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May 3, 2005 BP America

About our Program and Speaker:

Tom Melms is currently the Regional Vice President of AVI-Midwest, LLC, located in Bensenville, IL. His presentation will provide building professionals a basic understanding of the components involved in the integration of audiovisual technology into building spaces. He will demonstrate through graphical images how base building design and interiors are affected. Mr. Melms has been in the design and integration of audiovisual system since 1989. From slide projectors to HD flat screen displays, Tom has seen it all. He holds a CTS (Certified Technology Specialist) certification from ICIA (International Communication Industries Association).

About our Host Site:

BP's Naperville Complex was first occupied in 1970. Built by Amoco, it relocated its research activities from Whiting, Indiana to Naperville. The Architect for most of the buildings was Wigton-Abbott. The 1.4 Million SF Campus includes Laboratory, Office, Industrial and Warehouse Occupancies. We also have a 12 Acre Lake. In the 1990's, the manicured lawns were converted to a more natural landscape. Our lake is home to a pair of swans whose offspring are annually relocated to wild habitat.

The main visitor entrance is on Warrenville Road, aligned with Herrick Road. This is a secure site, requiring visitors to pass through a guard house. The Naperville Campus has 7 main complexes as well as several infrastructure buildings.

The tour will highlight renovations that incorporated significant commercial office space into what was originally an R&D facility. The interior tour will begin at the 600 Complex Conference Center, located in the 602 Wing of that complex. The Conference Center renovations were completed in 2004. During the tour, visitors will see some before and after spaces, passing by original laboratories and then touring commercial office space converted from original laboratories to accommodate the changing needs for space. The initial conversion began in 1998. The new Atrium that you faced as you entered the site was completed in 1999 at the same time as the initial lab to office conversion. To address changing technology and increased need for collaboration, the commercial office space was remodeled in 2003 to eliminate all offices, going to 100% open plan. Architects for the conversions will be on site to discuss these projects. The tour will conclude in the services wing offices where renovations were completed in 2004.

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President's Message

Greetings to all and FORE!!!

Hopefully, you have already signed up for this year's golf outing being held on Thursday, May 19 at the Itasca Country Club. This is our annual joint venture with the Chicago Chapter. There are still opportunities for members to sign up for golf or dinner and to sponsor an event. Thanks again to our golf committee, Deb Radek and Tom Ziegler for organizing this year's event again, along with some members from the Chicago Chapter.

I hope you are enjoying the convenience of the new electronic format of the newsletter. If you have any comments or feedback please let us know. We are still looking for some creative

suggestions for a name to our newsletter.

Thank you to everyone who purchased tickets for the Cubs/Brewers game on June 20. This event has been sold out!

Due to scheduling logistics the educational seminar will be held this spring. We are anticipating to re-schedule the program in the fall.

Thank you to everyone for your continued support of the Lions Clubs International Eyeglass program and making this program a huge success! To date, we have almost surpassed 1000 pairs of glasses. Incredible.



2004—2005 IFMA NI BOARD

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Kathy Daloia
847-637-3192

COUNCIL NEWS

Council Newsletters Now Available on IFMANet
Chapter members are encouraged to read council newsletters now available online at IFMANet. Council newsletters provide industry-specific information that can be a valuable source of information. Log onto IFMANet with your username and password, scroll down to chapter and council leader resources and click on council newsletters. Or, login to IFMANet and click on this link: http://www.ifma.org/ifmanet_eseries/tools/council_newsletters/index.cfm

The following councils are already offering their newsletters online:

- Academic Facilities
- Banking Institution and Credit Unions
- Corporate Headquarters
- Environmental Health and Safety
- FM Consultants
- Museums and Cultural Institutions and Utilities

Additional councils will be added in the future. Currently three are available through the IFMA's **Council Listing** webpage; they are the Information Technology, Public Sector, and Utility Councils.

Academic Facilities

- News from Member Institutions
- Topics of Concern (for future meetings)

Banking Institution and Credit Unions

- Trends in Bank Janitorial, Landscape, and

Handyman Operations

- Long live the Branch (Bank)

Corporate Headquarters

- Green interiors
- Furniture standards
- FM A Business Within A Business
- Preserving Legacy Buildings

Public Sector

- Strategic Directions
- Knowledge Management Retro-Innovation

Utility Council

- What Did I Miss at the Utility Council Fall Meeting?
- Invest in Yourself

Environmental Health and Safety

- Annual chemical inventory reports
- Emergency Evacuations for People With Disabilities
- Mollusks & Bioterrorism

Information Technology Council

- Council survey results
- National Institute of Standards and Testing (NIST) interoperability report

FM Consultants

- Consultants Retail Directory
- Council Strategic Plan

Museums and Cultural Institutions and Utilities

- FM A Business Within A Business
- Preserving Legacy Buildings

Public Sector

- Strategic Directions
- Knowledge Management Retro-Innovation

Additional council information can be found at <http://www.ifma.org/councils/index.cfm?actionbig=14>.

Or, contact Mark Kischner, CFM at MKischner@comcast.net.

Facility Manager Wanted

Facility Manager (entry level) for the O'Hare Tollway Oasis.

2-5 years experience preferred. Background in construction or buildouts a plus.

Salary range of \$35,000 to \$50,000 depending on experience.

Contact:

Rick Marzec

Senior Director, Property Management

Wilton Partners Tollway LLC

847 909 5495 Cell 847 709 2901 Office

847 709 2909 Fax

1700 Golf Rd. Tower 3 Suite 110

Rolling Meadows, Il. 60008

email: rmarzec@wiltonpartners.com

Special thanks to our April Sponsors !!

**Christopher B. Burke Engineering West, Ltd.
David Woodhouse Architects, LLC
Executive Construction Inc.**



Education Corner—Mark Kischner, CFM

SIDE BENEFITS OF MEMBERSHIP

By the time you read this article, I will have started my new job as Facility Manager with the furniture retailer IKEA. Normally, this is not news I would include in my article. However, in this case my good fortune may be relevant to YOU.

However, first lets flashback seven (7) years ago to a monthly meeting at the Morton Arboretum. I had been with the chapter a few years, but was not active on a committee. I had made a few contacts, but no solid relationships, attended many of the monthly meetings, but was beginning to wonder if membership was worth my time. Though the monthly meetings were good, something was missing.

After touring the Arboretum grounds, we sat down for dinner in one of the pavilions. The chapter Education Chair Claudia Seversen, CFM sat with me and struck up a conversation. During the conversation, she noted she was a committee of one and could use help. She explained the committee's mission, the benefits of joining and how I would fit in. After one hem and more than a few haws, I agreed to sign on.

Now let us jump back to 2005. I received a call from an IFMA colleague who told me about the opening at IKEA. She said she thought my personality fit the IKEA philosophy and encouraged me to investigate. I went online, walked through the store, chatted with some employees, and concluded that yes, this may be a good match.

Though happy in my old position, I was intrigued and decided to throw my hat in the ring.

I love that IFMA networking. Thank you for the tip...you know who you are!

During my second interview, IKEA's national FM probed me about IFMA, and after answering several questions, asked me to provide more information about the organization. I am thinking to myself during the interview, self- this is a good sign. You can imagine how fast he received a prospective member packet.

After accepting the position, two IKEA managers told me what gave me the edge over the other applicants. One mentioned having the CFM, the other my IFMA involvement- specifically, my leadership position, and mentoring abilities.

If you have read my articles over the years, you realize how much I value and enjoy leading the CFM Review sessions and being part of our chapter leadership. For every ounce of energy I put in, I garner a gallon of knowledge, friendship, and goodwill back. With the above in mind, here is my testimonial; networking with members, earning the CFM designation, and being an active member of IFMA has "paid off" for me personally and professionally. To you my fellow members I say get involved, get your certification, and be the next one to share YOUR IFMA success story.

Attention CFMs:
Earn recertification points by contributing an article to our newsletter. For article submission please forward your article to
gtoste4035@wowway.com.



The Ten Most Common Reasons To Avoid Testing for the CFM (and helpful hints to abandon those excuses and become ACCREDITED!)

By: **Leandra Carlfeldt, CFM**, GP38 SW Ohio, Operations Manager

Greg Toste, CFM, GP15 Chicago, Operations Manager

10) I don't have the money to spend on an exam.

IFMA members \$400 (non-member \$600). For just a little over one dollar a day you could earn your CFM credential in twelve short months! This cost could very well be reimbursable through the company by getting prior approval from your manager. After all, this credential brings added value to your group or region.

9) My manager may not see the value of the CFM accreditation.

It's much more than three letters behind your name. It's the most respected global credential in facility management and is a tangible sign of your knowledge and success. Explain the values of the accreditation and your desire to contribute to your group by going above and beyond in your professional growth. Present it to your manager for consideration as a SMART goal in your next performance review. To keep your accreditation you are expected to broaden your scope of knowledge and contribute to the field. Attending IFMA meetings and trade shows, and reading various trade publications are a few great ways to network and learn new concepts that will help you more effectively manage your facilities.

8) I don't think I'm qualified.

To qualify to sit for the exam, you must meet the following criteria:

- Facility Management Master's/Bachelor's degree from an IFMA recognized program and three years FM experience.
- Related Bachelor's degree and four years FM experience.
- Non-Related Bachelor's/Associate's degree and five years FM experience.
- Some post-secondary education and eight years FM experience.

If you do not currently meet these qualifications, consider sitting for the FMP: Facility Management Professional Designation, an integrated

knowledge-based designation for new and transitioning facility professionals. This entry-level designation will be available this Fall.

7) I have "test anxiety."

We know, we know. It's been wayyyyyy too long since our final exams - some of us much longer than others! As with any exam, do not get flustered, be confident and "think globally."

6) I'm too busy to study for an exam.

The CFM exam is a competency based exam. One cannot simply take a course or cram in a few books to earn the credential. The good news is ... you are studying for this exam every single day of your professional career as part of your job such as ADA, project management, real estate, operations and maintenance and the other competency areas the exam covers. By exposing yourself to facility management at a global level, you will learn best practices that relate to what you do daily. MUCH different than calculus!

5) I'm not sure how to prepare for an exam like this.

By showing up to work every day, you are already preparing! There are many other necessary ways to prepare for the exam. Joining your local IFMA chapter is your first step. There you will have vast resources of experience, study sessions, IFMA courses, facilities management publications and books. Most importantly, keep an open and global mindset when studying for this exam. The single greatest mistake we feel we made when taking the exam comes back to the same old line: "Well, that isn't how WE would do it at Enterprise!" Park the " **Enterprise or Bust** " motto at the door ... you will be surprised at how much clearer exam questions become once you resign yourself to this seemingly simple task. This was the toughest concept we had to overcome. One of the reasons why people do not pass this exam is that they have

worked for the same company for a long period of time. A second reason is that individuals are not exposed to some of the competency areas. At Enterprise we wear many hats in our jobs; we actually touch on all of the competency areas where some facilities manager may only touch on three or four areas.

4) The exam focuses on too many areas that I will never encounter in my job duties.

We personally guarantee that you will learn things that you didn't already know and that will be of great benefit to you and your group! Thinking "outside of the Enterprise Operations box" will be your greatest challenge when taking this exam. Benchmarking, life cycling, churn rates are just a few areas in which you will improve your performance and enhance the service you provide to your region or group!

3) I am already proficient in my job responsibilities.

What better way to challenge yourself and show your proficiency than by obtaining the only global facility management certification available! Benefits include distinguishing yourself from your counterparts, demonstrating your leadership and initiative, advancing your profession, enhancing your professional network and investing in your future. There are only approximately 3500 CFMs worldwide- you can be a part of this group!

2) I don't have the time to commit to a professional organization/keep my accreditation.

To maintain your accreditation, you will be required to earn 120 points in a period of three years. You can do this in a variety of ways: continuing your career in facilities management (accounts for 60 of the 120 points, so you are already halfway there!), attending seminars, global conferences, continuing education courses and local chapter meetings, being published in facility or trade journals etc. By having this article published in our local IFMA chapter newsletter, we will each receive 20 points toward our accreditation! Only 40 more to go. Wait, we subscribe to (and read) *Total Facility*

Management Journal. That's another 10 points! Down to 30 points with 33 months to go. Our goal is to learn something new each and every day and by being more involved in our field, we bring a stronger skill set to ourselves and Enterprise.

1) What if I don't pass the exam the first time? The second time? (The fifth time ...?)

Don't Give Up! We didn't. Reach out to your Operations counterparts that have successfully taken the exam. They possess a wealth of knowledge that you will not find in any trade publication or at any local chapter meeting. It's a difficult exam and there is no shame in failing. (Do you think we'd be writing this if we thought there was?!?) The one thing we did differently the second time around was to take in as much advice as we could from a wide variety of Enterprise CFM's. Need space planning techniques for four corporate campus buildings? While we may not handle projects of that size and scope, Dave Bertorelli, CFM at Corporate does. Preventive Maintenance not your area of expertise? Not to worry. Call John Prater, CFM. Want to take a trial run at thinking Globally vs. Enterprise? Don Finnegan, CFM is your man. Maybe you need someone who works with study groups in her local chapter? Lynn Majewski, CFM (Corporate Facility Manager- Weldon Springs) can help you sort out which competencies you are most proficient in and where you may struggle on the exam. Perhaps advice from someone who tested "fresh from field experience?" Jeff Costa, CFM is a great person to bounce reality versus textbook answers off of. Finally, always feel free to reach out for us. Failing the first time only made us want to obtain our certification even more. We would be happy to share our experiences with you, in hopes that you will become the eighth person in Enterprise history to receive this global accreditation.

Good Luck!

Previously published in Enterprise Rent A Car Operations Newsletter.

Facility Manager Wanted

You can find this posting as well as others at www.ifma.com.

Company name: NAVTEQ
Position Title: Facilities Manager
Industry Sector: Computer Software
Type of Job: Full Time
Job Duration: Indefinite
Min Education: BA/BS/Undergraduate
Min Experience: 7-10 years
Job Location: Chicago, IL

Description:

- Meets with all levels of NT personnel to provide space planning, departmental adjacencies and intradepartmental working relationships, which include architectural design plans utilizing AutoCAD software
- Manages building operations, maintenance, and aesthetics for 150k sq. ft. of Chicago facility
- Provides project management for all construction, office moves or relocations, or any other projects as required
- Creates purchase requisition for required goods and services, reviews incoming facilities invoices for accuracy and verifies they are categorized correctly by Accounting and billed to the correct business month. Creates yearly budget and maintains purchases within approved budget
- Maintains security system, provides security reports upon request, recommends improvements/changes as required and tests system on a regular basis
- Maintains health club equipment, supplies, and environment
- Oversees and maintains Life/Safety program for the Chicago office
- Supervise Office Services Manager and staff

- Undergraduate degree (architecture, business, Facilities management preferred), 10+ yrs. of related work experience or equivalent combination of education and work experience
- CFM (Certified Facility Manager) certification required
- 5+ Construction design and development work experience required
- 5+ Space planning using AutoCAD software required
- Business applications software experience required (MS Office, MS Project, AutoCAD, Work speed, facilities work order)
- Professional demeanor and customer-focused orientation
- Ability to work effectively independently and with others
- Demonstrated written and oral communication skills
- Proven problem solving skills
- Effective leadership skills

NAVTEQ is an Affirmative Action Employer

How To Contact / Apply:
Human Resources

NI Profile—Rohini Bontje

Rohini Bontje
Allstate Corporation



The Northern Illinois chapter of IFMA welcomes Rohini Bontje as a new regular member. Rohini is a facilities manager with Allstate at their headquarters in Northbrook. In this position, she is in charge of managing larger facility contracts for Allstate, including landscaping, food service, snow removal, housekeeping, etc.

The Allstate Corporation is the nation's largest publicly held personal lines insurer. Established in 1931 by Sears, Roebuck and Co., Allstate became a public company on June 30, 1993 when Sears liquidated its ownership stake in the company. Widely known through the "You're In Good Hands With Allstate" slogan, Allstate provides insurance, investment and retirement products to more than 14 million households and has over 13,000 exclusive agents in the U.S. and Canada.

Rohini has been with Allstate for over 12 years, working much of her early career in the call center on the insurance side and the past two and a half years in facility management. She recognizes the importance of participation in a professional organization like IFMA as a great way to increase her knowledge in facility management, and joins us as a way to continue to network and share information in the field.

Rohini has lived in the northwest Chicago suburbs for most of her life and is now married and lives in Arlington Heights with her family, including two small boys, ages 2 ½ and one. In her spare time, she enjoys various crafts and scrapbooking.

GOLF OUTING

Mark your calendars for NI & Chicago IFMA's annual golf outing. May 19th is the date. Shot gun will go off at 1:30 with lunch served prior to that. Dinner will be served after. We will be at the Itasca Country Club. Watch your e-mail and this newsletter for updates and registration forms.

Interested in sponsoring a hole, contact Deb Radek at valise3@aol.com, Tom Ziegler at t.ziegler@henricksen.com or Marian Zinsky at mzinsky@lordbissell.com.

For those wishing to give a little something back to the community while enjoying the golf outing this year, the IFMA Chicago and Northern Illinois Chapters are hosting a food drive for the Greater Chicago Food Depository. All IFMA members are invited to support this organization in one of three easy ways. While we encourage all to donate to the food bank at whatever level is comfortable for them, we wish to express that there is no requirement to do so. This is simply an easy way for each of us to help others who are less fortunate while we enjoy a day of golf and camaraderie with colleagues.

The Greater Chicago Food Depository feeds 91,000 hungry people per week in Cook County. All contributions are tax-deductible and receipts will be available for those wishing to receive a record for their donation. 93% of donations are directly used for food distribution to those in need.

Here is how it works: those who are golfing on May 19 may bring a bag of non-perishable food items from their home pantry, or they may provide a check donation at the time of arrival to the country club. Hallett Movers will provide a vehicle to transport the collected food items to the food bank. There is also the option of sending a check for the food drive to an address that will be forthcoming. And there will be a web-site link that allows IFMA members to select food items from a virtual shopping cart, with these items being paid for through an on-line credit card donation. Check out the link to view the sample shopping cart method, which is a fun and easy way to help the food bank turn \$1.00 into 4 meals through their deeply discounted bulk purchasing program.

<http://vad.aidmatrix.org/vadxml.cfm?driveid=473>

Thank you for your time and consideration for this great cause!

Treasurer's Report

CD \$2,424.13

Money Market

\$14.23

Checking

\$7,983.05

Lions Club Update

To date, Northern Illinois IFMA along with participation from several member companies, has donated over 1,000 pairs of glasses. Special thanks goes out to NALCO, CCH, PACTIV, DOOR SYSTEMS and WW GRAINGER for their support in our efforts!!!

Mark your FM Calendars

Mark Your FM Calendar

note: the following information is provided solely as a convenient listing for IFMA/NI members. Further details may be learned by contacting each group as listed below.

April 18-19

Research Buildings 2005
St. Petersburg, FL
Fast Forward Facilities 05
Tradeline Inc.

(925) 254-1744 x 12 www.tradeline.com

April 18-22

Testing, Adjusting and Balancing HVAC
The University of Wisconsin Madison
The Pyle Center
College of Engineering-Department of Engineering Professional development
(800) 462-0876 <http://epd.engr.wisc.edu/webG508>

April 19-21

FACILITY MANAGEMENT 2005
FACILITY MANAGEMENT Exhibition Europe/
The European Facility Management Conference
Frankfort AM Main
Frankfort, Germany
GIFMA/IFMA
www.ifma.org www.efmc2005.com

April 20

OSHA Compliance 2005

Radisson Hotel Schaumburg

Schaumburg, IL
Human Resources Council
(800) 601-4636

April 20-22

The TFM Show
McCormick Place
Chicago, IL
www.thetfmshow.com

April 20-23

The 49th Annual CSI Show & Convention
McCormick Place
Chicago, IL
The Construction Specifications Institute
www.theccsishow.com

April 26

Construction Management/Design-Build In Illinois
Radisson Hotel Schaumburg
Schaumburg, IL
Lorman Education Services
(888) 678-5565 www.lorman.com

May 2-3

Understanding Variable Frequency Drives
Elk Grove, IL
American Trainco
(877) 97TRAIN www.americantrainco.com

May 3 & 4

Basic Air Conditioning & Refrigeration
Elgin, IL
Lewellyn Technology
(800) 242-6673 www.lewellyn.com

May 3-6

Coverings
Orlando, FL
www.coverings.com

May 4-5

Understanding Variable Frequency Drives
Joliet, IL
American Trainco
(877) 97TRAIN www.americantrainco.com

May 4-6

Green Design Solutions
The Westin Chicago River North
Chicago, IL
(888) 530-6714 www.

greendesignsolutions.com

May 17 & 18

Basic Air Conditioning & Refrigeration
Rockford, IL
Lewellyn Technology
(800) 242-6673 www.lewellyn.com

May 19

Safety and Security Measures for Front-Desk Personnel
The Drake Oak Brook
Oak Brook, IL
Keye Productivity Center
(800) 258-7246 www.pttrain.com

May 20

Safety and Security Measures for Front-Desk Personnel
Sheraton Chicago Northwest
Arlington Heights, IL
Keye Productivity Center
(800) 258-7246 www.pttrain.com

May 23-24

The 2005 National Electrical Code
Elk Grove Village, IL
American Trainco
(877) 97TRAIN www.americantrainco.com

May 25-26

The 2005 National Electrical Code
Joliet, IL
American Trainco
(877) 97TRAIN www.americantrainco.com

May 30-31

Canadian Science Buildings 2005
Ottawa, ON
Fast Forward Facilities 05
Tradeline Inc.
(925) 254-1744 x 12 www.tradeline.com

May 31-June 3

Greening the Heartland 2005: Cost, Practice and Policy
The Palmer House Hilton
Chicago, IL

Mark your FM Calendar (Cont)

May 23-24

The 2005 National Electrical Code
Elk Grove Village, IL
American Trainco
(877) 97TRAIN www.americantrainco.com

May 25-26

The 2005 National Electrical Code
Joliet, IL
American Trainco
(877) 97TRAIN www.americantrainco.com

May 30-31

Canadian Science Buildings 2005
Ottawa, ON
Fast Forward Facilities 05
Tradeline Inc.
(925) 254-1744 x 12 www.tradeline.com

May 31-June 3

Greening the Heartland 2005: Cost, Practice and Policy
The Palmer House Hilton
Chicago, IL
City of Chicago/U.S. Green Building Council-Chicago and Regional Heartland Chapters
www.greeningtheheartland.org

June 6-10

NFPA World Safety Conference & Exposition
Mandalay Bay Resort & Convention Center
Las Vegas, NV
www.nfpa.org/wsce

June 13-15

NeoCon World's Trade Fair Buildings Show/Office Expo by OFDA/Technocon/NEWHOSPITALITY/*Greenlife*
Merchandise Mart
Chicago, IL
www.merchandisemart.com

June 21-23

4th Annual Eastern Ergonomics Conference and Exposition
Crowne Plaza Times Square New York, NY
www.ergoexpo.com

June 24

Change Orders in Illinois
Wyndham Garden Hotel Schaumburg, IL
Lorman Education Services (888) 678-5565 www.lorman.com

July 18-22

Fundamentals of Energy Auditing
The University of Wisconsin Madison
College of Engineering-Department of Engineering Professional Development
The Lowell Center Madison, WI
(800) 462-0876 http://epd.engr.wisc.edu/webG717

August 1-2

New Management Models
San Diego, CA
Fast Forward Facilities 05
Tradeline Inc.
(925) 254-1744 x 12 www.

tradeline.com

September 18-21

ARMA 2005
Navy Pier
Chicago, IL
Association of Records Managers and Administrators
www.arma.org

September 19-23

Testing, Adjusting and Balancing HVAC
The University of Wisconsin Madison
The Pyle Center
College of Engineering-Department of Engineering Professional development
(800) 462-0876 http://epd.engr.wisc.edu/webG508

October 23-25

"Commemorating 25 Years of FM Excellence"
World Workplace 2005 Conference & Expo
Pennsylvania Convention Center
Philadelphia, PA
www.ifma.org

October 24-25

Academic Science Buildings 2005
St. Petersburg, FL
Fast Forward Facilities 05
Tradeline Inc.
(925) 254-1744 x 12 www.tradeline.com

Mark your NI Calendar

<p>May 3 NI General Monthly Meeting Topic: Integrating Presentation Systems into New & Existing Facilities BP Amoco Warrenville, IL</p>	<p>Joint Southeastern Wisconsin IFMA Chapter/ IFMA/NI Chapter meeting Chicago Cubs vs. Milwaukee Brewers Miller Stadium Milwaukee, WI</p>	<p>tration ends World Workplace 2005 August 27 Registration (save \$100) begins World Workplace 2005</p>	<p>October 4 NI Monthly General Meeting Kellogg Elmhurst, IL</p>
<p>May 19 Northern Illinois & Chicago Chapters of IFMA Annual Golf Outing Itasca Country Club Itasca, IL</p>	<p>July 5 NI Monthly General Meeting Chapter Awards/Executive Board Swearing-In Ceremony Aspire Hillside, IL</p>	<p>September 6 NI Monthly General Meeting Village of Lisle Lisle, IL</p>	<p>October 7 Last day for 50% refund cancellations for World Workplace 2005</p>
<p>June 7 NI General Monthly Meeting Discover Card Riverwoods, IL</p>	<p>August 2 NI Monthly General Meeting Rustoleum Vernon Hills, IL</p>	<p>September 16 Last day for full refund cancellations for World Workplace 2005</p>	<p>October 23-25 World Workplace 2005 Conference and Expo Pennsylvania Convention Center Philadelphia, PA</p>
<p>MONDAY, June 20 Special Summer Fun Meeting!</p>	<p>August 26 Early Bird (save \$200) Regis-</p>	<p>October 4 NI Monthly General Meeting Kellogg Elmhurst, IL</p>	<p>October 24 IFMAN/NI World Workplace 2005 Networking Event Location tba Philadelphia, PA</p>