

Dear Administrative Professional Association

Below is a Letter of Invitation for the World Administrators Summit (WASummit) which includes a link to the Expression of Interest Form for attending the WASummit as a formal country delegate.

The WASummit is your opportunity as a delegate representing administrative professionals around the world to give them a voice in the discussions of topics relevant to the administrative profession within a global environment.

More information about the WASummit is on our website <http://www.worldadministratorssummit.com/> providing the history of these summits, relevant forms to apply to be a country delegate and Administra the World Action Plan for all administrative professionals and their associations.

Inline images 1

World Administrators Summit - INVITATION and EXPRESSION OF INTEREST FORM

The World Administrators Summit (WASummit) Advisory Council extends an invitation to you to participate in the 10th WASummit to be held on 24th and 25th October 2018 in Frankfurt, Germany. Ensure your country participates in this historic gathering of international office/administrative professionals, this is a unique opportunity.

To assist in our preparations and for us to better understand potential numbers, could all potential official country delegates please complete the Expression of Interest Form as soon as possible at <https://www.surveymonkey.co.uk/r/EOIWAS>. If you cannot access this link the form is also on our website.

Each country in the world may send up to three official Delegates. Funding to attend is completely the responsibility of each country, association and/or Delegate. Where a country has more than three potential Delegates (perhaps due to more than one association) within that country, they should agree on representation together. In some circumstances, an individual may apply to be a Delegate (for example if a country does not have a professional association) however the terms around those circumstances must be adhered to and are set out in the Delegate credentialing form. After all credentialing forms have been received, final decisions on Delegates will be made by the Advisory Council.

Please complete the Delegate credentialing form available on the website as soon as possible, however it must be submitted by 20 February 2018. Completion does not fully commit you at this stage but provides the Advisory Council with an understanding of the potential numbers.

Delegates will work in interactive groups each with the aid of a facilitator, to openly discuss a range of topics suggested by international associations and their members. Administra,

the World Action Plan, will also be reviewed by the Delegates to determine whether it is still fit for purpose.

There will be networking opportunities for all Delegates and on the final evening a Closing Dinner is to be held, shared with attendees at the IMA International Conference (starts on

26th October 2018). This will provide further and wider networking opportunities. We welcome official Delegates from around the world and encourage you to extend your time after the WASummit to participate in the IMA International Conference and enjoy exploring Frankfurt and its environs.

The registration forms for both the WASummit and the IMA International Conference will be available early in 2018. So, keep an eye on the WASummit website and each association plus those who have expressed an interest will be contacted as soon as it is available.

We look forward to welcoming you in person on 24th and 25th October 2018, in Frankfurt, Germany.

Relevant documents are at the following link: <http://www.worldadministratorssummit.com/>

- Administra
- Call for Topics/Papers
- Topics/Papers Submission Form and Guidelines
- Delegate Credentialing Form
- Call to Bid to Host the next WASummit
- WASummit Registration Form (not yet available)

Please feel free to email me if you have any questions and I look forward to receiving your expression of interest forms as soon as possible.

All the best

Eth Lloyd M.Ed. AAPNZ (Life, Cert. Fellow)

Chairman, Advisory Council, World Administrators Summit

Workplace Assessor, Enderby Associates Ltd

AAPNZ Professional Development Advisor

Executive Secretary LIVE Washington DC: 10 - 11 November 2017