



Thursday February 15, 2018

Courtyard by Marriott
1224 Upper James St., Hamilton
(Free Parking)

► Notice of Membership Meeting

**Professionalism Through
Education**

Meeting Planning Resources

Flavia St. Clair—PCM & Associates

Meeting Resources – Learn about the resources available to you for planning a successful meeting or event. We will discuss the pros and cons of these various services to assist you in getting the best available information. Whether your meeting is local or international, small or large, this information will help you make the right decisions for your important event.



Schedule: 5:30 pm Networking
6:00 pm Dinner—**Mexican**
6:30 pm Meeting
7:00 pm Guest Speaker

Payment: Members—\$30 Dinner & Presentation / \$10 Presentation Only
Non-Members—\$35 Dinner & Presentation / \$15 Presentation Only
Students—\$30 Dinner & Presentation / \$5 Presentation Only

RSVP to: aap.hamilton.treasurer@gmail.com by February 9, 2018

**Due to contractual agreements, any cancellations received after February 9th will be responsible for full payment of the meal and presentation.

QAA Recertification points: 2 points can be earned towards professional training session (1-2 hours in length)

Cheques payable to:
Association of Administrative
Professionals—Hamilton
Branch

PayPal is also available at
www.aaa.ca/hamilton.php