

SINGAPORE ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS

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GEN/09-10/14

22 June 2010

Dear Member

20TH CONGRESS OF THE ASSOCIATION OF SECRETAIRES & ADMINISTRATIVE PROFESSIONALS IN ASIA (ASA)

The 20th ASA Congress will be organised and hosted by the Chinese Association of Secretaries and Administrative Professionals (CASAP) from 26 September to 01 October 2010 in Taipei, Taiwan. The chosen theme for the Congress is ***“Leaping Forward in the Changing Work Place”***.

We hope to form a strong delegation to represent SAAP and Singapore, and are encouraging members to attend to promote friendship, understanding, unity and to exchange ideas among the administrative professionals and secretaries in Asia.

We have planned to depart Singapore on 25 September and return from Taipei on 01 October 2010. Accommodation and Congress venue will be at Sheraton Taipei Hotel, Taiwan.

We are pleased to attach the following:

- 1) 20th ASA Registration Form for your completion and return
- 2) A letter to your boss to sponsor your participation.

Please visit CASAP website: www.chinesesecretary.org.tw for full Congress details. Post Congress tours are optional.

If you have any queries, kindly contact my mobile 9664 6178 or email mcwasa@yahoo.com.sg

We look forward to your support and participation.

Yours sincerely



Margaret Chan Wee
President 2009/2010

SAAP President