

**Administrative Assistants of Kansas Cities
2010 Spring Conference
March 31st - April 2nd, 2010, Abilene, Kansas**

Wednesday March 31, 2010 ~ EARLY BIRD

- 3:00p **Check into hotel**
- 4:30p **Board the trolley at the hotel for tour of Abilene**
- 6:00p **Meet at Mr. K's Farmhouse for dinner ~**
(your expense) 407 S. Van Buren

**Thursday April 1, 2010
Convention & Visitors Bureau ~ 201 NW 2nd St.**

- 8:00a **Registration, networking & cont. breakfast**
- 8:45a **Nesha Bailey-Mason** ~ Mayor's Welcome
- 9:15a **BREAK**
- 9:30a **Bernie Hayen**, Director of Finance, City of
Manhattan "10 Characteristics of Great
Administrative Assistants"
- 10:30a **BREAK**
- 10:45a **Cindy Crehan**, Per. Trainer/Fitness Instr, Impact
Sports & Fitness "Workplace Stress Relief"
- 11:30a **LUNCH BREAK** ~ Catered by the Kirby House

**Thursday April 1, 2010 - continued
Convention & Visitors Bureau ~ 201 NW 2nd St.**

- 1:00p **Individual & Group Photos** by Keller Photography
- 3:00p **Jeannie Cameron**, Office Administrator for Dk. Co.
Attorney - "Common Sense Self Defense"
- 3:30p **Sara Rosebrook, RD, LD** ~ Dir. of Medical
Nutrition & Risk Mgmt for Memorial Health System
"Healthy Body, Healthy Mind: Healthy Eating to
Increase Productivity"
- 6:00p **Meet at Brookville Hotel for dinner**

**Friday April 2nd, 2010
Convention & Visitors Bureau ~ 201 NW 2nd St.**

- 8:00a **AAKC Breakfast Business Meeting**
- 10:00a **BREAK**
- 10:30a **John Divine**, the Leadership Firm
"Managing Yourself ~ The Decision Is Up To You!"
- 11:30a **LUNCH BREAK** ~ Catered by the Dish
- 12:30a **Wrap-up**, Awards & Gift Exchange
- 1:00p **Committee Breakout Sessions**

REGISTRATION FORM

Name _____

_____ Member _____ Member City Guest

Address _____

City _____

Phone _____ Guest Name _____

\$95 Registration Fee for Conference - Due March 15th

Registration includes all conference materials and meals, excluding Early Bird Dinner & Hotel accommodations.

A block of rooms (*mention AAKC Conference*) is being held at the Holiday Inn Express, 110 E Lafayette, for \$73.00 per night (785) 263-4049 . Please bring your tax exempt form for check in. Must be reserved by March 15th.

Mail Check & Conference Registration

Susan Rowan, AAKC Treasurer
City of Newton
PO Box 426
Newton, KS 67114

