

April 2009

Significant Dates:

Summer I Classes

- Monday, Mar 16 - Web Drop/ Add begins for Summer 2009
- Tuesday, May 26 - Classes begin

Summer II Classes

- Tuesday - July 7 - Classes begin

Continuing Professional Education Classes/ Workshops/Conferences:

- CPS/CAP Exam Preparation Course *Starting Soon*
- Critical Excel : A Jim Spellos, CMP Webinar April 30, 2009
- CPS/CAP On-line Exam Preparation Course, May 1, 2009
- The Art of Business: Using Acting Techniques to Improve Sales and Presentation Skills, June 19, 2009
- Meetings 101 May 18, 2009, July 10, 2009 and September 11, 2009
- 31st Southern Conservation Agricultural Systems Conference, July 20-23, 2009 Eastern Shore



Virginia Tech

Invent the Future

Hampton Roads Center

www.hrc.vt.edu

Update from the Director



Greetings from the Virginia Tech Hampton Roads Center.

For 2009 we have many exciting programs planned and can

now accommodate larger groups thanks to the addition of a new classroom completed at the end of last year.

Our graduate programs in Educational Leadership and Engineering continue to be a mainstay of the VTHRC's programming efforts and we will support those to provide our students with the best off campus experience possible.

The VTHRC is an extension of Virginia Tech in Hampton Roads and we invite you contact us when you have questions or need information.

Charlotte Anders
charlotte.anders@vt.edu

Virginia Tech Professor

Greg Justice Presents:

The Art of Business:

Using Acting Techniques to

Improve Sales and

Presentation Skills

June 19, 2009

Research shows that 50% of communication effectiveness comes from how a presenter uses their body, 40% the use of their voice and 10% from a presenter's words.

This seminar will increase your communication skills and effectiveness with presentations.
stacylharvey@vt.edu

VTHRC Launches—Meeting and Events Academy



Meeting Professionals International reports that, "Meetings and Events are responsible for 15 percent of all travel spending and generate more than one million jobs and \$40 billion in tax revenue."

With that in mind the

Virginia Tech Hampton Roads Center has created the Meetings & Events Academy (MEA) to

address the needs of our business community.

MEA will offer courses addressing seven core curriculum topics giving the planner or supplier a full overview of the industry in cost effective one to two day seminars.

Whether the individual completes one class or graduates from the MEA they will walk away with new tools and skills to improve their overall ROI.

Please visit our website for more information and upcoming classes:
<http://www.hrc.vt.edu/newsite/MEA.html>

Or contact our program administrator
Stacy L. Harvey, CMP, CMM
stacylharvey@vt.edu

Chef's Corner:

Do you know an executive chef that would like a spot to highlight his favorite recipe? If so please have them contact me to discuss a column. stacylharvey@vt.edu



Certified Professional Secretary (CPS)® and Certified Administrative Professional (CAP)® Preparation Course

Earn your (CPS®) or (CAP®)! The CPS/CAP review course is offered in four modules that may be taken independently or as a packaged program. The courses are consistent with the exam topics and are six weeks per module. The exam is offered on site at the VTHRC on the dates scheduled by IAAP and is open to participants whether or not they participate in the review course.

Participants taking the review courses receive personal, face-to-face training for the topics in the CPS/CAP certification exam. The rewards for achieving certification are numerous, as attested by more than 65,000 Certified Professional Secretaries and Certified Administrative Professionals.

Module 1 – Office Systems and Technology

Module 2 – Office Administration

Module 3 - Management

Module 4 – Advanced Organizational Management

Starting later this spring

Registration Fees:

One Module \$220.00

All four modules \$199.00 each a savings of \$84.00

To register contact:

Stacy L. Harvey, CMP, CMM

stacylharvey@vt.edu

An alternative to the on-site program is the on-line review course which starts May 1, 2009. For more information on the on-line course, go to the VTHRC website at www.hrc.vt.edu.

Graduate Programming News & Information

New Cohort

The application process is currently underway for a new cohort in Educational Leadership to begin in the fall of 2009. The Master of Education/Education Specialist program is limited to 18 participants who are interested in acquiring licensure as a school administrator. If you or your colleagues are interested in the program, please contact: **Dr. Travis Twiford**, ttwiford@vt.edu or visit the website at:

<http://www.hrc.vt.edu/newsite/grad.htm>

Training Partners—VTHRC and OMG

The Organization Management Group Inc. (OMG) has contracted the Virginia Tech Hampton Roads Center (VTHRC) to provide personalized meetings management training for the executive directors and meeting management staff. Stacy L. Harvey, CMP, CMM has developed the training program and began implementation in December, 2008.

OMG, one of the largest association management companies worldwide, provides management services to a mix of profit and not-for-profit organizations, including the National Association of Residential Property Managers, Independent Hardee's Franchisee Association, Hampton Roads REALTORS® Association/Center for Real Estate, and Southeastern Car Wash Association.

OMG, headquartered in Chesapeake, Virginia is one of only 19 association management companies worldwide to achieve Charter Accreditation by the AMC Institute (AMCI) and one of 42 to earn Charter Accreditation status with the American Soci-

ety of Association Executives(ASAE) ranked by size among the top fifteen percent of the association management companies in the world. In keeping with the high standards set by OMG management, continuing education is vital to maintaining and increasing the health and profitability of its organizations.

“The Virginia Tech Hampton Roads Center has made possible professional training that is both accessible and cost-effective for our company. Programs that were previously difficult for us to attend were made convenient by VTHRC customizing a training program based on our needs, available schedule and held in our office. As a result, not only did we receive customized training, but just as important, realized cost savings by eliminating travel expenses and time out of the office. This had the tremendous benefit of allowing all of our executive directors and meeting planners to participate and derive benefit from the program.

Stacy Harvey developed an effective blend of instruction, interaction and on-site experience that was as enjoyable as it was valuable. Organization Management Group is extremely pleased with the knowledge and tools she provided to help our staff do their jobs more effectively and thereby enhancing our staff's professional development and ability to apply that knowledge to better serve our clients.”

If you are interested in private specialized continuing and professional education focusing on meeting management, please contact Stacy at:

stacylharvey@vt.edu

If your organization is interested in association management services, please contact Rosie Bugarin, Senior Vice President of Conferences & Conventions at:

rbugarin@managegroup.com

Certified Meeting Professional (CMP) Exam Preparation Course



The Convention Industry Council states, "There has never been a better time to invest in your professional meeting career." The VTHRC is offering a course to help individuals prepare for the CMP exam.

The course dates are:

Course Includes:

- Weekly facilitated study sessions

- Study guide and weekly session materials
- Practice tests
- Study aides
- Varied topic expertise
- Group interaction with peers

Fees:

\$150.00 per attendee

\$125.00 for organizations with multiple participants.

Spring 2009 Group and Fall 2009 Group

To register contact:

Stacy L. Harvey, CMP, CMM

stacylharvey@vt.edu

Can't make a weekly group? Stay tuned for our CMP Boot Camp to be held just prior to the exams.

James Spellos, CMP Technology Webinars

Critical Excel Tools for the Meeting Professional

**Thursday, April 30, 2009
Webinar \$49.00**

Excel can perform so many functions for the meeting professional, from handling budgets, registration, calculating sleeping room rates & determining registration fees. This session is your opportunity to explore all of the functionality that Excel has to offer, and take home with you tools to save you and your organization time and money.

Future Spellos Webinar's
June 10, 2009
August 7, 2009
September 29, 2009

Topics include:

- Google-licious: How to Find Anything on the Internet
- Essentials of Digital Communication – Social Networks and Web 2.0

**Webinar Prices
\$49.00!!!!**

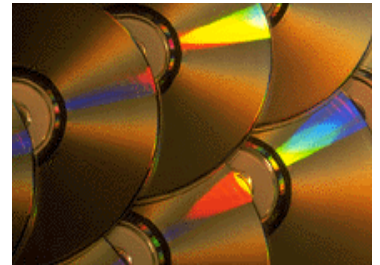
Information — Priceless

<http://www.cpe.vt.edu/spellos/>

Yearly pass available at 25% off webinar prices.

Contact: stacylharvey@vt.edu

Co-Sponsoring opportunities available.



"Google-licious helped me think outside the box to best serve my needs. Jim's presentation was right on and helped me expand my thinking."

**Paul Steen
HelmsBriscoe**

Hotel Highlight

If your hotel is interested in being highlighted please contact us.



The Founders Inn and Spa, centrally located in Hampton Roads, is the ideal meeting facility. It offers single and multiple day meeting packages, dedicated conference planners, cutting-edge technology and team building activities. With professional, experienced and unsurpassed service, everything will be at hand for polished meetings and superior presentations.

For group inquires:

Tade Allen
Director of Sales and Marketing
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