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3rd Annual

ADVANCED EXECUTIVE ASSISTANTS FORUM

Skill Sets That Further Your Career

October 26 – 27 2006 • The Metropolitan Hotel • Vancouver

The role of the executive assistant is changing given the increasing responsibilities, challenges and complexities of today's competitive workplace. This program, with its faculty of senior leaders and experts will provide training and strategies to help you grow and thrive in this environment.

- Managing partnerships and multiple expectations
- Influencing others in a positive manner
- Safeguarding Human Rights at the workplace
- Effectively utilizing email technology
- Managing your career in an evolving environment
- Understanding gender and leadership style
- Effective time management for work/life balance
- Emotional Intelligence and mastering the art of change
- Incorporating multimedia into presentations
- Update for the world business traveler
- Developing professional skills through volunteering

and much more...

KEYNOTE SPEAKERS

Developing Leadership Talent in the Administrative Role

**Lynda Tarras, Assistant Deputy Minister, BC Public Service Agency
Government of British Columbia**

Mastering the Challenges of Change through Emotional Intelligence

David Cory, The Emotional Intelligence Training Company Inc.

ENROLL TODAY! Call 1-888-777-1707 or Fax 1-866-777-1292

Register online at www.insightinfo.com

Sponsorship Opportunities, Call 1-866-456-2020 x110 email: dmoskowitz@insightinfo.com

PROGRAM CO-CHAIRS

Barb Horton CAP
*International Secretary
International Association
of Administrative
Professionals*

Dawn Becker
*President,
Vancouver Chapter
International Association
of Administrative
Professionals*

insIGHT

Meeting Your Evolving Information Needs

ALM

CONFERENCE AGENDA

Managing Partners and Diverse Expectations

PANEL

Maxine Erskine

Manager
Corporate Support Services

Linda E. Green CPS/CAP

Executive Assistant to the President and VP

Corporate Development

Lynn McWilliams

Executive Assistant to the CEO and Director
Teligence Communications

Having the Difficult and Necessary Conversations – Conflict Management

Viola Neufeld

Consultant
Transpectives Consulting Inc.

Networking Tactics for Career Success

Amy Klingel

Division Director
OfficeTeam

Building the Respectful Workplace

Stephen Hammond

Author, Speaker and Consultant
www.StephenHammond.ca - managing Human Rights at work

Managing Time to Meet Multiple Priorities

Anson Frost

Principal
Priority Management - a Vancouver based, global training company in the field of workplace effectiveness

Effectively Utilizing Microsoft® Outlook™ for Increased Productivity

Inge Zegel

Facilitator
Priority Management - a Vancouver based, global training company in the field of workplace effectiveness

Managing your Career in Today's Changing Environment

Anna Montesano

Branch Manager
OfficeTeam, Robert Half Canada

Gender and Leadership Styles

Elaine Allison

International Speaker and Author
www.TheVelvetHammer.com

Effective Time Management for Work/Life Balance

Julia James

Life and Business Coaching
www.JuliaJames.ca

Presentation Tips to Wow Your Audience INTERACTIVE SESSION

Kim Perry CPS/CAP

Mercer Human Resource Consulting

Travel Updates for the International Business Traveler

Rod Friesen

Homeland Security Dept – Registered Traveler Department
Canada Border Services Agency

Beyond Work: How Volunteering Develops Career Skills

Barb Horton CAP

International Secretary
International Association of Administrative Professionals

REGISTRATION FORM

Please photocopy for additional delegates.

Yes! Please register the following delegate(s) for the conference,

3rd Annual

ADVANCED EXECUTIVE ASSISTANTS FORUM (GBC06023)

October 26 – 27 2006 • The Metropolitan Hotel • Vancouver

Mr Ms Name: _____

Title: _____

Area of practice: _____

Company: _____

Business Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: () _____ Fax: () _____

E-mail: _____

REGISTRATION FEE: (Includes meals, documentation and *in*CONFERENCE™, fully searchable online access to this conference's papers*)

Regular Conference Price: **\$1,495.00 + GST (\$104.65) = \$1,599.65**

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Payment enclosed.

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2. Fax: 📠 1-866-777-1292

3. Mail: ✉ *Insight Information, 214 King Street West, Suite 300, Toronto, ON M5H 3S6*

4. E-mail: 📧 order@insightinfo.com

5. Internet: www.insightinfo.com

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CANCELLATIONS: Refunds will be given for cancellations received in writing by **October 5, 2006** subject to an administration fee of \$200.00 plus \$14.00 GST for a total of \$214.00. If your fees have not been paid and you are canceling, you are still liable for the cancellation fees of \$200.00 plus \$14.00 GST for a total of \$214.00. Please note that if you register for the conference and do not attend, you are liable for the full registration fee unless you cancel within the period stated above. If you register after **October 5, 2006**, your order is firm. A refund will not be given; however a delegate substitution is welcome at any time.

PASS IT ON: We occasionally mail to selected lists which cannot be cross-checked against our files. Therefore, you may receive another copy of this brochure. If so, please pass it along to an interested associate.

INSIGHT reserves the right to change program date, meeting place or content without further notice and assumes no liability for these changes.

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* Please allow 4-6 weeks after conference for activation of login and password.

Priority Code: A023