accessible rooms, telephone with data port and voice mail, cable TV, safe, mini bar, coffee maker, iron and ironing board, indoor pool, exercise room with sauna, and massages. Bennigan's Restaurant offers a variety of American cuisine and your favorite cocktails. Guest services include complimentary parking, a business center, and a gift shop.

Elgin Holiday Inn Hotel & Suites Northwest  
495 Airport Rd  
Elgin IL 60123  
1 (866) 270-5110 Toll Free

## General Information

### PURPOSE

The purpose of the Illinois Division Annual Meeting is to conduct the business of the Division. Chapters generally designate a delegate and alternate, but all Division members are encouraged to exercise this right of membership and attend the meeting. Proposed changes to the Bylaws and Standing Rules may be presented for consideration, and the delegates elect Division officers for the following year.

Committee and officer reports are presented – some for information, some for acceptance by the delegates. Bids and invitations to future Division meetings are presented. Special recognition and acknowledgments are made, and Good of the Order, a time when any member may address the assembly on any subject, is included as time allows.

When possible, other activities are offered, such as outstanding speakers, an educational seminar, opportunities for networking and fund-raising, international updates, and as many other special options as are possible to fit into a very busy schedule.

**AMERICANS WITH DISABILITIES ACT:** 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 meeting, please contact Ruth Felske CPS: email, rfelske@hotmail.com.

**ARRIVAL:** When you arrive at the hotel, signs will direct you to the IAAP Registration area where Host Chapter personnel will be glad to assist you.

**ATTENDEES:** Attendees, especially first-timers, are encouraged to review all conference materials, including the Orientation Brochure, before the business session begins; to ask questions; and to meet as many new people as possible. Making the effort to be a responsible member will supplement what is provided for you and make the meeting as educational and informative as possible.

### CANCELLATION/REFUND POLICY

Cancellations must be postmarked by April 9, 2010, for a full refund of fees. After April 9, refund is to be determined. No refund without written notice.

### FUND-RAISING

Chapter fund-raising will be limited to Open House hours ONLY. Only those Chapters that purchase fund-raising tables for the Open House will be allowed to sell goods.

### HOSPITALITY SUITE

Visit the Host Chapter's Hospitality Suite where you will have an opportunity to meet old acquaintances and make new friends. You may be looking for a dinner companion or someone who would like to join you in shopping or seeing the area. Hospitality hours are noted in the Agenda.

### HOTEL INFORMATION

Hotel reservations are to be made directly with the Elgin Holiday Inn Hotel & Suites Northwest by April 9, 2010. The hotel requests that the names of all occupants of any one room be provided in one call.

Check-in time is 4:00 p.m. Rooms will not be ready for occupancy until after that time. Check out time is 12:00 noon.

### MEETING REGISTRATION

Please use a separate form for each registrant. Photocopy two-page form as necessary. Registration will **not be processed** without appropriate check or money order. Registration is \$180 and must be postmarked by April 9, 2010. If postmarked after this date, late fees will apply. On-site registration is payable by cash, cashier's check or money order.

**Credentials Form:** Credentials registration is included in the registration form. The Chapter President and Treasurer MUST sign this section for Delegate or Alternate authorization.

**Events:** The events included in full registration are those listed in the Single Event section. Indicate the appropriate Single Events ONLY if you are not taking the full registration. Be sure to enter all fees in the appropriate space and total all fees for amount of payment to **IAAP of Illinois, Inc.** to be included with your registration.

**IAAP Service:** Be recognized for IAAP Service by checking the applicable boxes on the registration form for past IAAP service and/or recognition at the Division level.

**Name Badge:** When completing the registration form, legibility is important for the information to be processed correctly. Your name badge will be generated from this information, so be sure to include your first name and any applicable professional designation as you wish it to appear on your badge.

**Optional Event Fee:** Item NOT included in the full registration.

**Registrant List:** In order to have your name included on the list, your registration must be postmarked by April 9, 2010.

**Tellers Committee:** To volunteer to serve on the Tellers Committee, please check the appropriate boxes on the back of the registration flier. Tellers assist in the balloting for Division officers. **Delegates or Alternates may not serve on this committee.**

### RECOMMENDED DRESS

The following are guidelines for proper attire for the annual meeting of a professional organization: Seminar and Business sessions – office attire; Banquet – dressy, but not formal; Open House – casual. Layered clothing is suggested for your comfort in public meeting rooms with varied temperatures.

### REMINDERS

Dinner and breakfast will be on your own Friday evening and Saturday morning, respectively. Refreshments will be served during the Open House.

Information on local worship services will be available in the Hospitality Room.



**MEETING REGISTRATION & CREDENTIALS FORM (cont.)**

58<sup>th</sup> Illinois Division Annual Meeting  
April 30-May 2, 2010

**Check all that apply:**

- Member       Non-member       Current/Past ID or Int'l Officer: \_\_\_\_\_  
(Circle)      (Office)
  - 1<sup>st</sup> Timer       CPS or CAP Certified/Re-certified since May 2009 \_\_\_\_\_  
(Please specify)
  - Past ID or Int'l SOTY: \_\_\_\_\_       ID Committee Chair or Member \_\_\_\_\_  
(Circle)      (Year)      (Circle)      (Name of Committee)
  - Tellers Committee Volunteer  
    - Chairman       Member
- NOTE: Delegates & Alternates cannot serve on the Tellers Committee.**
- Other IAAP Affiliation: \_\_\_\_\_

**FOR DELEGATES AND ALTERNATES ONLY: CREDENTIALS**

- Delegate       Alternate      Chapter Name \_\_\_\_\_      Chapter ID #: \_\_\_\_\_
- Authorized by:      President: \_\_\_\_\_  
(Signatures  
Required)      Treasurer: \_\_\_\_\_

**NOTE: Chapter President & Treasurer signatures required for Delegates and Alternates.**

**HOTEL REGISTRATION**

The hotel has a guaranteed room rate of \$89/night plus applicable taxes, for single, double, triple, or quadruple.

Reservations must be made directly with the hotel by **April 9, 2010.**

Please mention the Illinois Division IAAP Annual Meeting AND provide names of all room occupants at one time.

Elgin Holiday Inn & Suites Northwest  
495 Airport Rd  
Elgin IL 60123  
1 (866) 270-5110 Toll Free

**ADDITIONAL INFORMATION:**

In case of an emergency, please contact: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Phone Number: \_\_\_\_\_

CPR Certified – willing to assist in an emergency: Yes  No

Dietary restrictions (medical/religious ONLY). Please specify: \_\_\_\_\_

Guest(s) Name(s): \_\_\_\_\_

Send completed registration form with payment made to **IAAP of Illinois, Inc.** (Tax ID #51-0245970) to:

Ruth Felske CPS  
1819 W 34<sup>th</sup> Pl  
Chicago IL 60608-6813  
Res: 773 523 3094 Cell: 708 997 9149 E-mail ruth.felske@hotmail.com

NOTE: On-site registration must be paid by cash, certified/cashier's check or money order.