

MID - ATLANTIC
PROFESSIONAL DEVELOPMENT DAYS

NOVEMBER 1-3, 2009

SHERATON ATLANTIC BEACH
ATLANTIC BEACH, NC

HOSTED BY
NORTH CAROLINA ASSOCIATION OF
EDUCATIONAL OFFICE PROFESSIONALS

Charlie Mae Holland-Mace, Co-Chairman
828 659-3088 or charliemae26@yahoo.com

Joyce Smith, Co-Chairman
252 222-6141 or jbs@carteret.edu

Linda Spivey, NCAEOP President
919 718-7228 or lspivey@cccc.edu

**MID-ATLANTIC
PROFESSIONAL DEVELOPMENT DAYS
NOVEMBER 1-3, 2009
SHERATON – ATLANTIC BEACH, NC**

A G E N D A

Sunday, November 1, 2009

4:00 P.M. Hotel Check-in
6:00 P.M. – 8:00 P.M. Registration
7:00 P.M. – 9:00 P.M. Reception/Hospitality

Monday, November 2, 2009

7:30 A.M. – 9:00 A.M. Continental Breakfast and Mid-Atlantic -Meeting
9:00 A.M. – 12:00 Noon Workshop – **PROTOCOL AND MEETINGS PLANNING**
12:00 Noon – 1:00 P.M. Lunch
1:00 P.M. – 2:30 P.M. Workshop – **WHEN LIFE BLOWS YOU DOWN**
Break
2:45 P.M. – 4:15 P.M. Workshop – **LEARNING STYLES**
8:00 P.M. – 9:30 P.M. Hospitality

Tuesday, November 3, 2009

8:00 A.M. – 9:00 A.M. Continental Breakfast
9:00 A.M. – 12:00 Noon Workshop – **BACK TO THE FUTURE**
12:00 Noon – 1:00 P.M. Lunch
1:00 P.M. – 2:30 P.M. Workshop – **PEACE OF MIND OR PIECE OF MY MIND**
Break
2:45 P.M. – 4:15 P.M. Workshop – **PEACE OF MIND OR PIECE OF MY MIND**

DESCRIPTION OF WORKSHOPS

WHEN LIFE BLOWS YOU DOWN: John Smith, Director of Business Development – Carteret Community College – Sometimes life throws you a curve ball, and it hits you right in the gut. Learn how to cope and overcome these setbacks. This is a interactive program that will leave you laughing and crying, but knowing you can overcome your “life blows”.

LEARNING STYLES: John Smith, Director of Business Development – Carteret Community College – Learn your learning style preference and how it affects you as a leader, worker, spouse and aren’t. Learn why some activities are difficult to do while others are easy.

PROTOCOL AND MEETINGS PLANNING: Charlie MaeHolland- Mace, CEOE, NAEOP Past President – This workshop will cover a variety of topics including: Protocol for Meetings, Meetings Planning, Etiquette for Office Professionals and Flag Etiquette.

BACK TO THE FUTURE: Patricia Fleming, CEOE, Past NAEOP President - Diane Callaway, CEOE, Past NAEOP President, Sybil Hoover, CEOE, Past Mid-Atlantic Director – Teresa Price – Caesar Rodney High School, and Wanda Lowe, CEOE, Mid-Atlantic Director. This brainstorming session will reconcile present and past office problems to their future effects, provide information on keeping your resume up-to-date and creating a positive self image. Participants are encouraged to submit concerns they would like addressed during the session with their registration materials.

PEACE OF MIND OR PIECE OF MY MIND: Johnny Underwood, Leadership Development, Carteret Community College – This fun-filled workshop will deal with the most difficult person on the job “ME”. Mr. Underwood has presented at NCAEOP Conferences and always receives requests to return. This workshop will be the perfect ending to the Mid-Atlantic Professional Days.

Sheraton Atlantic Beach Oceanfront Hotel
P.O. Box 3040 * 2717 W. Fort Macon Road * Atlantic Beach, NC 28512
1-800- 624-8875* 1-252-240-1155 * 1-252-240-1452 (FAX)

Reservation Request Form For:

MAPDD

November 1-3, 2009

Reservations received after **October 2, 2009** will be accepted on a space availability only basis. The hotel will not guarantee a room and/or group rate. Please check desired room options: 1st & 2nd choice.

		Non Smoking	Smoking
Oceanview Room, Two Queen Beds at	\$89.00	_____	_____
Oceanview Room, One King Bed at	\$104.00	_____	_____
Oceanfront Room, Two Queen Beds at	\$129.00	_____	_____
Oceanfront Room, One King Bed at	\$144.00	_____	_____
Oceanfront Suite, Two Queen Beds at	\$169.00	_____	_____
Oceanfront Suite, One King Bed at	\$184.00	_____	_____

- **Children under 17 years of age stay in parents room at no extra charge**
- **Room tax is 11.75% added to the above rates**
- **Room Rates valid for 3 days prior and 3 days after conference based on availability.**
- **Reservations can also be made at www.sheratonatlanticbeach.com select reservations and use the password MAPDD**
- **Rooms rates based on single or double occupancy/ \$15.00 charge for each additional adult sharing the room(limit 4)**

Check in is at 4:00pm and Check Out is 11:00am

All reservations must be guaranteed with one night's **Advance Deposit**. Reservations must be canceled 72 hours prior to arrival to ensure advance deposit refund. Guests staying after 12:00pm will be assessed a late check out fee.

Name _____ Share With _____

Address _____ City _____

State _____ Zip Code _____ Telephone _____ Fax _____

Arrival Day _____ Arrival Date _____ Estimated Time of Arrival _____

Departure Day _____ Departure Date _____

Check or Money Order Enclosed for \$ _____

Credit Card Number _____ Expiration Date _____

Name Listed on Credit Card _____ Signature _____

To make your reservation, please do **One** of the following.....

Call 1-800-624-8875, Fax 1-252-240-1452, or mail to the above address

GROUP RESERVATION HOURS: MONDAY – FRIDAY/9:00AM-5:00PM

REGISTRATION FORM
MID-ATLANTIC PROFESSIONAL DEVELOPMENT DAYS
NOVEMBER 1-3, 2009

NAME _____

ADDRESS: _____

City _____ State _____ Zip Code _____
PHONE: (H) _____ (W) _____
EMAIL: _____

NAEOP Member? Yes _____ No _____

Early Registration

Received by October 1, 2009

Early Full Registration (both days)	\$115.00	\$ _____
Early One-Day Registration	60.00	\$ _____
Circle Date: Monday, November 2, 2009		
Tuesday, November 3, 2009		
Total Registration		\$ _____

Received after October 1, 2009 and no later than October 15, 2009

Full Registration (both days)	\$ 125.00	\$ _____
One Day Registration	70.00	\$ _____
Circle Date: Monday, November 2, 2009		
Tuesday, November 3, 2009		
Total Registration		\$ _____

(Lunch, Breakfast and Breaks included in registration fee)

LUNCH MENU SELECTIONS

Monday – November 2, 2009

Menu A: Trio Salad Plate – Chicken, Tuna and Shrimp Salad _____

Menu B: Meatball Sub/provolone & Marinara Sauce/pasta salad _____

Tuesday, November 3, 2009

Menu A: Grilled Chicken Caesar Salad _____

Menu B: Cranberry & Turkey on Kaiser Roll/pasta salad _____

Mail to: Joseph Croom, Registrar
3505 Arendell Street
Morehead City, NC 28557

252 222-6154 - Office

Please submit topics you would like covered in the “Back to the Future” session
