



Indian Association of Secretaries and Administrative Professionals

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

May 27, 2010

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Dear Member,

We are pleased to announce our yearly Workshop on “**Fire Fighting and Evacuation**”. Keeping in mind the uncertainties that surround us, we thought it best to equip you with the knowledge to deal with Emergencies.

Our speaker is **Mr. Nikhil Karande** from USHA Fire Systems. He is an expert in this field and has successfully conducted several workshops for various multi-nationals.

Details of the session:

Date : Saturday, 19th June 2010
(The last date for registration would be Wednesday, 16th June 2010)

Time : Registration 1:15 to 1:30 pm
Lunch 1:30 to 2:30 pm
Workshop 2:45 to 6:00 pm (with a Tea Break)

(Before the start of the Workshop, Sales Team of the Hotel will take the members around to show their newly opened Holiday Inn and will give a short presentation on their Hotel.)

Venue : **Grand Ballroom, Holiday Inn Mumbai International Airport,**
Sakinaka Junction, Andheri Kurla Road, Andheri East, Mumbai 400072
(Tel. No.40851800)

Charges : Members—Rs.200/- and Guests—Rs.300/-.

Do send in your response slips early along with your payment, to any one of the following members :

Ms. Rukhshana Kerawalla Tata Services Ltd. Dept . of Economics and Statistics,
24, Homi Mody Street, Mumbai 400 001. Tel : 6665 7691
Email: krukshana@gmail.com

Ms. Roshan Dastoor IDFC Ltd., 601, Naman Chambers, C-32, 'G' Block, BKC,
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Ms. Janice Braganza Indian Hotels Co.Ltd., 3rd Floor, Oxford House,
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Ms. Yasmin Kapadia-Dittia M.P.I.L. Corporation Ltd., Hamilton House, 2nd floor,
8, J. N. Heredia Marg, Ballard Estate, Mumbai 400 001.
Tel : 2261 3005 Email: yasmink@vsnl.net

Look forward to receiving you in large numbers.

Yours Sincerely,

Khurshid Avasia
Hon. Secretary

Response Slip :

I, Ms. _____ of _____

Tel. No. _____ will attend the meeting on Saturday, 19th June, 2010.

Enclosed please find Rs. 200/- for myself and Rs. 300/- for my guest _____

TOTAL Rs. _____ VEG . () / NON-VEG. ()

Sir J. J. College of Commerce, Ghanshyam Talwatkar Marg, Opp. D.B.S. House, Fort, Mumbai 400 001

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CHAPTERS : Tamil Nadu, West Bengal, Delhi, Pune, Bangalore, Hyderabad