March 14, 2011

Dear Friends and Colleagues:

On behalf of the Board of Directors of the International Association of Commercial Administrators, I cordially invite you to the 34th IACA Annual Conference, to be held Sunday, June 5, 2011, through Thursday, June 9, 2011, at the Delta Winnipeg in downtown Winnipeg, Manitoba, Canada. The annual conference is IACA’s marquee event for collaborating, sharing, and developing best practices to improve office efficiency.

The theme for the 2011 conference is “Taking Care of Business”. We are planning many informative sessions, dealing with diverse topics such as Business ID Theft and Bogus Filings, Inter-Jurisdictional Database Communication, Harmonization of Business Entity Acts and the Basics of Cloud Computing, to name just a few. We are also planning to continue with “Jurisdictional Presentations” on Thursday afternoon, to allow jurisdictions to showcase their latest innovations.

An international perspective will be provided on many of the topics, as we expect to have participants from a number of countries. This will demonstrate that “taking care of business” is truly a global concern.

We have highlighted many of the expected program items in a “conference preview” document at the IACA website. Additional conference materials will be made available at http://www.iaca.org/node/140. In an effort to save costs and resources, most conference materials will be posted at the IACA website, and will not be distributed at the conference.

An IACA account is needed to register for the conference. If you do not have an account, please contact Kelly Kopyt, Kelly.kopyt@sec.state.ma.us for assistance. If you do have an account, we encourage you to start planning early. Online Conference Registration is available at http://www.iaca.org/node/82. Just enter your Username and Password, and then click on “Log in”. Next, click on “2011 Conference Registration” and complete your conference registration form. The early registration discount cut-off date is May 9, 2011. IACA members will also receive a discounted conference registration rate.

Hotel reservations for the conference can be made at IACA 2011 Group Bookings. The hotel reservations must be made by May 9, 2011, in order to take advantage of the room rate that we have negotiated ($138 CAD, plus taxes, for a standard room).

All United States citizens must have a valid passport or proof of citizenship to travel in and out of the U.S. More information is available at the U.S. Department of State,
Bureau of Consular Affairs. If you do not already have a passport, don’t delay in applying for one.

Winnipeg has an exciting array of attractions in the heart of the continent. Visit the Tourism Winnipeg website or view the 2011 Winnipeg Visitors Guide to get more ideas on planning your stay in Winnipeg.

In early June, the normal daily high will be about 73F (23C), with low temperatures being around 50F (10C). Our temperatures are extremely variable, so please check http://www.weatheroffice.gc.ca/city/pages/mb-38_metric_e.html a few days before you leave. It would be wise to have a jacket or sweater for the evening activities. In any case, I can assure you of a warm Winnipeg welcome.

Please feel free to contact me directly if you have any questions or need further information about IACA or the conference. I very much look forward to seeing you in Winnipeg.

Myron Pawlowsky, President
International Association of Commercial Administrators
c/o Companies Office
Suite 1010, 405 Broadway
Winnipeg, Manitoba R3C 3L6 Canada
Telephone: 204-945-4206
Fax: 204-945-1459
Email: myron.pawlowsky@gov.mb.ca
Website: www.iaca.org