

**Maine
Association of
Healthcare
Administrative
Professionals**

**Fall
Conference**

**Friday
October 23, 2009
8:00 a.m. – 3:00 p.m.**

Mid Coast Hospital

*Celebrate a day of
learning, laughter and
networking with other
senior management
assistants who share
your same challenges.*

Conference Goals

Unleash Your Potential: How To Be The One Administrative Professional Your Organization Can't Live Without

- ✓ How to discover—and use!—those interesting skills & strengths you may be overlooking
- ✓ 5 simple, but effective ways to prevent and deal with conflict
- ✓ Savvy Time Management - How to get more done with less stress
- ✓ The 15 minutes a day that will change your life.

Agenda

8:00 – 8:30 Light Continental Breakfast & Registration
8:30 – 8:40 Welcome
8:40 – 9:15 Business Meeting
9:15 – 2:30 Program (*Lunch & Tour of Hospital Expansion will be provided*)

Keynote



Shari Peace is an international speaker, an author and the president of Peace Talks, a Dayton-Ohio based professional speaking firm. She works extensively with administrative professional organizations and conferences across the U.S. and Canada. She doesn't have to look far for help when customizing programs for administrative professionals: Her mother, Ruth Peace CPS, has been an administrative professional for more than 40 years! Shari graduated summa cum laude from the E. W. Scripps School of Journalism at Ohio University. She is the author of *Crank It Out! How to Get More Done – At Work & In Your Life!*

Hotel Information

A block of rooms has been set aside for October 22, 2009, at the **Fairfield Inn, Brunswick**, 36 Old Portland Road, Brunswick, ME 04011. Contact the hotel @ 207.721.0300 **no later than October 15** to make your reservations. Mention MAHAP for the \$99/night rate.

Pre-Conference Dinner October 22, 2009 6:00-8:30 p.m.

Henry & Marty Restaurant ★ 61 Maine Street ★ Brunswick, ME ★ 207.721.9141

2009 MAHAP Fall Conference Registration Form

*Registration Fee for Conference & Dinner: \$130 for member / \$155 for non-member
Registration Fee for Conference Only: \$100 for member / \$125 for non-member*

Choose One: Dinner & Conference (member) Dinner & Conference (non-member)
 Conference Only (member) Conference Only (non-member)

Name _____ **Daytime Phone** _____

Institution _____ **E-mail Address** _____

Address _____ **City/State/Zip** _____

Make check payable to: **MAHAP**

Mail registration to: Pat Miller, Mid Coast Hospital, 123 Medical Center Drive, Brunswick, ME 04011
or Fax to 207.373.6039 (mail check separately)