

# 12TH ANNUAL Administrative Professionals Day CONFERENCE



It's About

# TIME

## WHO SHOULD ATTEND?

- Administrative Assistants
- Executive Assistants
- Office Managers
- Clerks
- Customer Service Representatives
- Successful-minded administrative professionals at every level who value career advancement

# TUESDAY, APRIL 25, 2017

Come join us for a day of exceptional professional development activities!

**Time:** 8:30 a.m. - 2:30 p.m.

**Location:** Building D  
Patterson Campus  
3920 Troy Hwy  
Montgomery, AL

**Fee:** \$99 per person (Lunch Included)

**Early Bird Rate:** \$89 (Register by Feb. 28, 2017)

**Invite a friend:** Receive \$5.00 off of your registration. You must register at the same time.

**Group Discount:** Register six (6) or more from an organization, the seventh can attend free.

## AGENDA

- 8:30 a.m. - 9:00 a.m. ....Registration  
9:00 a.m. - 9:15 a.m. ....Greetings  
9:15 a.m. - 10:15 a.m. ....Timing is Everything  
10:15 a.m. - 10:30 a.m. ....Break  
10:30 a.m. - 11:00 a.m. ....Time Flies When You Are Having Fun (Networking Activity)  
11:00 a.m. - 12:00 p.m. ....Time Waits for No One  
12:00 p.m. - 1:30 p.m. ....Lunch/Administrative Professional of the Year Award  
1:30 p.m. - 2:30 p.m. ....Time for a Change

## REGISTRATION FORM

Early Bird Rate \$89 (Register by February 28, 2017)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Number of Persons Attending: \_\_\_\_\_

Method of Payment:  Check  Cash  Discover  MasterCard  Visa  Purchase Order # \_\_\_\_\_

**Please make checks/purchase orders payable to:**  
H. Councill Trenholm State Community College  
(STAARS vendor code: VC000104314)

**Mail to:** H. Councill Trenholm State Community College  
Continuing Education Division  
Post Office Box 10048  
Montgomery, AL 36108

For more information, please call (334)-420-4240