



**2005 International Convention
and Education Forum
Denver, Colorado**

**REQUEST FOR
CPS®/CAP® RECERTIFICATION POINTS**

The International Association of Administrative Professionals offers you the opportunity to receive Recertification Points for your participation in IAAP's 2005 International Convention and Education Forum. To receive Recertification Points, complete this form and sign the statement attesting to the correctness of the reported attendance.

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|-----------------------------|--|
| Please Type or Print | |
| Name _____ | IAAP ID# _____ |
| Address _____ | Date(s) Certified _____ / _____ CPS CAP |
| _____ | Country _____ |
| City _____ State/Prov _____ | Zip/PC _____ |
| E-Mail _____ | |
| Bus Telephone # () _____ | Fax # () _____ |

Please keep this form in your files until you are ready to submit your completed recertification application to the IAAP Certification Department.

As a certified professional, I hereby attest that I have attended (in its entirety) each of the educational programs noted on the reverse side of this form.

Signature _____ Date _____

NOTE: The CEU Certificate received at the 2005 International Convention and Education Forum may not be used for Recertification Points.

For additional recertification information, visit www.iaap-hq.org, Professional Certification.

**Only those sessions listed below are
approved for CPS and/or CAP Recertification Points.**

Saturday, July 16, 2005

8:30–11:45 am (3 CPS/CAP Recertification Points)

- 100 Reaching Your Goals Through Collaborative Decision-Making: There's Always a Pig Snout
- 101 Forms, Forms, Everywhere Forms
- 102 F.A.S.T. Reading: An Information Management Program

1:15–4:30 pm (3 CPS/CAP Recertification Points)

- 120 In the End, It's Just Pig Farming: A Swine Farmer's Guide to Managing Change and Surviving in the Workplace
- 121 Turn Lackluster PowerPoint Presentations into Multimedia Extravaganzas
- 122 Perfect Proofreading and Editing Techniques

Monday, July 18, 2005

- Keynote: (1 CPS/CAP Recertification Point)
Office of the Future: Capitalizing on Innovation in Your Administrative Career

Tuesday, July 19, 2005

- Keynote: (1 CPS/CAP Recertification Point)
The Radical Leap: Extreme Leadership at Work and Beyond

Tuesday, July 19, 2005

1:00–3:00 pm (2 CPS/CAP Recertification Points)

- 400 Document Defense Tactics
- 401 Fitting 25 Hours of Tasks into 24 Hours
- 402 How to Deal with Adults When They Act Like Children
- 403 Five Bold Moves to Transform Your Career
- 404 The Magic of a Mighty Memory: How to Remember What You Hear
- 405 "Help! I'm in Meeting Hell, But I'm Not in Charge!"
- 406 MindShift: 12 Power Principles for Influence and Persuasion
- 407 A Day in the Life of the Microsoft Office System

3:30–4:30 pm (1 CPS/CAP Recertification Point)

- 420 Communicating Visually with Visio
- 421 Get the Most Out of Your Career: Tips for Workplace Success to Help You Move Up in the World!
- 422 How to Handle Bullies in the Workplace
- 424 How to Remember What's His Name
- 425 Serenity in the Spotlight: Making Peace with Being the Center of Attention
- 426 10 Smart & Easy Ways to Tune Up Your Web Site
- 427 Take Note! Tips & Tricks for Microsoft Office OneNote SP1

◆Sessions approved in the Elective Category

(Seminars not listed were not applicable to CPS and/or CAP Recertification Points.)

Wednesday, July 20, 2005

8:00–11:30 am (3 CPS/CAP Recertification Points)

- 500 The Administrative Assistant's Guide to Money\$marts◆
- 501 When Fish Fly: Lessons for Administrative Professionals from the World Famous Pike Place Fish Market
- 502 IntelligentRisking: How to Take the Right Risks in the Smartest Way Possible
- 503 LeaderShift: TeamThink for Creating a Compassionate Culture

8:00–9:00 am (1 CPS/CAP Recertification Point)

- 520 I Didn't Know You Could Do that with Microsoft Excel
- 521R What If...Everything You Need to Know About Personal safety, Workplace Violence, and More!◆
- 522 Negotiation Skills: Take the Bull by the Horns
- 523 Microsoft Office System Webcast: Tips & Tricks for Executive Administrative Assistants—Outlook & Beyond

9:30–10:30 am (1 CPS/CAP Recertification Point)

- 530 Analyzing Information with Excel PivotTables
- 531 Tips & Tricks for Creating a Successful E-Zine
- 532 The 1-2-3's of Request for Proposals (RFP)

11:00 am–12:00 noon (1 CPS/CAP Recertification Point)

- 540 Creating Excel Charts that Tell a Story
- 541R What If...Everything You Need to Know About Personal safety, Workplace Violence, and More!◆
- 542 Becoming the Virtual Assistant

1:30–3:30 pm (2 CPS/CAP Recertification Points)

- 550 Cool New Software for 2005
- 551 The Starbucks Experience: Enhancing Professional Leadership and Impact
- 552 The "Gotchas" of Equipment Leasing: Get Them Before They Get You!
- 553 Winning! How Winners Think—What Champions Do

1:30–2:30 pm (1 CPS/CAP Recertification Point)

- 560 Stop Stabbing Yourself in the Back
- 561R What If...Everything You Need to Know About Personal safety, Workplace Violence, and More!◆
- 562 Avery Software & Formatting Solutions

3:00–4:00 pm (1 CPS/CAP Recertification Point)

- 570 Cut the Gobbled Gook: Can We Talk?
- 571 Perfect Pixels: Secrets to Great Graphics
- 572 Avery Innovations for the Administrative Professional

Thursday, July 21, 2005

8:30–11:45 noon (3 CPS/CAP Recertification Points)

- 600 Keeping it Together When Everything is Falling Apart

8:30–11:30 noon (1 CPS/CAP Recertification Point)

- 601 Unleashing a Postive You