

DECEMBER 2-4, 2008
PERDIDO BEACH RESORT
ORANGE BEACH, AL

JOIN US FOR THE
22ND ANNUAL
PROFESSIONAL
Development
CONFERENCE
FOR STATE SECRETARIES AND
ADMINISTRATIVE STAFF



THE UNIVERSITY OF
ALABAMA
CONTINUING STUDIES

Hosted by
State of Alabama
Personnel Department &
The University of Alabama
College of Continuing Studies

2008 PROFESSIONAL DEVELOPMENT CONFERENCE

TUESDAY, DECEMBER 2, 2008

12:45 – 1:15 p.m. Welcome and Opening Remarks

1:15 - 2:30 p.m. GENERAL SESSION

3:00 – 4:00 p.m. GENERAL SESSION:

7:00 p.m. Dinner

WEDNESDAY, DECEMBER 3, 2008

7:30 - 8:30 a.m. Continental Breakfast and Exhibits

8:45 - 10:15 a.m. Concurrent Sessions Round 1 (choose one)

SESSION A: Time Management
Stace Bottiger, Training Specialist II, State Personnel

SESSION B: Business Etiquette
Jackie Taylor Thornton, Director of Human Resources, Kelly Aerospace

SESSION C: Dealing With Difficult People
Carol Singletary, LPC, State Employee Injury Compensation Trust Fund, Division of Risk Management

10:45 a.m. -12:15 p.m. Concurrent Sessions Round 2 (choose one)

12:15-2:00 p.m. Lunch and General Session

2:15-3:45 p.m. Concurrent Session Round 3 (choose one)

THURSDAY, DECEMBER 4, 2008

7:30-8:30 a.m. Continental Breakfast and Exhibits

8:30-9:30 a.m. GENERAL SESSION: Why Scale Back?
Miriam J. Gaines, MCAT, RD, LD, Nutrition and Physical Activity Director, Alabama Department of Public Health

10:00-11:30 a.m. GENERAL SESSION: Attitude Under Pressure
Martha Ann Hill, Fireball Enterprises

2008 PROFESSIONAL DEVELOPMENT CONFERENCE

Perdido Beach Resort December 2-4, 2008

27200 Perdido Beach Boulevard
Orange Beach, AL 36561-3299
(800) 634-8001

Reserve your lodging on-line by visiting
www.perdidobeachresort.com
Enter group code 6176

Check-in time is 4:00 p.m.-Check-out time is Noon

Standard Room \$100.00 Single/Double*
*plus lodging tax

OVERFLOW HOTELS

Island House Hotel

800-264-2642

Group ID 2282908

Standard Room \$99.00 *
*plus lodging tax

Hilton Garden Inn

251-974-1600

GROUP ID ASC

Standard Room \$75.00*
*plus lodging tax



*Perdido Beach Resort
Orange Beach, Alabama*

**Reservations by attendees must be received on or before
Monday, November 3, 2008 to receive the special rates.**

CONFERENCE REGISTRATION CHECK IN

Tuesday, December 2, 2008 9:00 a.m.-1:00 p.m.

CONFERENCE HOURS

Begin: Tuesday, December 2, 2008 at 12:45 p.m.
End: Thursday, December 4, 2008 at 11:30 a.m.

DRESS

Tuesday: Business casual attire
Wednesday: Professional business attire
Thursday: Business casual attire
(No jeans, tennis shoes, or shorts during
conference sessions)

GENERAL INFORMATION

Attendance Certificates

Attendance certificates will be available for pick up at the conclusion of each conference. Certificates will not be distributed early. Certificates must be picked up on-site, they will not be mailed.

Additional Information

For more information, contact Amanda Al-Betar at (205) 348-9966; fax to her attention at (205) 348-9276; or email aalbetar@ccs.ua.edu

Registration

The registration fee for this program is \$215/person. The fee covers the cost of the sessions, two continental breakfasts, one lunch, one dinner, refreshment breaks, and all instructional materials. To register, complete the registration form and return via mail or fax.

When making reservations, state that you are with the conference so you may receive special room rates.

2008 PROFESSIONAL DEVELOPMENT CONFERENCE REGISTRATION FORM

Registration is limited and accepted on a first-come basis.



December 2-4, 2008
Perdido Beach Resort
Orange Beach, AL
Registration Fee: \$215.00
(Program # 07-144-09)

Brochure ID 14409

ATTENDEE INFORMATION

Please Print or Type

One registrant per form; for multiple registrations, please duplicate this form.

[] Mr. [] Mrs. [] Ms.

Name First Last M. I.

Preference on Nametag

Department

Confirmation Mailing Address

City State Zip Code

Day Telephone Number

Fax Number E-Mail Address

BILLING INFORMATION

Name of Agency

Attention

Title

Billing Address

City State Zip Code

Telephone Number

Fax Number

MAIL OR FAX TO:

Registration Services
College of Continuing Studies
Box 870388
Tuscaloosa, AL 35487-0388
or Fax: 205-348-6614

NOTE:

Agency will be invoiced after the conference. Cancellations must be made 14 days prior to conference date. Cancellations made fewer than 14 days prior to conference will incur a \$65.00 cancellation fee. Substitutions may be made in writing up to conference date. Refunds cannot be made after the conference has begun.

I have read the refund policy.
I authorize the below named employee to attend.

Authorizing Signature

Print Name of Authorizing Signature

Print Name of Attendee

Note: The University of Alabama is committed to complying with The Americans with Disabilities Act. Please make your request for necessary accommodations at least 30 days in advance of program date by making your request below. If hotel accommodations are needed in accordance with ADA, please inform the hotel registration staff of your request at the time you are making your hotel reservation.