



# MEMO

To: All Administrative Assistant's/Office Administrators  
From: Jim Kaitschuk, Executive Director  
Subject: Administrative Assistants Seminar  
Date: September 11, 2023

The Illinois Sheriffs' Association Administrative Assistant's Seminar will be held at the Holiday Inn & Suites, 101 Holiday Street, East Peoria, IL on Thursday, October 26<sup>th</sup> & Friday, October 27<sup>th</sup>, 2023. Registration is also available on our website <https://www.ilsheriff.org/training/>

The registration fee of \$350 will cover one night's lodging, lunch on Thursday and breakfast on Friday. Parking is free. If you are attending and sharing a room the registration is discounted to \$175 for the additional person. If you do not need a hotel room the cost of the conference is \$175. Attire for all events will be casual. *If you are planning on arriving on Wednesday, you will be responsible for the cost of the hotel room at \$142.00 + tax and you must supply credit card information on the registration form.*

We already have a great program scheduled and **we encourage everyone to attend!!** This will be a great opportunity to learn, make new friends, and have a lot of fun!

**It is imperative that the registration is returned to Teri ASAP!** The Hotel has very strict policies regarding room blocks. Teri will be booking your hotel accommodations for the night of October 26<sup>th</sup> (and the 25<sup>th</sup> if needed) so you do not need to contact the hotel for your room reservations.

If you have any questions, please email Teri Schroeder at [Teri@ilsheriff.org](mailto:Teri@ilsheriff.org)

*Hope to see you there!*

**Illinois Sheriffs' Association  
ADMINISTRATIVE ASSISTANT  
SEMINAR REGISTRATION**

**October 26 & 27, 2023**  
**Holiday Inn & Suites, 101 Holiday St., East Peoria, IL**  
**Registration must be received BY OCTOBER 10<sup>TH</sup>**  
**Email form to: [Teri@ilsheriff.org](mailto:Teri@ilsheriff.org)**

NAME \_\_\_\_\_ County \_\_\_\_\_

TITLE \_\_\_\_\_ Direct Phone #: \_\_\_\_\_

Email Address \_\_\_\_\_

**REGISTRATION FEES**

**\$350.00/Person Includes hotel room for one night and meals**

**\$150.00/2<sup>nd</sup> Person Sharing a Room**

**\$150.00 No hotel needed (Commuting)**

TOTAL \$ \_\_\_\_\_

CHECK #: \_\_\_\_\_

Visa  Master Card  AmEx

Name on Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

**ROOM RESERVATION FOR OCTOBER 26<sup>th</sup> (included in conference fee)**

Check In Date \_\_\_\_\_ Check Out Date \_\_\_\_\_

Sharing a room with: \_\_\_\_\_

**I need a room for WEDNESDAY, OCTOBER 25<sup>th</sup> too : \$142.00 + Tax additional for extra night**

CC#: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

**This card must be present at Check-in for additional room night charge.**



2023 Conference Agenda  
October 26 & 27  
Holiday Inn & Suites, East Peoria

**Thursday, 10/26**

10:30a.m.-1:00 p.m.

Registration Open: Pre-function meeting rooms

Noon

Opening Luncheon

Training:

**1:00-2:00 p.m.**

**Training: Social Media & the ISA**

**2:00-4:00 p.m.**

**Lynn Saputo, ISA Membership & Marketing Coordinator  
TBD**

4:00 p.m.

Hospitality Room Opens: 1<sup>st</sup> Floor Levee Rooms

**Dinner on your own or Pizza in the Hospitality room at 6:00 p.m.**

**Friday, 10/27**

**7:30-8:30 a.m.**

Breakfast Hotel Restaurant

Training:

**8:30 a.m. – 10:30 a.m.**

**Sheriffs Panel Discussion/ Q & A**

Feel free to email me with any questions you may have for the Sheriffs ahead of time!!

Conference adjourns at 10:30 a.m.-Safe Travels!!