



Association of
Administrative
Professionals

CELEBRATING 65+ YEARS

DONATION / SPONSORSHIP OPPORTUNITY

**National Annual General Meeting & Conference, Association of Administrative Professionals
May 29 to June 1, 2019**

This year, the Association of Administrative Professionals (AAP), *celebrates its 66th Anniversary* – what a milestone! The Toronto Charter Branch and Barrie/Simcoe County Branch are proud to co-host a three-day annual conference, May 29 to June 1, 2019 at the Prince of Wales Hotel in Niagara-on-the-Lake, ON. The theme of this year’s professional workshop day is “**Ignite Your Administrative Pulse**” covering such topics as “Bring on the Biggest You: Learn by Strategies to Speak Up, Stand Out, and Make things Happen (at work AND in life!)” along with an interactive workshop; “Microsoft Gems – the Ooo’s and Ahh’s”; and “Artificial Intelligence: Automation and Interpretation with Human Maintenance”.

We are *gathering sponsorships* for this great event and are looking at organizations such as yours to help make it the success we know it will be. There are many ways in which you can do this. Donations in the form of sponsoring a coffee break or lunch; sponsoring one of our guest workshop speakers for our educational day scheduled May 30, 2019 or providing items for draw prizes and/or inclusion in our registration bags.

Our AGM and Workshop are attended by Administrative Professionals from across Canada, making this a great opportunity for you to show your support and recognition of not only the administrative professionals within your company but of administrative professionals everywhere. As a sponsor, your logo and company name will be posted on all event literature, event webpage, social media sites, and on sponsorship boards placed throughout our event. For those choosing to make a monetary sponsorship we will provide an “infomercial” of approximately 1-2 minutes in length during our professional workshop acknowledging your company and generous support and donation.

The Association of Administrative Professionals is a Canadian chartered non-profit professional organization solely run by *volunteers*. The Association is proactive in encouraging its members to further their education and enhance their career opportunities by continuously upgrading their skills and professionalism. Association members are encouraged to obtain the Canadian Certified Administrative Professional (CCAP) designation offered at more than 25 postsecondary institutions across Canada.

We believe that with your assistance, our 66th Anniversary celebration will enhance our awareness horizon while increasing the continued education potential to all those who attend. Please contact us at either via email at aap.toronto.president@canadianadmin.ca or aap.barrie.president@gmail.com or directly at 416 503 9739 (E. Giesl) or 705 627 0016 (M. Armstrong) for further information or to arrange sponsorship.

On behalf of the Organizing Committee for our National Annual General Meeting & Conference, thank you for your consideration and support. We look forward to hearing from you.

Kind regards,

Erika Giesl, CCAP and Maureen Armstrong
Presidents and Co-hosts/Organizing Committee Members
Toronto Charter Branch / Barrie Simcoe County Branch



**Association of
Administrative
Professionals**

Ignite your Administrative Pulse

Technical Skills are Learned, Soft Skills are Earned; Let the AAP ignite your pulse

May 29 – June 1, 2019

Prince of Wales, Niagara-On-The-Lake

Why Sponsor?

Show administrative professionals that you recognize their value and support their career choice

Reach potential new employees

Exposure to Coast to Coast attendees

Support a Canadian professional Association

Key Benefits	Sponsorship Level			
	★ Bronze	★ Silver	★ Gold	★ Event-Specific
Your Name and Logo on all printed and electronic Conference literature, as well as on our Website	✓	✓	✓	
On-site Sponsor Signage	✓	✓	✓	
Social Media Exposure	✓	✓	✓	
1-2 minute “infomercial” during the workshop for monetary sponsorship			✓	
Complimentary attendance for sponsor to attend the event sponsored and Introduction to the attendees				✓



Sponsorship Option & Value		Key Benefits of Sponsorship			
		★ Bronze	★ Silver	★ Gold	★ Event-Specific
Welcome Reception	\$2,500			✓	Sponsor may attend Welcome Reception
Coffee Break Morning	\$1,500			✓	
Coffee Break Afternoon	\$1,500			✓	
Workshop Luncheon	\$4,500			✓	Sponsor may attend Workshop Luncheon
Workshop Speaker	\$			✓	
CCAP Graduation Luncheon	\$2,500			✓	Sponsor may attend Luncheon
Bronze General Cash Sponsorship	\$250	✓			
Silver General Cash Sponsorship	\$500		✓		
Gold General Cash Sponsorship	\$1,000			✓	

Options not part of a sponsorship package:	
Draw Prize Donation – please specify item:	
Registration Bag Item – please specify item:	

Contact Information

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Phone: _____

Business Information

Business Name: _____

Business address: _____

Business phone: _____ Website: _____

Business description or tagline (20 words or less): _____

Note: If paying by cheque please make cheque payable to: Association of Administrative Professionals
 For further information contact: aapbarrieeditor@gmail.com
 Please provide your Company logo in a high-resolution format to: aapbarrieeditor@gmail.com