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21st Annual Conference For Administrative Excellence

**SCHOLARSHIP APPLICATION FOR OFFICE DYNAMICS INTERNATIONAL
CONFERENCE FOR ADMINISTRATIVE EXCELLENCE
RED ROCK RESORT | LAS VEGAS, NEVADA
SEPTEMBER 30 – OCTOBER 3, 2014**

DESCRIPTION

The purpose of the Office Dynamics International Conference Scholarship is to provide support for career advancement for top administrative professionals. The 21st Annual Conference for Administrative Excellence is the premier professional conference for administrative assistants and executive assistants to develop new competencies, update their skills, increase confidence and learn from a diverse peer group.

One full tuition (\$1495 value) and two partial tuition (\$1000 value) scholarships will be awarded. Honorees are responsible for their own travel, hotel and incidental expenses; this scholarship applies to tuition only.

REQUIREMENTS

Scholarships are merit based and will be awarded to the candidates with the strongest potential to benefit.

SUBMISSION DEADLINE AND PROCESS

Office Dynamics International must receive the application and one letter of recommendation before 5:00pm (Eastern Standard Time) on **August 20, 2014**.

Email completed applications to Michele Clucas at mclucas@officedynamics.com.

Award recipients will be notified **August 25, 2014**.

QUESTIONS?

Have questions about your application? Please contact **Michele Clucas** at mclucas@officedynamics.com or **800-782-7139**.

LETTER OF RECOMMENDATION

A brief professional letter of recommendation must be included. Please ask for a printed and signed note on letterhead, OR your contact can write their recommendation on the included form. Scan and attach your signed application and the letter of recommendation to your submission email. The author can be any of the following:

- Your immediate supervisor, director or CEO
- A senior contact in your HR or Learning & Development department
- Not currently employed? Former boss or HR contact worked with in the past 2 years

APPLICANT CONTACT INFORMATION

Full Name: Best Email to Reach:
Professional Title: Company:

Business Address:
City: State: Zip Code:
Work Phone: ext:

Home Address:
City: State: Zip Code:
Cell Phone:

PERSONAL STATEMENT (ATTACH ADDITIONAL PAGE IF NEEDED)

Briefly describe the growth you have experienced in your professional life, including a commitment to pursuing training and conference opportunities. (max 250 words)

Describe how participating in the 21st Annual Conference for Administrative Excellence will help you continue to grow professionally. (max 250 words)

In what ways will your participation in this conference benefit your current (or future) organization?
(max 250 words)

On the conference agenda (officedynamicsconference.com), what speaker(s) or session(s) are you most interested in and why? (max 100 words)

APPLICANT SIGNATURE

I hereby verify that my above statements are honest, and affirm that I will enhance my professional career and benefit my organization by attending the Office Dynamics 2014 Conference for Administrative Excellence, to be held September 30-October 3 in Las Vegas, NV at the Red Rock Resort & Hotel. I understand winners must still cover their own travel, hotel and incidental expenses and any remaining tuition (if partial).

Signature:

Name:

Date:

Title:

Organization:

INTRODUCTION

A brief professional note of recommendation is required for application to the Office Dynamics International 2014 Conference Scholarship. We will award one full tuition (\$1495) and two partial tuition (\$1000) scholarships to this year’s event. Scholarship honorees are still responsible to cover travel, hotel and incidentals. Application materials are due **August 20, 2014** and winners will be announced **August 25, 2014**.

Please use either company letterhead or this form to recommend the candidate. In your letter, tell us about the candidate (use their full name) and their professional development, and indicate whether you believe they will benefit their career and/or your organization by participating in the 21st Annual Conference for Administrative Excellence.

LETTER OF RECOMMENDATION

SIGNATURE

I hereby verify that of the above recommendation is honest and affirm this candidate would enhance their professional career and benefit our organization by attending the Office Dynamics 2014 Conference for Administrative Excellence, to be held September 30-October 3 in Las Vegas, NV at the Red Rock Resort & Hotel.

Signature:

Name:

Date:

Title:

Organization: