

Friday, November 4, 2005

**Bartlett Park District
Community Center
700 S. Bartlett Road
Bartlett, IL 60103
(630) 540-4800**

**9:30-10:30 a.m. Section Meetings
10:30-11 a.m. Meet and Greet
11 a.m.-1 p.m. Awards Luncheon
1-4:30 p.m. Workshop**

Member/Nonmember Fees:

**\$15/\$20 Award Luncheon Only
\$40/\$55 Workshop Only
\$50/\$70 Award Luncheon and
Workshop
\$20 FM Section Member Special
Luncheon and Workshop
\$5 0.3 CEU's**

Choose Method of Registration:

**Fax: (630) 376-1919
Website: www.ilipra.org
Mail to: IPRA
1815 S. Meyers Rd., Suite 400
Oakbrook Terrace, IL 60181**

Registration Deadline:

Friday, October 28, 2005

**Cancellations must be made in
writing on your Agency's letterhead
by October 28, 2005.**

Questions?

**Call Debbie Karner (630) 372-7275,
ext. 106 or Steve Neill (847) 590-
6059 for more information.**

Source Code
Account # 41-300-3000-4430

**Facility Management and
Recreation**

**Annual 2005 Section Meetings,
Joint Awards Luncheon and Workshop**



Annual Section Meetings

The day will start with each section's annual business meeting. All section members are encouraged to attend.

Meet and Greet

Committee and Division Chairs and Section Leaders will be available to members of both sections to learn more about how to find your niche and get involved!

Awards Luncheon

Honor your fellow colleagues at the third annual Joint Awards Luncheon Ceremony. Both Sections will announce their respective 2005 Award recipients. All attending must register for luncheon. Award nomination deadline is October 7, 2005.

Time and Stress

Management Workshop

Whether at home or at work, we all could use more time and less stress. This presentation is about getting a lot more completed in the same amount of time without creating a lot more stress. Workshop participants will discover how planning and organizing can make a difference. Participants will learn time tips, how to eliminate time thieves, importance of delegating, how to say "no," how to prevent interruptions, stress reducing exercises and how eating the "right foods" can reduce stress. Objectives include increasing productivity, balancing home and work effectively, self-management, setting personal and career s.m.a.r.t. goals, sleeping more soundly, recognizing and conquering early danger signals to prevent stress, and how being unorganized is a huge thief of time.

Joint Awards Luncheon and Workshop (Please print. One person per registration form) ◆ **Friday, November 4, 2005**

Name _____ Agency _____

Address _____ Email _____

City _____ Zip _____

Telephone _____ Fax _____

What is your section? REC FM (See special fee for luncheon and workshop) other/none

Special Assistance requested _____

In compliance with the American with Disabilities Act, IPRA will make all reasonable efforts to accommodate persons with disabilities. Please note this on registration form if you require any special assistance.

Member/Nonmember Fees:

\$15/\$20 Award Luncheon Only \$40/\$55 Workshop Only \$50/\$70 Luncheon and Workshop \$5 CEUs
 \$20—FM members only luncheon and workshop

Total Enclosed \$ _____ PO# or check # _____

Charge my (circle one) _____ Visa _____ MasterCard _____ American Express _____

Card # _____ Expiration Date _____

Name on Card _____ Authorized Signature _____

Card holders address (if not the same as above) _____