

Connected
for Life

One life. Do more.

CELEBRATING
25
Years



ESTD 1970

*11th National Convention of
Secretaries & Administrative Professionals*

30th April 2009 to 03rd May 2009

Organized & hosted by

Indian Association of Secretaries & Administrative Professionals

West Bengal Chapter

at Vedic Village, Kolkata.

Dear Ladies,



Welcome to Kolkata- the City of Joy!

It is indeed a great privilege for me to pen a few lines for such a prestigious event as the 11th National Convention of Indian Association of Secretaries & Administrative Professionals, which is being hosted by West Bengal Chapter this year. Ten long years have gone by since the National Convention was held in then Calcutta, now Kolkata. It is an honour for me to be at the helm of affairs of West Bengal Chapter at this point of time and I am indeed grateful to all of you, who have bestowed faith in me to steer this premier event in a meaningful way.

As you are all aware, there has been a tremendously unfortunate and drastic turn of events from the latter part of last year, whereby the Managing Committee was in a dilemma as to whether we should accept the challenge or not.

Through all the difficulties and obstacles, the Managing Committee has been striving hard in their endeavour to make this event a fruitful and memorable one which all the participants will cherish.

From my side, I would humbly request you to kindly attend the Convention and allow us an opportunity to give each one of you a chance to interact, learn and enjoy the days here in Kolkata. We look forward to a large participation, to enable us to make this programme a grand success.

A warm and hearty welcome to all of you!!

Rumela Mukherjee

RUMELA MUKHERJEE

CHAIRPERSON

IASAP WEST BENGAL CHAPTER

The Speakers for the Sessions are :

- 1. Dr. Zahid H Gangjee** **Zahid Gangjee & Associates - Organisation & HR Consultant**
- 2. Ms. Dolly Roy** **India's First Woman Tea Taster and the World's first Woman Tea Auctioneer - Dolly's Tea**
- 3. Mr. S.M. Devadason** **Management Consultant - MBA-Gold Medal-XLRI-Jamshedpur**
- 4. Mr. Shiv Agarwal** **HR Specialist - ABC Consultants**
- 5. Ms. Molly Thambi** **CEO - Calcutta Stock Exchange**
- 6. Mr. Samir Gupta** **Head of Shared Services - Hongkong Bank Data Processing India (P) Ltd.**
- 7. Mr. Shekhar Shukla** **Indo - American Society, Kolkata**

Registration Instruction / Information

(Please adhere to this information to enable us to make the registration process smooth at your end and ours)

Early bird registration deadline is **20th March 2009** for receipt of completed forms with payment. This fee is applicable subject to the organizers confirming receipt of the same by **20th March 2009** and the organizers decision is final.

Only one participant per form, even if you are from the same company.

1. Please check all boxes that apply to you.
2. Fill in all the information requested. This is necessary to process your registration.
3. Registration forms must be complete in all respects.
4. Fill in the amount applicable to your participation and indicate the mode of payment.
5. All delegates must process their application through the President/Chapter Chairperson to be eligible for enrollment

Discount

Delegates procuring advertisements/sponsorships for an amount of Rs. 5000/-and above for the convention will be entitled to a discount of 10% of the procured amount on their Registration Fees.

Cancellation / Refund Policy

Will be at the sole discretion of the Convention Committee.

Cancellation intimation applicable only to registrations received before **20th March 2009**. For cancellations received upto **30th March 2009**, Rs.1000/- will be retained as 'Processing fee'. No refund will be allowed on cancellation after **30th March 2009**.

Substitution of a delegate will be considered without any charge upto **10th April 2009**, at the discretion of the organizers.

On-site Registration

All registered delegates may pick up their conference materials and complete the on-site registration process from 9 am onwards on 30th April 2009 at the Resort.

Lunch will be served for delegates upto 1400hrs, for those arriving after 1400 hrs light refreshments will be served

Check-in / Check-out

Check-in to the Resort will be after 12 noon on 30th April 2009. (Delegates travelling to the venue on their own are requested to adhere to this timing).

Check-out of the Resort has to be completed by 12 noon on 03rd May 2009.

Please adhere to all instructions given at the time of registration with regard to Resort facilities.

Weather

Warm during the day and slightly cool in the evenings so suggested clothing will be summer wear. Swim-wear could be brought along if you wish to relax and have a dip in the pool.

What to wear

All Business Sessions : Business Attire
Evening / Entertainment : Casual /in keeping with the theme.
Banquet : In keeping with the theme / evening wear.
Outdoor activity : Convention T-Shirt.

Timings

Delegates are requested to be punctual and attend all sessions. The schedule given at the time of on-site registration will be strictly adhered to for all activities.

Special attention to be paid to transport timings. Any additional transport used by delegates from the Resort desk, even to attend outdoor events will be charged to the delegate personally.

Airline Information

Suggested flights for arrival in Kolkata on 30th April 2009.		
City	Flight No.	Arriving Kolkata
Bangalore	IT3436/IC772/IT431	0820/0825/1005
Chennai	IT3625/6E523/SG321	0725/1030/1415
Delhi	6E273/9W146/S2319	0725/0815/0810
Hyderabad	IT431/6E351/DN631	1005/1150/1410
Mumbai	IC675/IT511/9W201	0835/0845/0920
Pune	6E 102	1705

Suggested flights for departure from Kolkata on 03rd May 2009.		
City	Flight No.	Departing Kolkata
Bangalore	IT432/6E352/S2401	1755/1705/1720
Chennai	IT3568/SG324/IC675	1715/1750/1810
Delhi	6E274/9W913/IC201	1905/1725/1700
Hyderabad	IT432/6E352	1755/1705
Mumbai	IC273/6E322/9W616	1830/1740/1805
Pune	6E 105	1125

Train Information

Suggested trains for arrival in Kolkata on 30th April 2009.		
From City	Train No.	Arriving Kolkata
Bangalore	2864	0610
Chennai	2842/2840	1150/0400
Delhi	2302/2314/2312	0955/1015/0710
Hyderabad	8646	1555
Mumbai	2859/2809/2322	1230/0550/1140
Pune	2129	0350

Suggested trains for departure from Kolkata on 03rd May 2009.		
To City	Train No.	Departing Kolkata
Bangalore	2863	2035
Chennai	2841/2839/2663	1450/2345/1610
Delhi	2305/2313/2311	1405/1640/1940
Hyderabad	8645	1145
Mumbai	2860/2810/2321	1400/2015/2200
Pune	2130	2155

Arrival /Departure Transfers for all delegates will be provided in groups.

Tentative programme/session schedule for the
11th National Convention of Secretaries & Administrative Professionals

Organized and Hosted by:

IASAP West Bengal Chapter

Venue : **The Vedic Village, Kolkata** ~ ~ ~ Dates : **April 30 2009 - May 3, 2009**



Thursday, 30 April 2009

- 0900 onwards Arrival of Delegates
- 1200-1500 AIGC meeting at Vedic Village with working lunch
- 1300-1500 Lunch for Delegates
For those arriving after 1400 hrs light refreshments will be served
- 1500 -1800 Practice Session for Chapter Performance
- 1900 - 2000 Inaugural Function by IASAP - WB Chapter
Dress Code : Formal
- 2000- 2230 Entertainment Programme
Cocktails & Dinner hosted by Vedic Village

Friday, 1 May 2009

- 0730-0830 Breakfast
- 0900 Official Opening of the Convention
Theme "Connected For Life - One Life, Do More"
- 0900-1000 Session - I by **Ms. Dolly Roy**, first Woman Tea Taster in Asia, on "The Cup That Cheers".
- 1000-1100 Session - II by **Mr. S. M. Devadason**, Management Consultant from XLRI, Jamshedpur, on "Importance of Communication & Delegation"
- 1100-1130 Tea / Coffee Break
- 1130-1300 Session - III by **Mr. Shiv Agarwal**, HR Specialist, ABC Consultants, on "HR - Shaping the Future"
- 1300-1400 Lunch
- 1400-1500 Session - IV by **Ms. Molly Thambi**, Chief Executive Officer, Calcutta Stock Exchange, on "Review Economic Scenario 2008 and Focus 2009"
- 1500-1530 Tea / Coffee Break
- 1530-1630 Session - V by **HQ Personnel** on "Summing up ASA Congress"
- 1630-1800 Participants to get organized for Chapter events.
- 1830-2000 Entertainment Performance by Chapters
Dress Code : Casual
- 2000 onwards Dinner

Saturday, 2 May 2009

- 0700-0800 Breakfast
- 0815-0915 Photo Session - Chapterwise
- 0930-1030 Session - VI by **Mr. Samir Gupta**, Head of Shared Services, HDPI, Kolkata, on "Winds of Change - Challenges to the Profession"
- 1030-1100 Tea / Coffee Break
- 1100-1300 Session - VII by **Dr. Zahid Gangjee**, Public Relations Consultant, on "Balancing Work Life for Greater Effectiveness"
- 1300-1400 Lunch
- 1400-1500 Session - VIII by **Mr. Shekhar Shukla** of Indo-American Society, Kolkata.
- 1500- 1930 Free Time
- 1930-2130 Dinner

Sunday 3 May 2009

- 0700-0800 **YOGA - "The Belly & Its Power"**
By Yoga Specialist of Vedic Village
- 0830-0930 Breakfast
- 0930-1200 Check Out - Departure of Delegates



11th National Convention
of Secretaries and Administrative Professionals
from 30 April - 03 May 2009
Organized & Conducted by
Indian Association of Secretaries and Administrative Professionals
West Bengal Chapter



REGISTRATION FORM

PLEASE TYPE/PRINT IN BLOCK LETTERS AND USE A SEPARATE REGISTRATION FORM FOR EACH DELEGATE

NAME OF DELEGATE :		
TITLE	FIRST NAME	SURNAME :
COMPANY :		
DESIGNATION :		
(Please indicate IASAP designation, if any)		
ADDRESS :		
TEL OFF :	TEL RES :	MOBILE :
EMAIL :		FAX :

DELEGATE FEES :-Registration by 20th March 2009

Triple Sharing Member Rs.7,000/- Non-Member Rs.8,000/-

Double Sharing Member Rs.11,000/- Non-Member Rs.12,000/-

Registration after 20th March 2009 till 10th April 2009

Triple Sharing Member Rs.7,500/- Non-Member Rs.8,500/-

Double Sharing Member Rs.11,500/- Non-Member Rs.12,500/-

I wish to share a room with 1. _____ From _____ Chapter
2. _____ From _____ Chapter

REPRESENTING : (for IASAP Members only)

- | | | |
|---|---|---|
| <input type="checkbox"/> Mumbai (Head Quarters) | <input type="checkbox"/> Tamil Nadu Chapter | <input type="checkbox"/> Pune Chapter |
| <input type="checkbox"/> New Delhi Chapter | <input type="checkbox"/> Bangalore Chapter | <input type="checkbox"/> Hyderabad Chapter <input type="checkbox"/> West Bengal Chapter |

MEAL PREFERENCE : VEGETARIAN NON-VEGETARIAN

Please indicate your T-Shirt size :

- Small (32-34) Medium (36-38) Large (40-42) Extra Large (44-46)

Convention package fees for Delegates include :

- Accommodation - 3 nights on triple / double sharing basis.
- All business sessions with material.
- Meals - Breakfast, Lunch and Dinner.
- Transportation - Will be provided as part of the programme from arrival till end of Convention.

ARRIVAL FLIGHT / TRAIN NO. :	DATE :	TIME:
DEPARTURE FLIGHT / TRAIN NO. :	DATE :	TIME:

Mode of Payment : Please make payments by At Par Cheques / Demand Draft / Pay Order, payable at Kolkata, favouring
IASAP - WB Chapter (Registration of delegate is subject to realization of funds)

Cheque / DD / PO NO. :	Drawn on :	Dated:
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Amount (in figures) :	Amount (in words)
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- Last date for registration for the convention is **10th April 2009**
- Acceptance of registration is subject to forms being complete in all respects with the correct payment (bank charges, if any, to be borne by the delegate).
- Please see the brochure for Cancellation policy. Substitution will be considered at the organizer's discretion.
- Dress codes for events are given in the Convention brochure. **For sessions business attire is compulsory.**
- The Managing Committee of IASAP West Bengal Chapter reserves the right to make amendments in the interest of the Convention without notice.

Signature of Delegate	Signature of President / Chapter Chairperson (Must for all Delegates)	Date :
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Please return the Registration Form together with payment to :

Ms Rumela Mukherjee - Chairperson - IASAP West Bengal Chapter
C/o CESC Ltd., CESC House, Chowringhee Square, Kolkata - 700 001
Tel : 033 2225 6040 upto 49. Email : wbiasap@gmail.com.



Advertisement Form for space in the brochure on the occasion of 11th National Convention of Secretaries and Administrative Professionals held in Kolkata from 30/04/09 to 03/05/09

Dated : _____ 2009

- Session Sponsor - Rs. 25,000/-
- Logo on T-shirt Sponsor - Rs. 10,000/-
- Bookmark - Rs. 8,000/- (coloured) Bookmark - Rs. 7,000/- (black/white)
- Full Page - Rs. 6,000/- (coloured) Full Page - Rs. 5,000/- (black/white)
- Half Page - Rs. 3,500/- (coloured) Half Page - Rs. 3,000/- (black/white)
- Quarter Page - Rs. 2,500/- (coloured) Quarter Page - Rs. 2,000/- (black/white)

Yes, I/We would like to place an Advertisement in your Brochure/Sponsor the above ticked option and the amount of Rs. _____ by way of Cheque/DD/Pay Order No. _____ dated _____ drawn on _____ favouring "IASAP WB Chapter", is enclosed.

(Authorized Signatory) _____ (Company Seal)

Name and Designation of the Authority :

Organization :

Address :

.....

Tel No. :

Fax No. :

Email :

Last Date for receipt of Ad Material is 05th April 2009

For more details please contact: Managing Committee Members:

- | | | | |
|----------------------|-----------------------|-------------------|-----------------------|
| Ms Rumela Mukherjee | Mob.: +91 98301 87098 | Ms Ramona D'Moore | Mob.: +91 99034 29663 |
| Ms Dianne Hooper | Mob.: +91 98362 69116 | Ms Nina Guha | Mob.: +91 98302 81433 |
| Ms Sangeeta Mukerjee | Mob.: +91 98319 56826 | Ms Bakhtavar Shaw | Mob.: +91 98301 77362 |

Advertisement Material/Cheques, along with this form, may please be sent to Ms Rumela Mukherjee, C/o CESC Ltd., CESC House, Chowringhee Square, Kolkata - 700 001. Ph. : 2225 6040 upto 49

Email : wbiasap@gmail.com

Website : www.iasapindia.com



Kolkata

Konvention
2009

CELEBRATING
25
Years



ESTD 1970

INDIAN ASSOCIATION OF SECRETARIES & ADMINISTRATIVE PROFESSIONALS

Head Office

Sir J J College of Commerce, Ghanshyam Talwatkar Marg, Adjacent to Cathedral School.

Mumbai-400 001

West Bengal Chapter

C/o CESC Ltd., CESC House, Chowringhee Square, Kolkata - 700 001. Ph. : 2225 6040 upto 49

Email : wbiasap@gmail.com

Website : www.iasapindia.com

Affiliated to : Association of Secretaries & Administrative Professionals in Asia-Pacific • International Association of Administrative Professionals, U.S.A.