



2012

**Arizona-Nevada-New
Mexico Division
Education Forum and
Annual Meeting**

June 1-2, 2012

Making the Leap to Remarkable

Las Vegas, Nevada



**2012 Arizona-Nevada-New Mexico Division
Education Forum and Annual Meeting
Friday Seminar and Saturday Keynote
Sponsored by National Security Technologies (NSTec)**

Guest Speaker: Matthew D. Jones of Matt Jones International



Matt Jones is a world class professional speaker and author. He is committed to inspiring audiences and delivering strategies to help organizations thrive in the midst of adversity and excel to new heights of performance. Matt's story has been featured in both international magazines and TV shows. He holds a BA in Communication, MLS in Liberal Studies with an emphasis in Organizational Leadership, and is pursuing his doctorate in Organizational Leadership.

Matt is a three-time cancer conqueror and completed a marathon after relearning how to walk. On Sept. 11, 2002 at the age of twenty-three, he was diagnosed with cancer. The cancer eventually spread to his brain and he slipped into an unconscious state. His doctors did not think he would live. Against all odds, Matt recovered, relearned how to walk, and completed a marathon. He is the author of "Going through Hell? Don't Stop!", "Life's a Marathon" and "101 Timeless Truths." From his talk, audience members learn strategies to thrive in the midst of adversity, embrace change, and excel to new heights of performance.

Workshop 1: R.E.A.L. Leadership

Matt will share the characteristics of a R.E.A.L. leader and how you can apply them to become a leader of impact in your home, work, and society. Matt's talk is based on his life experience of completing marathons around the world after relearning how to walk and research as a PhD student in Organizational Leadership. Matt will share with you by using the word REAL, the characteristics of and how you can be a R.E.A.L. leader.

Workshop 2: Stop Stress Before it Stops You

Matt joins us again for an interactive and hands on training session where participants will learn how to deal with stress. This will be accomplished through personal reflection, feedback with group members, and participatory exercises.

From his personal experiences and research, Matt will share with you by using the word STRESS strategies to Stop Stress before it Stops You.

**Saturday Morning Keynote Address: Excellence is a Marathon:
Winning Strategies for Administrative Professionals**

Working as an administrative professional, like a marathon, is an endurance event. You are in a fast-paced environment where multi-tasking is necessary and are expected to do more with less. Even though the job you perform is vital to the success of your employer, you unfortunately do not always get the recognition and appreciation you deserve. After hearing Matt share his inspiring story, you will leave energized, renewed, and with greater passion for the job you do. Through Matt's against all odds story of overcoming cancer, relearning how to walk, and completing a marathon, administrative personnel will learn strategies to deal with workplace stress and excel to a higher level of excellence.

2012 Arizona-Nevada-New Mexico Division Education Forum and Annual Meeting Agenda

Making the Leap to Remarkable

Thursday, May 31

5:00 p.m. 7:00 p.m. Registration

Friday, June 1

7:30 a.m. 8:45 a.m. Registration

8:00 a.m. 9:00 a.m. Vendor Expo

9:00 a.m. 10:30 a.m. Workshop 1 – *Sponsored by NSTec*
Speaker – Matthew D. Jones - *R.E.A.L. Leadership*

10:30 a.m. 11:00 a.m. Break – Vendor Expo

11:00 a.m. 12:00 p.m. Resume Workshop 1

12:00 p.m. 1:30 p.m. Lunch – Vendor Expo

1:45 p.m. 3:00 p.m. Workshop 2 – *Sponsored by NSTec*
Speaker – Matthew D. Jones - *Stop Stress Before it Stops You*

3:00 p.m. 3:30 p.m. Break – Vendor Expo

3:30 p.m. 4:30 p.m. Resume Workshop 2

4:30 p.m. 5:00 p.m. Vendor Expo

4:30 p.m. 5:30 p.m. Registration

6:00 p.m. 7:30 p.m. **Evening of Welcome – *Sponsored by NSTec***

8:00 p.m. TBD Shuttle to Las Vegas Strip

Saturday, June 2

7:30 a.m. 8:00 a.m. Registration

8:15 a.m. 8:45 a.m. Delegate Briefing

9:00 a.m. 11:30 a.m. Opening Ceremonies and Business Session
Keynote Address – *Sponsored by NSTec*
Speaker – Matthew D. Jones
*Excellence is a Marathon: Winning Strategies for
Administrative Professionals*

11:30 a.m. 1:00 p.m. Certification Luncheon

1:15 p.m. 4:00 p.m. Reconvene Business Session
Leadership Workshop – Lorraine “Lori” McGraw

6:00 p.m. 6:30 p.m. No Host Social

6:30 p.m. 9:00 p.m. Banquet

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General Information

Making the Leap to Remarkable

Leadership Workshop

Lorraine "Lori" McGraw, AZ-NV-NM Division President-Elect, will be hosting a leadership workshop session that will encompass the importance of a strategic plan, establishing goals and vision for your chapter, officer responsibilities, and what you can gain from serving on your chapter or division board. Questions may be directed to Lori McGraw at lmcgraw@fedins.com or (623) 546-0023.

Be sure to check the box on the registration form if you plan to attend.

Registration and Refund Policy

Please send your completed registration form and check/money order payable to:

"2012 AZ-NV-NM DEFAM" by:

May 1, 2012

Full refunds will be given if received in writing by May 1. No refunds will be given after that date.

Vendor Expo and Chapter Ways & Means

There will be a variety of vendors on Friday, with a selection of goods and services to meet many needs.

Full and half tables are available. See page 8 for additional information.

Contact **Trish Cooper** no later than April 28, 2012, to reserve your table at cooperpa@nv.doe.gov or by phone at (702) 295-3739.

Food Service

Full registration includes the following meals:

- Friday – Continental breakfast, lunch, afternoon snack
- Saturday – Continental breakfast, lunch, afternoon snack, and Banquet

There are several dining options at the hotel where you may obtain a hot breakfast on all conference days.

Recommended Dress

Remember to dress in layers as meeting rooms are air-conditioned.

- Friday/Saturday Sessions – Business Attire
- Friday Board Welcome - Casual
- Saturday Banquet – Dressy, but not formal

Hot weather is typical in June, so bring cool summer clothes for your leisure time.

Recertification Points

It is anticipated that this event will qualify for 6 recertification points.

Hotel Accommodations



The Suncoast Hotel and Casino

9090 W Alta Drive, Las Vegas, Nevada, 89145

Rates and Check-in: \$42 Thursday, May 31, \$69 Friday and Saturday, June 1-2, 2012, not including 12% occupancy tax and \$5 resort fee. Rates are for single or double occupancy only. An additional person rate of \$20 per person, per night will be charged, regardless of age. Check-in time is 3:00 p.m. and check-out time is 12:00 p.m. To reserve a room at these rates, please call 1-866-636-7111, no later than **May 1, 2012**. To receive this rate, guests should use code **A1AAC05** and indicate they are with the IAAP Division Meeting. **Credit cards will be charged immediately to secure first night's deposit.** Please note that the hotel cannot guarantee the availability of smoking rooms. Smoking room requests are required on rooming list prior to guest arrival.

Resort Fee: The \$5 per room resort fee includes access to the 24-hour fitness center, self-parking, single serve coffee brewers, in-room safe, in-room refrigerator, in-room delivery of USA Today (Monday through Friday), scheduled airport shuttle service (reservations required), unlimited toll free and local telephone calls, wake up service and paging.

Payment and Cancellation Policy: First night's room and tax will be required at the time of booking. Reservations must be guaranteed with a major credit card. Cancellations are only accepted up to 72 hours prior to the date of arrival; within 72 hours, the hotel will charge one-night's stay.

Airport Transportation: Hotel offers scheduled Airport Shuttle Service (**reservations are required**) based on a "first come, first served" basis. This shuttle is not intended for group arrivals where a charter bus may be required.

Suncoast	Airport
8:00am	9:00am
10:00am	11:00am
12:00pm	1:00pm
2:00pm	3:00pm
4:00pm	5:00pm
6:00pm	7:00pm

Please call 702-636-7111 or 877-677-7111 to review scheduled shuttle times.

Internet Access: All rooms have either wired or wireless internet access available for 12.99/day. There is also an internet kiosk available near the gift shop (surcharge applies).

Check-out: The hotel does not take personal checks at check-out without prior bank clearance.

Inside the Suncoast 702-636-7111 or 877-677-7111

SC Prime Steakhouse and Bar Avg Price: > \$30
Reservations Suggested ...[More Info](#)

Coasta Cantina Avg Price: \$10-\$12
Traditional Mexican favorites, plus extraordinary special dishes you won't find anywhere else....[More Info](#)

Salvatore's Avg Price: \$20-\$30
Salvatore's offers a delectable assortment of Italian entrees, including seafood and pasta specialties...[More Info](#)

St. Tropez International Buffet Avg Price: < \$12.99
Upscale in everything but price, this buffet features seven unique serving stations...[More Info](#)

Café Siena Avg Price: < \$10
This uniquely designed dining room opens into the casino, yet offers the diner privacy...[More Info](#)

T.G.I. Friday's Avg: \$10-20
Food, fun and Friday's!...[More Info](#)

The Oyster Bar Avg Price: \$15-\$25
Indulge your craving for fresh seafood – all cooked exhibition-style in our traditional oyster bar...[More Info](#)

Bagel Corner Deli & Bakery
Located across from the Race and Sports Book and Poker Room. Open 24 hours.

Java Vegas Coffee & Creamery
A coffee-lover's dream, Java Vegas features hot and cold espresso creations, plus teas and juices ...[More Info](#)

Century 16 Suncoast Movie Theater
Offering the hottest new movies...[More Info](#)

Bowling
A 64 lane Brunswick equipped center featuring automatic bumper bowling capability and open 24 hours....[More Info](#)

Pure Salon, Spa, and Barber
A full-service salon for all of your beauty and relaxation needs....[More Info](#)

Suncoast Showroom
A 500-seat showroom home to a wide array of Las Vegas shows....[More Info](#)

Around and near the Suncoast

Tivoli Village – 302 S Rampart (across the street from the Suncoast)

Bottles & Burgers

Opens Fall 2011...[More Info](#)

Brio Tuscan Grille Avg Price: \$15-25

BRIO's signature Italian flavors are brought to life through Tuscan cooking methods ...[More Info](#)

Kabuki Japanese Restaurant

Opening Spring 2012...[More Info](#)

Leone Cafe | Buffet, Gourmet | Avg: \$5-10

Leone Café is based on the traditional Italian coffee shop concept... [More Info](#)

Petra Greek Taverna Avg Price: \$15-\$25

Petra is an upscale eatery with a casual atmosphere and an authentic Grecian menu ...[More Info](#)

Radio City Pizzeria Avg Price: \$10-20

Tel. (702) 739-4111 / (800) 634-3434

Radio City Pizzeria brings authentic Italian style pizza to Las Vegas... [More Info](#)

The Strand

Coming Soon...[More Info](#)

YoScream

Combines the freshness of self-serve frozen yogurt with the top quality and flavor variety of gourmet ice cream... [More Info](#)

Boca Park – Corner of Charleston & Rampart (just minutes from Suncoast)

Tokyoto Sushi Avg Price: <\$10

Tel. (702) 951-6503

For some great Sushi and much more, visit Tokyoto Japanese Restaurant...[More Info](#)

Three Angry Wives Avg Price: <\$10

Tel. (702) 944-4411 / (888) 987-6667

Irish breakfast, lunch, and dinner...[More Info](#)

Cheesecake Factory Avg Price: <\$20

Tel. (702) 944-4411 / (888) 987-6667

More than 200 menu selections, including legendary cheesecake...[More Info](#)

Kona Grille Avg Price: \$15-\$25

Tel. (702) 547-5552

Enjoy steak, sushi and designer cocktails...[More Info](#)

Claim Jumper Avg Price: \$25-\$35

Tel. (702) 243-8751

A Little of Everything...[More Info](#)

PF Chang's Avg Price: \$10-\$20

Tel. (702) 968-8885

At P.F. Chang's you are surrounded by a unique environment combining Chinese and American cultures...[More Info](#)

Gordon Biersch Avg Price: \$10-\$20

Tel. (702) 968-8885

Enjoy fresh hand-crafted beer and premium food...[More Info](#)

J.W. Marriott, featuring Rampart Casino (next door to the Suncoast)

Starbucks

The Carmel Room Avg Price: \$30-\$40

Features cuisine with Mediterranean influences...[More Info](#)

Promenade Cafe Avg Price: <\$10

Open 24 hours a day, seven days a week ...[More Info](#)

Rampart Buffet Avg Price: \$10-\$15

Open for lunch and dinner ...[More Info](#)

J.C. Wooloughan Avg Price: <\$10-20

A real Irish pub...[More Info](#)

Shizen Avg Price: <\$15-20

Japanese steakhouse and sushi bar...[More Info](#)

Spiedini Avg Price: <\$10-20

Gustav Mauler's Signature restaurant...[More Info](#)

Aquae Sulis Spa

A center for beauty and total wellness combining the ancient healing powers of water with modern therapy...[More Info](#)

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Registration Form

Making the Leap to Remarkable

REGISTRATION DEADLINE: May 1, 2012

Name: _____ CAP CAP-OM

Company: _____

Physical Address: _____

City/State/Zip: _____

Phone No.: _____ E-mail: _____

Chapter Name: _____ IAAP ID No.: _____

- Chapter Delegate
 Chapter Alternate
 Past International or Division Officer
 First Timer
 Incoming Officer
 (Please list office and year) _____

Full registration includes: **Friday:** Continental Breakfast, Seminar, Lunch, P.M. Snack, Vendor Expo, Evening of Welcome
Saturday: Continental Breakfast, Business Session, P.M. Snack, Lunch, Leadership Workshop, Banquet

Registration Fee (before April 1).....	\$199.00
Regular Registration (before May 1).....	\$209.00
Late Registration (after May 1).....	\$219.00
Fri. Only (Continental Breakfast, Seminar, Lunch, P.M. Snack, Expo, Evening of Welcome).....	\$ 99.00
Sat. Only (Continental Breakfast, Business Session, Lunch, P.M. Snack, Leadership Workshop, Banquet).....	\$129.00

YES, I will be riding the shuttle to the Las Vegas Strip on Friday, June 1! (There will be one pick up and drop off time).

YES, I will be attending the Leadership Workshop on Saturday, June 2!

Banquet Selection (please check one):

- Roast Prime Rib
 Chicken Milan
 Vegetarian Meal

Banquet Only:..... \$ 50.00

Guest Name(s) _____

Guest's Banquet Selection (please check one):

- Roast Prime Rib
 Chicken Milan
 Vegetarian Meal

TOTAL AMOUNT ENCLOSED \$ _____

Mail Completed Registration Form and Payment to:
 2012 AZ-NV-NM DEFAM, Attn: Barrett Shaw - Treasurer
 6765 Tulip Falls Drive #1042, Henderson, NV 89011

For more information, or if you need an accommodation for a disability to enable you to fully participate in this event,
 please contact Holly Cox, Meeting Coordinator, at least 72 hours before the event at
 (702) 295-7700 or by e-mail at coxhr@nv.doe.gov.

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Ways and Means
Making the Leap to Remarkable

Sign up today for your Ways and Means Table and Well Wisher Ads!!

- Ways and Means Table - \$25** Includes a 6' draped table
 \$15 Includes ½ of a 6' draped table (shared with another chapter)
- Well Wisher Business Card Ad - \$10** Includes one logo or photo and camera ready art
- Members or Chapters can also purchase ad space in the conference binder; contact **Jennifer Mankins** for prices.
- Well Wisher Text Ad - \$5** Up to 50 words / 225 characters of text

To: _____

From: _____

Message:

Due by May 15. Please send to **Barrett Shaw**, 6765 Tulip Falls Drive, #1042, Henderson, NV 89011. Please make checks or money orders payable to **2012 AZ-NV-NM DEFAM.**

Contact Information

Have questions or concerns? Please send us an e-mail or give us a phone call!

Chairperson – Holly Cox – coxhr@nv.doe.gov or 702-295-7700 (daytime)

Co-Chair – Susan Farnum, CAP-OM – farnumst@nv.doe.gov or 702-295-2754 (daytime)

Co-Chair – Alicia Riano – rianoaa@nv.doe.gov or 702-295-2495 (daytime)

Registration & Treasurer – Barrett Shaw, CAP-OM – shawba@nv.doe.gov or 702-295-1664 (daytime)

Ways and Means / Vendors – Trish Cooper – cooperpa@nv.doe.gov or 702-295-3739 (daytime)



We look forward to seeing you in Las Vegas!