



Louisiana Institute for Administrative Assistants

P.O. Box 1029
Gonzales, LA 70707

Phone: (225) 644-0619
Fax: (225) 644-0122
www.liaanow.org

MEMORANDUM

TO: LIAA Members and Potential Members

FROM: Billie Tripp, LIAA Coordinator

DATE: December 3, 2024

RE: 2025 LIAA Membership Renewal

We hope you had a great Thanksgiving and wish you a Merry Christmas!

It is time to renew your membership (or join if you have not been a member) in the LA Institute for Administrative Assistants (LIAA) organization. LIAA has been offering conferences twice a year since 1995 to administrative assistants, executive assistants, office managers, secretaries, and clerical staff.

The membership is on a calendar-year basis and the dues are \$30 per member per year. A membership form is attached where you can list the members from your organization who would like to renew or join. Membership is required to hold an officer/board position and to be certified and maintain certification. A benefit of membership is a \$30 discount in registration fees at each conference. You recover your fees with the first conference. Non-members would pay a slightly higher rate.

Spring Conference dates are May 7-9, 2025, at the Baton Rouge Crowne Plaza. We have a board meeting January 10 to plan the agenda. Our website is www.liaanow.org and will be updated as these plans are finalized.

We hope you can become a member of LIAA and also look forward to your participation at the Spring Conference. Please mail your membership form by January 31, 2025. You are encouraged to call or email if you have any questions.