

MIEM



M I C H I G A N  
**INSTITUTE**  
FOR EDUCATIONAL MANAGEMENT

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Dear MIEM/MSBO/MASA Business Associate,

The Michigan Institute for Educational Management (MIEM) which is owned and operated by Michigan Association of School Administrators (MASA) and Michigan School Business Officials (MSBO) is pleased to announce that the **23rd Annual Support Staff Conference for Administrative Professionals** will be held November 5-6, 2009 at the Amway Grand Plaza Hotel in Grand Rapids, Michigan. The one-day exhibit will be held on Thursday, November 5, 2009.

**Are these your customers?** - building level secretaries (elementary, middle school, junior high, high school), superintendent's executive secretary, business office support staff, and administrative assistants from Michigan school districts - If so, this exhibit is for you! We anticipate 350 attendees from throughout Michigan.

**The exhibits will be held Thursday, November 5, 2009, in the Crown Foyer, Center Concourse, and West Concourse at the Amway Grand Plaza Hotel, Grand Rapids, Michigan.**

- Ø Time: Set up: 6:15 a.m.; Exhibits open: 7:15 a.m.-11:30 a.m. Exhibit tear down: 11:30 – 1:00 p.m. Based on your input, the exhibits will close before lunch!
- Ø Full Conference attendees begin registration at 7:15 a.m.
- Ø Tabletop exhibits for \$130 will include one skirted, 8-foot table and two chairs.

**BE THERE to greet our attendees, and they will extend that same welcome to you on your next call!**

**Benefits for you:**

- Ø A conference attendance list to build your customer base.
- Ø Make several contacts, **ALL** in one location.
- Ø You will be listed in the conference program.

Attached is the application that will reserve your exhibit table. If you have any questions regarding exhibits, please contact me at 231-587-8637 or [carolkings@torchlake.com](mailto:carolkings@torchlake.com). Hope to see you in Grand Rapids!

Regards,  
Carol Kingsley, CMS  
MIEM Conference & Events Planner  
231.587.8637 (direct phone or fax)



MIEM is a nonprofit corporation owned and operated by the Michigan Association of School Administrators and Michigan School Business Officials.

