



**International Association of  
Administrative Professionals™**

1.5 CEU and 15 CPS® recertification points have been awarded for participation at this conference, held March 15-17, 1999 in San Antonio, Texas. Attendees:

- ✓ Explored the workplace trends for year 2000 and beyond.
- ✓ Analyzed the impact of technology on meetings and presentations.
- ✓ Discovered how information, education, and communication can be integrated through technology.
- ✓ Identified simple systems that can be created to reduce office clutter.
- ✓ Investigated the art of juggling multiple tasks and balancing various personalities.
- ✓ Learned how to accept new challenges to improve their careers.
- ✓ Examined ways to sharpen and refine their existing networking activities.

*Susan Fenner PhD  
Education and Professional Development  
CEU Director*



*Billie M. Willey CPS  
International President*