



Illinois Chapter National School Public Relations Association

Tips & Tactics | Oct. 21, 2011

Organized and Efficient: How to Better Manage Your Time and Space

Communications professionals Bill Clow and Bridget McGuigan, APR will share the tricks and techniques to staying on top of all tasks at all times. Whether you are a one-person office or part of a PR team, learn the best strategies for prioritizing, focusing, meeting deadlines, and doing it all with diplomacy and a smile. Enjoy hands-on activities and take-home tips you can use right away. Bring your best ideas and toughest challenges on this topic to share with the group!

All Tips & Tactics sessions are held at:

ARAMARK

2300 Warrenville Road, Downers Grove, IL

9:00 a.m. - Networking and continental breakfast

9:30 - 11:30 a.m. - Tips & Tactics workshop

In addition to learning from school communication professionals, each session includes networking opportunities and a chance to have your toughest challenges brainstormed by INSpra members.

Participants will receive any/all materials prepared by presenters; either pick them up when you check in or receive them via e-mail if you cannot attend. Register for the full series and receive a discount price of only \$150 (that's one session free!), or individual sessions for \$30 each for current INSpra members (\$50 for prospective members).

NEW! School administrators may earn CPDUs for attending Tips & Tactics sessions.

STUDENTS & RETIREES: INSpra student members and retirees can register at a special rate of only \$15 for each session or the entire series for \$75.

Two easy ways to register: Visit www.inspra.org to register and pay with a credit card, or mail a check to INSpra, PO Box 47, Frankfort, IL 60423.

