

MEDIA ALERT

FOR IMMEDIATE RELEASE

Please publish contact information

March 14, 2005

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What: Administrative Professionals Day
Sponsored by International Association of Administrative Professionals (IAAP)
the Big D, Las Colinas, and Plano Chapters

When: April 28, 2005; 5:30 – 8:00 pm

Where: Holiday Inn Select
4441 W. Carpenter Freeway (Hwy 114 & Esters)
Irving, TX

“The Swoosh Factor – The Competitive Edge”
Don’t Leave Home without It
presented by Bill Chaffin www.billchaffin.com

Good is not good enough, make excellence your standard. A quote from the book 7 HABITS OF HIGHLY EFFECTIVE PEOPLE, "the enemy of the best is good." Have an exceptional drive to exceed the expectations of everyone counting on you. Have a personal mission statement, vision statement, and passion statement. Redefine yourself. It will be a defining moment in creating your own momentum, and going beyond success and becoming significant in all you do.

Registration and additional information at <http://www.lascolinasiaap.org>.
IAAP members \$20; Non-IAAP members and those not eating dinner \$25.

Reservations must be received by April 18, 2005.
No monies for dinner will be collected at this event!

Reservations paid through PayPal at www.paypal.com or by mail. Mail check payable to:
Rita Backus CPS FMA, Las Colinas IAAP, 3624 High Bluff Drive, Dallas, TX 75234.

The International Association of Administrative Professionals® (IAAP) www.iaap-hq.org is a not-for-profit professional association with 40,000 members and affiliates and 600+ chapters worldwide. Membership includes administrative assistants, executive secretaries, office coordinators, information specialists and related administrative professionals.

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