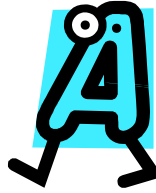




**August 15, 2-4 p.m.** (1:45 p.m. registration)  
Topic: Writing Effectively  
NARA, 6125 Sand Point Way NE, Seattle, WA  
Speaker: Jon Osterberg, PEMCO  
Cost: FREE; 30 participants only!

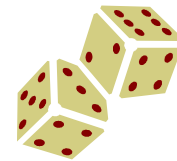


In "Writing Effectively," you'll learn tips for how to improve business writing. The secret is to boost reader comprehension, and you can do that by breaking old habits and learning to write clearly and concisely. How?

- Adopt the "active" writing style
- Shorten word and sentence length
- Avoid redundancy and jargon
- Choose strong, specific verbs.

What Happens in Vegas...

Find out what you can expect when ARMA International holds its 53rd Annual Conference & Expo at the Las Vegas Convention Center, **Monday, Oct. 20 - Thursday, Oct. 23**. Visit [www.arma.org/conference](http://www.arma.org/conference) and get all the details about this exciting event.



ARMA International Education Foundation (AIEF) has sent a request to all chapter leaders for donations for their silent auction that is held during ARMA International Conference. We hope some of our members will be willing to offer silent auction items.

"The ARMA International Educational Foundation is soliciting prizes for its upcoming silent auction, to be held at the ARMA International Conference in Las Vegas, NV, on October 20-23, 2008. The silent auction has become a significant fundraising event for the Foundation."

"The ARMA International Educational Foundation (AIEF) is a 501(c)(3) non-profit organization that engages in research and development projects that benefit the records and information management profession. The Foundation enhances the knowledge and competency of working professionals through its funding of research, publications, scholarships and educational programs. The work of the Educational Foundation is supported by tax deductible contributions made by individuals, companies, and organizations. Research projects completed by the Foundation are made available for free to any interested person via the Foundation's website."

"The Foundation is especially seeking donated prizes that are highly portable, since most conference and exposition attendees will be traveling to the conference by air. Some items that have been very popular in previous events are wine, holiday items, children's items, sports memorabilia, food items, gift certificates, electronic equipment, artwork, and books. The Foundation will provide recognition to each individual or organizational donor who contributes a prize for the auction."

Donation forms can be found on the ARMA International Educational Foundation website, ([www.armaedfoundation.org](http://www.armaedfoundation.org) <<http://www.armaedfoundation.org>> ). For more information about donations contact AIEF Treasurer Phil Albert at [pkalbertsr@verizon.net](mailto:pkalbertsr@verizon.net) <<mailto:pkalbertsr@verizon.net>>.

If you or your company would like to make a donation, please contact the person listed above. If you have further questions, please contact the incoming Greater Seattle President, Andrea Bettger at [andrea.bettger@seattle.gov](mailto:andrea.bettger@seattle.gov).