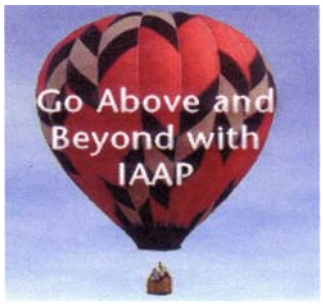
**International Association of Administrative Professionals® Columbus Chapter**
8 East Long Street, Room 428
Columbus OH 43215
www.iaap-cols.com




## Office Etiquette! Cube Manners, Email Grammar and Cell Time

November 19, 2008
Presented by Amy DiBlasi
Columbus State Community College

What is privacy anymore? When was the last time you had a "private conversation" at work? Has "CubeWorld" got you down? Learn how to keep things in perspective. Find out how to handle those delicate situations that arise; a co-worker is sharing too much information in your not so private cube, and when to answer your cell phone. Also learn when it's okay to use "netlingo" in an e-mail, and when you need to keep it formal.

## Meeting Registration
## November 19, 2008

**NETWORKING:** 5:30 p.m. **MEETING:** 6:00 p.m. **PROGRAM:** 6:15 p.m.

**LOCATION:** **LifeCare Alliance**
**1699 West Mound Street, Columbus, OH 43223**
**Phone: 614/324-5930**

**MENU:** Mixed Green Salad, Roasted Turkey with Sage Gravy, Candied Sweet Potatoes, Green Beans, Dinner Rolls & Butter. Assorted Pies served with coffee, tea, sodas and/or water.

**☐Check here if you would like vegetarian.**

**DINNER/MEETING COST:** $22.00 Chapter Member $26.00 Member at Large/Non-Member
**MEETING COST ONLY:** $ 5.00 Chapter Member $15.00 Member at Large/Non-Member

**MAIL TO:** Joanne Eitel CPS
9050 Water St.
Orient, OH 43146
Columbus, OH 43206
(w) 614.445.2830 (c) 614.309.8687
(f ) 614.445.2817
E-mail: EitelJ@Grangeinsurance.com

**Please check all that apply:**
**[ ] Guest**
**[ ] Meeting ONLY**
**[ ] Past President**

*Reservations/Cancellations must be RECEIVED no later than **Wednesday, November 12, 2008**.*
*(Deadlines will be adhered to—your cooperation is appreciated—There will be a $30.00 charge for returned checks)*

**November 2008 Meeting**
**Make all checks payable to COLUMBUS CHAPTER, IAAP**

NAME::
COMPANY NAME:
PHONE:
Email:
ADDRESS: (Billing address is required for credit card processing)

☐ CHECK ☐ M/C ☐ VISA

**Amount Remitted:** $

Signature Expiration Date

Save my credit card number for future reservations ☐