



Two Rivers Chapter

Welcome!



Choose to Lead

Monday, June 9, 2008

BP Cantera Two, Room 114

5:30 p.m. Check-in/Networking

6:00 p.m. Dinner

6:30 p.m. Business Meeting/Officer Installations

7:00 p.m. Program

This program has been submitted for 1 CPS/CAP Recertification Point.

Speaker: Debra Chambers Chima, Chambers Consulting Group

Program: How administrative assistants can bring value and influence to their teams. Deborah Chambers Chima is the President of Chambers Consulting Group, Ltd., a company that assists organizations with creating an environment where cohesiveness and collaboration are the catalysts for achieving greater business results. She specializes in improving organizational productivity through team building, leadership development, and customer service.



Please RSVP by June 5, 2008

The dinner fee will be **\$15.00** for members and **\$18.00** for guests.

DINNER RESERVATIONS WILL NOT BE CONFIRMED UNTIL PAYMENT IS RECEIVED.

Reservations received after June 5th will not be guaranteed.

(Due to security, we must submit your name prior to meeting date. Please be sure to RSVP or entry to building will be prohibited.)

Cancellations are required 48 hours in advance of the event. Late cancellations and no shows will be billed a fee by the chapter. All no show/late cancellation fees must be paid prior to the next TRC event or meeting.

Please RSVP the following information to:

Catherine Korth CPS—Two Rivers Chapter Treasurer ■ catherine.korth@ryancompanies.com (for program only)
or for dinner, send bottom portion with payment to:

Catherine Korth CPS ■ Ryan Companies US, Inc. ■ 55 Shuman Blvd, #800 ■ Naperville, IL 60563

Name: (please print) _____

Email: _____ Work Home

Phone Number: _____ Work Home

YES, I will attend Food: Regular Vegetarian

YES, I will attend, however I will not be attending for dinner.

NO, I will NOT be attending.

Guest IAAP Member

I am interested in learning more about the Two Rivers Chapter, IAAP.

Please return this portion with your payment.