Your professional future starts here.

The Premier Training Event for Administrative Professionals & Executive Assistants

Celebrating 25 Years of Training Excellence

SAVE UP TO $300
Limited-Time Early Bird Offer
Register Today!

September 17 - 20, 2017 | The Venetian Las Vegas | Las Vegas, NV

APCevent.com/reg17
New for 2017!

75+ EMPOWERING SESSIONS, keynotes, Workshops and more!

ENGAGE! Active learning sessions

EXCLUSIVE INTERVIEW with a top secret guest

PEER TRAINING led by expert assistants

GLOBAL PERSPECTIVES from international speakers

INTERACTIVE TRAINING in Pre- and Post-Conference Workshops

EA SUMMIT: More exclusive, targeted learning than ever before

PRE-EVENT PACE Certification prep course and exam

MORE ADVANCED tech sessions and accelerated content, both for EAs and seasoned admins

EXCITING (and affordable) venue – The Venetian Las Vegas!

SAVE UP TO $300 on your Conference Registration.

EARLY BIRD DISCOUNT ENDS APRIL 30, 2017

Register today! Go to: APCevent.com/reg17

REGISTER FOR THE VALUE PASS FOR THE BEST SAVINGS!

Get the entire APC conference PLUS, up to 3 workshops, and Thrive, by Arianna Huffington.

Get Value Pass Conference and Workshops at best savings.
Engage!
Active Learning Sessions

Interactive learning! Choose one of these energetic, participatory and revealing sessions:

**Confessions of a Hollywood Assistant:** Bring your curiosity and questions to this interview with Steve Martin’s (yes, that Steve Martin) Personal Assistant.

**Gladiator Olympics:** Have fun competing with your peers! You’ll better understand different work styles – all while sharpening your problem-solving and team skills.

**Push the Envelope! Get Cozy Outside Your Comfort Zone:** Practice working in uncharted territory to get comfortable with change!

**Dealing with Miscommunication and Disrespect Gracefully:** Do you handle yourself under duress as well as you’d like? Guided conversations, role-playing, and active learning show how to succeed in difficult situations.

“The amount of training provided at this Conference far exceeds any other conference I’ve attended. The keynote speakers are second to none. Great Conference!”

— DEBBIE ADAMS
Executive Assistant, Blue Cross and Blue Shield of LA
Keynotes to Inspire

APC PREMIER KEYNOTE
Allison Massari
Inspirational TED Speaker, Entrepreneur, Executive Coach, and Artist, named one of the “Best Keynote Speakers” by Meetings & Conventions Magazine

“The Fire Within: Burn Bright and Blaze Your Trail”
Through the power of storytelling, Allison shares her personal journey from absolute loss, to forgiveness and understanding, and finally to success and a life beyond anything she could have imagined. She will take you on a moving voyage, weaving humor, empathy, and potent life lessons to teach you to find peace, purpose, and happiness, and give you the tools you need to rise above any obstacle.

Carla Harris
Author and Vice Chairman/Wealth Management, Managing Director and Senior Client Advisor at Morgan Stanley

“Expect to Win: Show Up With Your Best Self Every Day”

Tyler Hayden
Author and Team Building Expert

“Living Life Large: Simple Actions to Create Success”

Vinh Giang
Entrepreneur and Magician

“The Power of Perspective: Success Through Collaboration”

The Keynote Speakers were awesome… I have implemented many of the tools I learned at APC and have already seen an improvement in my productivity.”

– KEVIN BUTLER
Program Analyst/Assistant National Science Foundation
Pre-/Post Workshops

Take a deeper dive into your training when you choose from the Workshop topics most consistently requested by YOU! This year’s Workshops are designed to provide more interaction and participation from attendees.

• The Highly Effective Administrative Leader
• Project Management Simplified: Master the Methods and Control the Chaos!
• Dynamic Excel: Advanced Tools to Make it Work Harder for You (Hands-on, limited seating)
• Speak With Power: Using Your Words for Positive Results
• Proof It: Strategies to Become the Proofreading and Editing Expert
• Automate Your “Office” with No Code Involved (Hands-on, limited seating)
• On the Hunt on the Las Vegas Strip: Lessons in Team Development and Leadership (Off-site)

See the full APC Conference Program with session and Workshop descriptions at: APCevent.com/reg17

Arm yourself with new tools, ideas, skills, strategies and connections that will provide immediate ROI and prepare you to meet your future. Tailor your learning by choosing from 56 concurrent sessions organized into these 5 tracks:

1. Adapt to Change and Shifting Priorities
2. Leverage Connections, Communication and Collaboration
3. Develop Skills to Meet New Challenges
5. Thrive Personally and Professionally 24/7

And lots more!

See the full program with session titles and descriptions at: APCevent.com/reg17
EA Summit: New content/sessions and workshops

This exceptional program delivers more vigorous and targeted EA-focused training than ever before:

- 4 days of interactive sessions and Workshops presented by accomplished EAs and subject matter experts who focus on practical skills, strategies, and information you can take back to work and use right away
- Exclusive networking opportunities with other high-level EAs
- The flexibility to attend any of the APC’s rich programs including keynotes, activities, exhibits and more!

Exclusive EA Summit workshops include:

- **Become the Outlook Authority:** Advanced Email, Calendar, and Task List (Hands-on, limited seating)
- **Powerful Presentation Skills for Executive Assistants:** Confident and Effective Public Speaking
- **Strategic Success Tools for Today’s Top Assistants:** Taking Control of Your Career
- **How to Think On Your Feet:** Getting to Better Solutions and Decisions Faster

See more EA Summit sessions and apply now at: APCEvent.com/ea-summit

"I was pumped, eager, motivated. I felt important, validated and most of all, I felt like somebody. It was truly inspiring. I feel like I can conquer all. Best conference EVER!"

– SIMONE MOORE
Executive Assistant to the Executive Director/CEO Virgin Islands Water and Power Authority
Register Now and Save!

The Premier Training Event for Administrative Professionals & Executive Assistants

$100 EARLY BIRD DISCOUNT
ENDS APRIL 30, 2017
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An extraordinary venue

SPECTACULAR HOTEL, AMAZING SAVINGS!

With incredible facilities and meeting spaces, the Venetian Las Vegas is a world-class event destination.

After full days of learning at the APC, relax with your new friends exploring dining, shopping, and show options.

Get complete travel and hotel information at: APCevent.com/reg17
Assistants have the power to influence purchasing decisions every day. The *Exhibits at APC* provide a unique opportunity to explore new solutions, products, and services offered by leading companies such as:

**4imprint**

**All Suites Brands by Hilton**

**The Charter Store**

**ezCater**

**GroundLink**

**LimoLink**

**Madison Area Technical College**

**Master Manufacturing**

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