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NEWS

FOR IMMEDIATE RELEASE

Valley Administrative Professionals present "Power of Commitment" 2010 Administrative Professionals Day Conference

On Wednesday, April 22, the Kachina-East Valley, Valley of the Sun, and Valley West Chapters of the International Association of Administrative Professionals (IAAP®) present **"Power of Commitment" 2010 Administrative Professionals Day® Conference** at the **Sheraton Crescent Hotel Ballroom, 2620 West Dunlap Avenue** in Phoenix, Arizona. This all-day event (7:30 a.m. – 3:00 p.m.) includes three dynamic speakers, vendors, door prizes, a continental breakfast, and buffet lunch. For registration information, go to <http://www.valleyofthesunchapter-iaap.org/>, (click on "Educational"), email susan.schultz@phoenix.gov or call 602-261-8902. Early bird registration is \$75 if postmarked by April 1 and \$80 if received by April 13. Seating is limited, so register early!

**Administrative Professionals Week®
Administrative Professionals Day®**

**April 18-23
April 21**

Since 1952, the International Association of Administrative Professionals® (IAAP) - www.iaap-hq.org - has sponsored Administrative Professionals Day® (APD) - formerly Professional Secretaries Day® - which recognizes administrative professionals' contributions in the workplace. IAAP defines administrative professionals as "individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment..." Some work titles include Administrative Assistants, Secretaries/Executive Secretaries, Office Administrators, Receptionists, and Clerical staff. IAAP is the world's largest association for administrative support staff. For over 60 years, IAAP 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.

IAAP also offers two Professional Certifications - Certified Professional Secretary® (CPS) and Certified Administrative Professional® (CAP). For more information on how to join a study group, please visit <http://www.valleyofthesunchapter-iaap.org/>. For additional information about certification, please visit www.iaap-hq.org.

Celebrate with your Administrative Professionals:

- ✓ Take them to lunch
- ✓ Have a staff potluck
- ✓ Send a card
- ✓ Give a small gift
- ✓ **Pay for them to attend the APD Conference on April 22**

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