

JOIN US!



Friday, February 8, 2008
Harrisburg Hilton & Towers
Harrisburg, PA



Show your love for learning by attending one of these great sessions!

AGENDA

8:30 a.m.	Registration & Continental Breakfast
9:00 a.m.	Sessions 1, 2 & 3
11:30 a.m.	Reception
12:00 p.m.	Lunch
1:30 p.m.	Wrap Up



Session 1: Tips and Tricks for Trade Shows

Do you have Trade Show Savvy? Your company or organization invests in trade shows—but—do you properly prepare your presenters?

Boost your *bonafide* booth behavior:

- Stand out while standing at the trade show!
- Make your team more memorable!
- Oh, Behave. *Be on your best behavior--people are watching!*
- Your "Storytelling" Sales Pitch – Wow 'em!
- Reflect a positive image: *How do you appear to your peers?*
- Look refreshed, even if your old, tired feet are standing on the cold, hard, cement floor!

KNOW these SHOWTIME NO-NO's:

- STOP chit-chat, gab and gossip!
- REMOVE Food and Drinks in (and out) of the booth
- REST your jaws! Get rid of Gum Chewing
- DON'T JUMP! *Don't ambush your browsers.*

Nationally-recognized convention presenter SONI DIMOND will share her SHOW SECRETS with PASAE!

Session 2: Beyond Kermit - It's Easy to Green Your Next Meeting

Kermit the Frog always said, "it's not easy being green," but these days nothing could be further from the truth. Join us to discover the compelling environmental, health and yes, business reasons for greening your meetings. We'll explore what's current, new standards, and the future. Includes strategies and resources for how easy it is to green a meeting - any event, in any location, and on any budget. The meetings community has stepped up to take a lead in reducing the impact of human activities on the planet, and you can be part of this exciting new direction in our industry.

Sarah T. Galbraith, CMP is a founding partner of Jensar Associates Inc., a Central Pennsylvania-based conference management and communications firm serving non-profit organizations, government and the military. Sarah's experience includes more than 15 years in the meetings industry and a passion for greening our lives to improve the health of people and the planet. A key focus at Jensar is to forward the concepts of "green" and sustainability in meeting planning and communications.



Session 3: HR – But Why?

In this general introduction to the role that Human Resources plays in an effective organization, participants will learn:

- What IS HR anyway?
 - ♦ Overview of the six areas of Human Resource Management
- What's the risk at the seat of my pants
 - ♦ The "alphabet soup" of HR – staying legal while concentrating on day-to-day operations
 - ♦ Current case law with focus on PA
- Learn the 3 most important words in HR to reduce or eliminate your (\$\$\$) exposure

All participants will leave with a glossary of important terms and a better understanding of the importance of solid human resource practices.

Karen Young, founder and President of **HR Resolutions**, has been involved in personnel and human resources for nearly 20 years. Her background includes in-depth experience in distribution, service and manufacturing organizations on the East Coast.

Register TODAY! Form on reverse side!

PASAE Professional Development Series - February 2008

Friday, February 8, 2008 ♦ Harrisburg Hilton & Towers

1 North 2nd Street ♦ Harrisburg, PA, 17101 ♦ Ph. (717) 233-6000

8:30 a.m. Registration & Continental Breakfast ♦ 9:00 a.m. Sessions ♦ 11:30 a.m. Reception ♦ 12:00 p.m. Lunch

Assn/Bus _____

Name _____

Name _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Email _____

Check if you wish to have your credit card receipt emailed to you

Do you have any special dietary/accessibility needs? Yes No

If so, please List attendee name(s) & describe: _____

CK # _____ FOR \$ _____ IS ENCLOSED

VISA MASTERCARD AMEX DISCOVER EXP. _____

ACCT # _____

MAIL COMPLETED REGISTRATION TO:

PASAE
777 East Park Drive
Suite 300
Harrisburg, PA 17111

FAX TO:

(717) 232-4550

QUESTIONS:

(717) 232-4500

PRICING PER PERSON MEMBER NON-MEMBER

FULL CONFERENCE \$55 \$70
(Continental Breakfast, Professional Development session & Lunch)

MORNING SESSION \$40 \$45
(Continental Breakfast & Professional Development session)

LUNCH ONLY \$30 \$40

TOTAL ENCLOSED _____ _____

*Please keep a copy of this completed form for CAE/CMP credit

Please indicate which session you will attend:

- Trade Show Tips Beyond Kermit: Green Meeting
 HR - But WHY?

Don't Break the Heart that Loves You - REGISTER ON TIME!

Registrations received less than 48 hours prior to the event add \$5.00.
Payments received after the day of the event add \$5.00.

Cancellations must be received in writing. No refunds for cancellations received less than 48 hours prior to the event.

