

**International Association of
Administrative Professionals®
Columbus Chapter**
P.O. Box 16053
Columbus, OH 43216
www.iaap-cols.com

**Lessons from the Lectern:
10 Ways to Improve your Communication
and Presentation Skills**

Mike Perez will share his expert tips and strategies on how to improve your presentation skills and conquer your fears of public speaking. A great speech starts with thinking about your audience and what they are looking for and Mike will explain the “how to” from start to finish.

Have a question about the meeting?

Contact: **Barb Jackson CPS/CAP**
Cell: 614-361-1856 or
Email: bjackson3@embarqmail.com

Mike Perez has been with Toastmasters International for the last 15 years. Mike will share with us how Toastmasters changed his life and how he rose to the highest levels of leadership in the organization, became a successful business owner and how he began to create the life of his dreams.



Registration deadline is **Friday, April 09, 2010**. Don't delay—register today!

Location: State Auto, 518 East Broad St., North Annex Dining Hall, Columbus, OH. Next to Art Museum—attendees should park in back and come in through the back door by the overhang.

April Chapter Meeting—State Auto

PROGRAM: 6:00 p.m. **LOCATION:** State Auto—North Annex 518 East Broad St Columbus

Menu: Choice of the following sandwich:

- House-roasted Beef with Cheddar Cheese on Wheat Bread
- Oven-roasted Local Turkey with Swiss Cheese served on Multigrain Bread
- Baked Ham with Pepper-Jack Cheese served on a Crusty Italian Bread
- Tuna Salad served on Wheat Bread

Please check all that apply:

- Guest
- Meeting **ONLY**
- Past President

Also includes Chips, Fresh Fruit, House-made Cookie, and Beverage

Choose one: Roast Beef Turkey & Swiss Baked Ham Tuna Salad

Dinner/Meeting Cost: \$16.00 Chapter Member \$21.00 Member at Large/Non-Member

Meeting Cost Only: \$5.00 Chapter Member \$15.00 Member at Large/Non-Member

Mail/Email Registration to: **Claire Lacey CPS/CAP**
There will be a \$30.00 charge for returned checks
KPMG LLP
191 West Nationwide Blvd., Suite 500
Columbus, OH 43215
Email: clacey@kpmg.com

Reservations/cancellation must be **RECEIVED** no later than **Friday, April 09, 2010**

Deadlines will be adhered to

Meeting Date: April 22, 2010 **Make checks payable to: Columbus Chapter, IAAP**

Name: **Company Name:**

Email: **Phone:**

Check one: CHECK DISCOVER M/C VISA *Save my credit card number for future reservations*

Amount enclosed: \$ **Expiration Date:**

Credit Card No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Address for credit card:

Signature: