



The Program Committee Presents ...  
**OLD DOMINION CHAPTER, IAAP**

**DALE O. MOORE**  
*DOCUMENTALIST/TRAINER, RPS*

**WORD 10 AND EXCEL 10  
TIPS AND TRICKS**

**Tuesday, February 21, 2012**  
**6 p.m. to 7:45 p.m.– Registration begins at 5:30 p.m.**

**County of Henrico Training Center**  
7701 E. Parham Road  
Henrico, VA 23294

BIOGRAPHY: Dale was born a “team player” – She is a twin and the baby of a family of six children. (Mama and Dad got efficient after having two single births and started having babies two at time). After growing up in the very small college town of Ferrum, VA, Dale earned her Bachelor’s Degree in Elementary Ed at Radford University and later receive her Master’s Degree at Central Michigan University in Business Administration.

**REGISTRATION FORM**

**Please print:**

Member’s First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ CAP: \_\_ CAP-OM: \_\_  
Company : \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
IAAP Chapter: \_\_\_\_\_  
Guest’s First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Guest’s First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Total Attending: \_\_\_\_\_ Total Amount Enclosed: \_\_\_\_\_ Meeting Only: \_\_\_\_\_

**Registration Deadline—Friday, February 17, 2012**  
**(Make checks payable to Old Dominion Chapter, IAAP) - (Tax ID #: 54-6053135)**

Please mail registration form and fee to:  
**GALE BARNEY, CORRESPONDING SECRETARY**  
c/o County of Henrico, Virginia Public Works  
4301 E. Parham Road, Administration Annex Bldg. 3<sup>rd</sup> Floor  
Henrico, VA 23228  
804.501.4398 - 804.501.7470 (fax)  
[bar27@co.henrico.va.us](mailto:bar27@co.henrico.va.us)

**No refunds after February 6, 2012**

The menu includes the “Plane Jane” Potato Bar, Assorted Cookies, and beverage catered by Jason’s Deli. ~ The meal is only \$10. **REGISTER TODAY!** If you plan to attend, please complete the form and scan or fax. In addition, if you plan to pay at the door and would like to be included in the meal option, don’t forget to RSVP! Visitors are welcomed!

**\*\*It is chapter policy that if a member or guest registers and cancels, they will be billed for their meal to suit this special event.**