



## Announcing the 1st Annual *International Virtual Assistants Day*



*Friday, May 19, 2006*

After ten years of being labeled as members of an “emerging” industry, Virtual Assistants confidently shed this designation and take their rightful place in the global business community as established economic contributors to the global economy, supporting other small businesses and entrepreneurs worldwide. In recognition and celebration of this transition, more than 5,000 globally-based Virtual Assistants will celebrate *International Virtual Assistants Day (IVAD)* and creed: **D**edication, **E**xperience and **D**etermination to **S**ucceed (**DEEDS**), which exemplifies a VA’s integrity and commitment to provide professional and superior services. Designated as the third Friday of May, annually (initially May 19, 2006), IVAD is registered and will be listed in the 2007 edition of Chase’s Calendar of Events.

### *The History*

In January 2006, Sharon Williams, Chairperson of the Alliance for Virtual Businesses and president of The 24 Hour Secretary, sought a way to acknowledge the industry’s 10 years of existence and at the same time showcase virtual assisting to the world. She envisioned an activity that eliminated geographic boundaries and could be cost effective to attend. Armed with the idea of an annual VA day celebration and convention, she registered IVAD and approached various industry leaders and friends to implement her ideas. After much planning, the first **Online International Virtual Assistants Convention is scheduled for Thursday, May 18 through Saturday, May 20, 2006**. To be held in an interactive, live, VoIP internet setting, the Convention will consist of workshops, seminars, networking, and business showcases that can be experienced solely with any internet connected computer. No travel/airport hassles, airfare costs, hotel bills, fatigue or exorbitant registration fees — or time away from home, family and business!

In honor of Mr. Thomas Leonard, the entrepreneur recognized as first using the phrase “Virtual Assistant” and founder of International Association of Coaches, Coachville, International Coaches Federation, and CoachU, and in acknowledgement of the contributions of a VA who has positively impacted the industry, we will award the Thomas Leonard International Virtual Assistant of Distinction award. In addition, in recognition of the late Janet Jordan, a VA industry leader, mentor, coach and advocate for emerging VAs, we will present the Janet Jordan Achievement Award to a VA with less than two years in business who has achieved an exceptional milestone and will be a force to reckon with in the industry. Nominations are open and accepted thru May 1, 2006.



## *Spread the Word*

We need your help! The Committee has planned an exciting array of activities for the IVAD celebration and Convention and you can contribute by submitting pre-drafted press releases to your local media. All you need to do is insert your company's information and send to the appropriate media source. You will obtain local exposure for your business and promote the convention too! Visit [www.oivac.com/vamediakit.htm](http://www.oivac.com/vamediakit.htm) for instructions. In addition, VAs may choose from the following activities to support the Convention and our efforts to celebrate and promote the industry, worldwide:

- Add the Convention banner and IVAD logo and Creed to your web site home page.
- Choose from a variety of VA industry member sponsor opportunities (beginning at \$25.00) to support the celebration.
- Submit articles to your local media (we've created templates — you fill in the blanks),
- Attend workshops and seminars, international networking events, and/or be an exhibitor in the 45-day business showcase.
- Contribute articles and tips on the benefits of working with a VA to the OIVAC blog.
- Join the OIVAC affiliate program and earn commissions.
- Participate in our Media Advisory Program — distribute media releases to local media outlets (OIVAC Media Committee will create).
- Invite sponsors and exhibitors to participate.
- Spread the word among your peers, clients and business sphere of influence.
- Signup to receive our OIVAC News, a daily up-to-the minute advisory of Convention announcements, news and updates.
- Register to participate in the Comprehensive VA Industry Study Part II.
- Complete a 5 question anonymous online best practices survey. Your replies may be included in the official Convention publication.
- Donate a service, ebook, etc. to the Silent Auction.
- Shop at the OIVAC Store and purchase a souvenir.

The OIVAC Convention is sponsored by Alliance for Virtual Businesses, The 24 Hour Secretary, VANetworking Forum (VANF), AssistU, VA Training, International Association of Virtual Assistants (IVAA), A Clayton's Secretary, Canadian Virtual Assistants Connection (CVAC), Legal Typist and a dedicated group of Steering Committee and industry volunteers.

Visit [www.OIVAC.com](http://www.OIVAC.com) for more details, and feel free to browse the online Convention Pavilion by clicking the Enter Convention link. If you have questions or suggestions, please forward them to [info@oivac.com](mailto:info@oivac.com).

Sincerely,

Sharon Williams, Chair & Founder

