



**INDIAN ASSOCIATION OF SECRETARIES
AND ADMINISTRATIVE PROFESSIONALS**
(Pune Chapter)



Indian Association of Secretaries and Administrative Professionals (IASAP), is a representative body of the Secretaries and Administrative/Executive Assistants in India, having its headquarters in Mumbai and Chapters in Tamil Nadu, West Bengal, Delhi, Bangalore, Hyderabad and Pune. IASAP is affiliated to the Association of Secretaries in Asia (ASA).

With the aim to develop skills, for our members, we conduct regular meetings, discussions & seminars on varied topics related to our profession by senior management in the Industry. Members attend these sessions to keep themselves abreast of the latest happenings in the corporate world. As a part of our effort towards professional enhancement of our members, the All India Convention of Secretaries & Administrative Professionals is held once in two years by rotation at one of the Chapters in India.

We are pleased and proud to inform you that the **16th National Convention of Secretaries & Administrative Professionals** is being hosted by the Pune Chapter from **11th to 14th October, 2019** at Hotel Westin, Koregaon Park, Pune. The Theme of the convention is **"WOMEN SHAPING THE FUTURE"**. This is a much-awaited prestigious event attended by 200 Corporate Delegates from India.

This Convention will bring together executive assistants, personal assistants, office coordinators, office managers, administrative professionals and professional secretaries. The Convention will create a highly interactive and engaging platform with senior executives and professionals who will be offering their professional insights and guidance. Enrol and be a part of this Convention.

Who can attend ?

Executive Assistants / Personal Assistants / Administrative Assistants / Office Assistants / Admin Professionals / HR Executives / Officers

Be inspired and motivated to grow even further in your career.

Registration Tariff for Residential Delegates -

Room Type	Residential
Double Occupancy	Rs.28,000/-
Triple Occupancy	Rs.23,000/-

This Includes -

The registration fee includes the convention charges, business session material, cost of accommodation from 11th – 14th Oct. 2019 (03nights) and all meals as per program.

Registration Tariff for Non-Residential Delegates

Non-Residential Delegates (Option Only for Pune Residents)

11th to 13th October, 2019 - Rs. 15,000/-

This Includes -

Welcome Kit / Conference Material / All Sessions, Lunch & Dinner / No breakfast

For more details, please contact -

Lata Khedkar	Uma Nandedkar
Convention Chairperson (2019)	Chapter Chairperson (Pune)
+91-9850055051	+91-9922950140

Email us on - iasap.puneconvention@gmail.com

To know more about IASAP please visit our website - www.iasapindia.com/Pune

11-14 OCTOBER, 2019
AT HOTEL WESTIN, PUNE

The
last date
for
registration is
25th August,
2019.