

## Welcome!



**Las Positas Chapter presents**  
*March Madness – We're Mad about New Members*

**Saturday March 20, 2010**  
**Hilton Pleasanton at the Club, 7050 Johnson Drive,**  
**Pleasanton, CA**

9am – Registration  
9.30am – Buffet breakfast  
10am – Sydni Craig Hart CPS/CAP  
11am – Sheryl Guistolise



**Recertification points have been applied for**

**Program:** **EA to VA:** Sydni Craig-Hart CPS/CAP liberates Administrative Professionals from the corporate world by showing them how to become savvy, successful Virtual Assistants. Her company, Executive Assistant to Virtual Assistant! ([www.EAtoVA.com](http://www.EAtoVA.com)) gives Administrative Professionals the support, tools and information they need to successfully transition into a profitable career in Virtual Assistance.

**Staying Organized with Avery:** With the help of Sheryl Guistolise, you'll learn how to organize your desk/workspace, paper and computer files. Plus ...STAY ORGANIZED with tips provided on managing emails and incoming paperwork. Discover methods to support and organize multiple people.

**Please RSVP by March 15, 2010**

Buffet breakfast and Program \$20.00; Program Only \$5  
Please complete the following and fax to 925-855-6354, or e-mail to  
Treasurer@iaap-laspositas.org or President@iaap-laspositas.org  
(No-Shows will be billed)

- YES! I will attend  
 No, I will not attend

Name (Please print) \_\_\_\_\_

- Las Positas Chapter Member       Guest  
 I would like to learn more about Las Positas Chapter

E-mail \_\_\_\_\_  Work  Home

Phone Number \_\_\_\_\_  Work  Home