



March 01, 2010

You are cordially invited to attend the annual Administrative Professionals Day seminar and luncheon hosted by the Pikes Peak Chapter, International Association of Administrative Professionals (IAAP). The event will be held on **April 21, 2010** at The Crowne Plaza Colorado Springs, 2886 S. Circle Dr., Colorado Springs, CO 80906.

Our chapter hosts this celebration to recognize the important contributions administrative professionals make to their employers, to their profession and to the community.

This year's Administrative Professionals Week (APW) activities will include a Continuing Education Units seminar from 9:00–10:30 a.m. presented by Ms. Crystal Jonas, MA, who will speak on, "How to Boost Your Self-Esteem and Project Gracious Self-Confidence." The annual APW Luncheon will follow at 11:30 a.m. with Crystal speaking on, "Your #1 Success Factor." As you can see, we have an educational and entertaining event planned for you!

Enclosed is a registration form for the seminar and luncheon, as well as nomination forms for the Administrative Professional of the Year and the Executive of the Year. I encourage you to take advantage of this opportunity to recognize the exceptional individuals you know for their above and beyond contributions as mentors or leaders, or those who have been instrumental in your professional development. Please note that nominations are due by Tuesday, April 6, 2010.

Last year we honored Cheryl Walker, Superintendent, Fountain Fort Carson School District 8 as **2009 Executive of the Year** and Ms. Heather Davis Benavidez of the Colorado Balloon Classic as the **2009 Administrative Professional of the Year**.

I look forward to seeing you on April 21st. If you have any questions you may reach me at quiltbuilder@comcast.net or 719-637-6572 (w) 719-650-6506 (c).

Warmest regards,

A handwritten signature in black ink that reads 'Carol L. Hardin'.

Carol L. Hardin CPS/CAP
President, Pikes Peak Chapter of IAAP

POWER
of
Commitment
Pikes Peak Chapter