Louisiana Institute for Administrative Assistants

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MEMORANDUM

TO: LIAA Members and Potential Members

FROM: Billie Tripp, LIAA Coordinator

DATE: November 16, 2026

RE: 2027 LIAA Membership Renewal

We wish you a wonderful Thanksgiving and 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 5-7, 2027, at the Paragon Hotel in Marksville. We have a board meeting December 16 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, 2027. You are encouraged to call or email if you have any questions.