

AGENDA AT A GLANCE

(SUBJECT TO CHANGE)

Thursday, May 13, 2010

7:30 p.m. to 9:00 p.m.
Registration

Friday, May 14, 2010

9 a.m. to 11:30 a.m.
Office Expo & Chapter
Fundraising

9 a.m. to 12 noon
Registration

12 noon to 1:45 p.m.
Membership Recognition
Luncheon

▶ 2 p.m. to 4:30 p.m.
Education Workshop

4:30 p.m. to 6:30 p.m.
Registration

4:30 p.m. to 5:00 p.m.
First-Timers Meeting

5 p.m. to 5:15 p.m.
Pages & Tellers Meeting

5:15 p.m. to 5:30 p.m.
Division Member-at-Large
Meeting

Dinner on your own.

Friday Evening will present an opportunity for members to explore the Hunt Valley area for shopping, dinner and entertainment.

Saturday, May 15, 2010

8 a.m. to 9 a.m.
Registration

8 a.m. to 9:15 a.m.
Continental Breakfast

8:30 a.m.—8:45 a.m.
Delegates & Alternates Briefing

9 a.m. to 1 p.m.
Business Session

Lunch on Your Own

2 p.m. to 4 p.m.
Business Session (if needed)

6 p.m. to 9:30 p.m.
Dinner, Installation of Officers &
Division Awards Presentations

Sunday, May 16, 2010

Breakfast on your own.

8:30 a.m. to 9:30 a.m.
Transition Meeting w/
Division Board & Incoming
Division Committee Chairs &
Chapter Presidents

9:30 a.m. to 10:30 a.m.
2010 and 2011 Host Committee
Meeting w/Division Board

We'll see you in 2010!

Save the Date!

May 13-16, 2010



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56th Annual Meeting & Education Forum

**Delaware-Maryland-
District of Columbia
Division**

**Hosted by the
Greater Baltimore Chapter**



Marriott
BALTIMORE
HUNT VALLEY INN

Address

245 Shawan Road
Hunt Valley, Maryland 21031
Phone: 410-785-7000
Fax: 410-785-0341

Reservations

Room rate is \$139.00 plus applicable state and local taxes.

To make your reservation, call:
1-800-228-9290

Group: International Association of Administrative Professionals

Hotel Location: Hunt Valley, Maryland

Check-in and Checkout

- Check-in: 4:00 p.m.
- Check-out: 12 noon
- Video Review Billing/Video Checkout
- Express Check-In and Express Check-out

Parking

- Complimentary Parking

Pet Policy

- Pets not allowed

Guest Room Information (may vary by room type)

General Room Amenities:

- Air conditioning
- Alarm clock
- Bottled water, for a fee
- Coffee maker/tea service
- Crib
- Individual climate control
- Iron and ironing board
- Luxurious bedding—down comforters, custom duvets, cotton-rich linens
- Pillows: down/feather
- Pillows: foam
- Rollaway bed

Bathroom Amenities:

- Bathrobe
- Hair dryer

Business Amenities:

- Electrical outlet: desk level
- Phone feature: speakerphone
- Phone feature: voice mail
- Wireless High-speed Internet Access in public areas, meeting & guest rooms

Guest Services:

- Complimentary Coffee in lobby
- Evening Reception
- Concierge desk
- Full-service center
- Room service, 6:30 a.m. to 11 p.m.
- Safe deposit boxes, front desk

Restaurants & Lounges

Cinnamon Tree restaurant is located in hotel. American cuisine in a casual bar and grille setting. Open for breakfast and lunch. From a breakfast buffet to quick business lunches, it's all at the Cinnamon Tree!

Recreation

- Indoor & Outdoor Pool
- Whirlpool
- Fitness Facilities

Host Chapter Information

Greater Baltimore Chapter
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Loch Raven, MD 21284-9846

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