

# Maine Association of Healthcare Administrative Professionals

Annual Spring Meeting

At

The Captain Daniel Stone Inn

10 Water Street

Brunswick, Maine

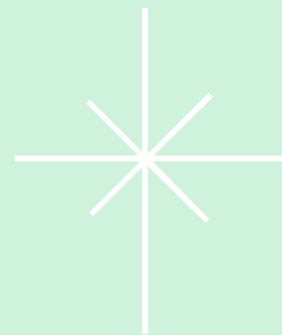
Friday, April 18, 2008

12 noon - 3:00 p.m.



Is this you? Always working through your lunch?

For one day, hang your sign!



And join your administrative peers for a nice meal, networking and discussion!

PLEASE COME WITH IDEAS, SUGGESTIONS, TIPS, or TRICKS TO SHARE.

Other Topics for Discussion to Include: Tips for Sending E-mail; Habits/Qualities of Effective Assistants; Time Saving Tips in MS Word; Common Administrative Assistant Complaints; How to Prioritize Tasks

## Directions to The Captain Daniel Stone Inn:

**From the South:** Take I-295 North

Take the US-1 exit, EXIT 28, toward COASTAL ROUTE/ BRUNSWICK/ BATH 1.3 miles

Stay STRAIGHT to go onto US-1 N/ BLUE STAR MEMORIAL HWY 1.2 miles

Turn SLIGHT LEFT onto MILL ST/ US-1/ BLUE STAR MEMORIAL HWY. 0.5 mile

Turn SLIGHT RIGHT onto ramp. 0.2 mile

Turn RIGHT onto US-201/ ME-24/ MAINE ST.

Turn LEFT onto MASON ST. 0.1 mile

Turn LEFT onto WATER ST.

End at 10 Water St Brunswick

**From the North:** Take I-95 South

Merge onto I-295 South via EXIT 103 toward ME-9/ GARDINER/ ME-126/ BRUNSWICK (Portions toll). Follow for 22 miles.

Merge onto ME-196 S/ NEW LEWISTON RD via EXIT 31A toward TOPSHAM/ BRUNSWICK. 1 mile

Turn RIGHT onto HORTON PL/ MONUMENT PL. Continue to follow MONUMENT PL. 0.2 mile

Turn RIGHT onto US-201/ MAIN ST. Continue to follow US-201 for 1.3 miles

Turn LEFT onto MASON ST. 0.1 mile

Turn LEFT onto WATER ST.

End at 10 Water St Brunswick



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### MAHAP SPRING 2008 CONFERENCE



Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_



Fax this registration form to Cheryl Roney at 373-6040.

Mail your payment to: Cheryl Roney, MAHAP Co-Treasurer, Mid Coast Hospital, 123 Medical Center Drive, Brunswick ME 04011

The fee is \$30.00. Make check payable to MAHAP.