MPW-98873_5_1029_UZ.MK

by a b

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AAC&U CONFERENCE REPORT

Conference Details

The conference is going to be held in Atlanta, Georgia, on 23 January 2019. The meeting will be continued for three days that is from 23 to 26 January 2019. The title of the conference is "Raising Our Voices: Reclaiming the Narrative on the value of Higher Education." The venue for the meeting is the Hyatt Regency Hotel, Atlanta.

Cost of Registration

The fee structure for the registration of the conference varies from month to month and status to status. If Ms. Concepción wants to reserve her place into the meeting in November or December; it will save her many bucks as compared to the registration in January. The detailed registration cost structure is given below.

	BY NOVEMBER 26	BY DECEMBER 14	AFTER DECEMBER 14
Member Rates			
Administrators *	$430	$460	$495
Faculty Members	$325	$360	$395
Non-Member Rates			
Administrators *	$640	$670	$710
Faculty Members	$430	$460	$495

Hotel Information and Cost Structure

The conference is conducted in Hyatt Regency Hotel, Atlanta, Georgia. The reservations can be made through the call, and for a single person, it charges 179 dollars.

Airline/ Transportation

Ms. Concepción has to travel from New York, and therefore she can avail the air services of Delta Airlines as well as United Airlines because both airlines are operating in New York. In this context, it is affirmed that people who will book the flight from 20-29 January, will be granted with a 10% discount. The same scheme is applied to the services of United Airlines. Moreover, both air services are proffering meeting promotion codes for further cuts and benefits.

E-MAIL TO MEMBERS OF THE ACADEMIC COUNCIL

Subject: **Reminder for Meeting Schedule**

Dear Mr. /Ms. _____,

It is to remind you that the meeting is scheduled for Monday. Therefore, kindly note the date and time for the prospect meeting that is on September 10, Monday, from 10 a.m. to 12 noon. If you have any further question or require any piece of information, please contact me at any time before the meeting.

Sincerely,

Ms. Concepción

PRIORITY ASSIGNMENTS

The three assignments in order are as follow, with the priority reasons.

1. E-Mail To SGA: Sending emailing to the Student Government Association (SGA) is the priority because the meeting was coming up on September 6, 2018, and the date is coming earlier than other assignments.
2. E-Mail To Academic Council: Secondly an, email to Academic Council should be sent because the meeting is expected to be held on September 10, and therefore it is imperative to communicate with the council promptly.
3. AAC&U Report: On third priority, it is the report for AAC&U because it is in January 2019, and the details can wait till other assignments get completed.

4. REFLECTION ESSAY

5. MY FIRST DAY

6. Monday, August 27, 2018, was my first day at the job at Hudson University; the day was a package of new, surprising, stressing, and learning factors. Throughout the day, I had multiple tasks because Ms. Concepción was away for an errand to the CUNY and in her absence, I was feeling less confident. I was not sure where to start and where to end. I was not sure if I am doing things right. However, it was my first day, and I needed some warm-up time, but on the job, I realized that when you become professional, warm-ups become less critical or less possible. On the very first day, I learned to write regular emails; it is not that I did not know the format or etiquettes of emailing, but it was a practical exposure, and when I wrote second e-mail I felt that "Yeah! I am learning to communicate, practically."

7. On the other hand, when I had to deal with a disappointed group of students, I was feeling a tremble in my voice because I am not familiar to talk authoritatively to a crowd. Nevertheless, when I started to communicate with them, I realized that it is not as severe as it seems. But in this context, the cooperation of students was appreciable, that instead of hurling their rage on me, they depicted an understanding demeanor and followed my request.

8. The first task I performed there was to arranging the priority based assignments that reminded me of the significance of meeting deadlines and considering time frames on a professional level. What I found the most difficult rather complicated was gathering the transportation, registration and staying details for Ms. Concepcion's Atlanta Georgia trip. I am inept in this area, and most of all, I was afraid if I gathered faulty and erroneous information. But in this context, the internet aided me and helped to search the exact details and charges. In a nutshell, on my first day, I learned to write professional e-mails, interactive communication, searching for the required data and managing stress, as well as time management. Now it will be Tuesday, the second day at work and I am looking forward to more multi-tasking and variety of assignments because it is what I like the most about my job, it never offers mediocre and mundane learning.

E-MAIL TO THE PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION (SGA)

Subject: **Availability for Meeting**

Dear Mr. /Ms. _____,

It is to state that Ms. Concepción will be available for the meeting with the members of the Student Government Association (SGA). The meeting will be held on Thursday, September 6, 2018, at 2 p.m. in her office. In case of any cancellation or attaining further information, kindly feel free to contact any time before the meeting.

Sincerely,

Ms. Concepción

Dear students,

Kindly accept our apologies because Ms. Concepción is not available right now as she is busy in some most essential errand at the moment. Kindly, submit your written concerns with me as she will be pleased to do anything possible to resolve your issues. We are cordially sorry for your inconvenience, but because of some complications, Ms. Concepción had to leave at the eleventh hour. She will be back by noon, and I assure you that all your concerns will be considered seriously for the most effective solution. We are grateful for your patience. Thank you.

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ORIGINALITY REPORT

1%	0%	1%	0%
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS

PRIMARY SOURCES

1	"Calendar", Industry and Higher Education, 2018 Publication	1%

Exclude quotes	Off	Exclude matches	Off
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