

# Mark Your Calendars!

## LA Section A&WMA Young Professional (YP) Event

"Tips and Tricks for Searching LDEQ's Electronic Document Management System (EDMS)"

presented by Ellen Peneguy

Records Analyst with Access Sciences Corporation



Tuesday, February 23, 2010

French Quarter Daiquiris

5625 Essen Lane

Baton Rouge

YP Event: 5:30 – 7:00

Appetizers and Drinks Social/Mixer

Reservation: \$20/person

RSVP by noon February 17<sup>th</sup>

Access Sciences Corporation created EDMS and maintains the system, serving as LDEQ's Records Management contract staff. If you've ever searched for documents from the Department of Environmental Quality's website, you'll know that finding what you are looking for can sometimes be a challenge. This training session will let you in on all the tips and tricks that LDEQ employees use, so you can find what you need faster.

Reservations: Fax this form to (504) 472-9963 or call Ann Margaret Deavers at (504) 472-9993 by Wednesday, February 17<sup>th</sup> at NOON. In order to complete your registration, we must receive your full name, company, and credit card information. Your credit card will be used only as a guarantee and will not be charged until February 23<sup>rd</sup>. You may still pay by company check or personal check at the meeting, but if you do not attend, your credit card will be charged for the number of people for which you made a reservation. If you have any questions about registering, please EMAIL Ann Margaret Deavers at amdeavers@rtpenv.com. If you wish to use email to indicate your intent to attend the meeting, you are welcome to do so, however, please remember that your reservation will not be confirmed until your credit card information is received via telephone, FAX or mail. **The Section cannot accept email messages containing credit card information; any such messages received will be deleted immediately for your protection!**

Name/Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Visa  MasterCard  American Express  Expiration \_\_\_\_\_ / \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

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