



SATURDAY, SEPTEMBER 21

8:00 AM – 5:00 PM PACE Exam Prep Course
**Separate registration and fee applies.*

2:00 PM – 6:00 PM Conference Registration/Customer Service Desk Open

SUNDAY, SEPTEMBER 22

7:00 AM – 5:00 PM Conference Registration/Customer Service Desk Open
8:30 AM – 3:30 PM Full-Day Workshops
4:00 PM – 5:00 PM [Best Practice Discussion Groups](#)
4:00 PM – 5:15 PM [Networking by Industry](#)
4:00 PM – 5:15 PM Conference Orientation
5:30 PM – 7:00 PM Welcome Reception / Exhibit Hall Opening

MONDAY, SEPTEMBER 23

7:00 AM – 4:30 PM Conference Registration/Customer Service Desk Open
7:45 AM – 8:45 AM Continental Breakfast
9:00 AM – 10:30 AM Keynote: Sekou Andrews & Opening Act
10:30 AM – 11:15 AM Coffee Break w/ Exhibits / Meet and Greet
11:15 AM – 12:30 PM AM Concurrent Sessions

[Meet and Greet Microsoft Office 365](#)

[Corinne Hoisington](#), Professor of IT, Central Virginia Community College

Track 1: Technology Tools & Updates

[Gmail and Beyond: Must-have Tools to Work Smarter, Faster and More Efficiently](#)

[Anne Truger](#), Innovation Technology Consultant and Google-Certified Educator, Innovator & Trainer

Track 1: Technology Tools & Updates

[Build and Motivate a Team to Greatness: Overcoming Dysfunctional Behaviors](#)

[Christy Crump](#), Director of Operations, RCS Training

Track 2: Effective Leadership & Influencing

[Developing Your Executive Presence: How To Project Poise, Confidence, and Composure](#)

[Mandi Stanley](#), Founder, Mandi Stanley Seminars LLC

Track 3: Business Acumen

[Strategic Alignment for Top-Notch Management Support](#)

[Lisa Olsen](#), CEO, Admin to Admin, Executive Coordinator, Dignity Health

Track 2: Effective Leadership & Influencing

[Mastering Social Media for Your Best Online Presence](#)

[Lucy Brazier](#), CEO, Publisher, Marcham Publishing, Executive Secretary Magazine

Track 5: Professional & Personal Growth

[Time Management for Admins: Working with the Unique Challenges Facing Support Professionals](#)

[Chrissy Scivicque](#), Career Coach and Corporate Trainer, EatYourCareer.com

Track 4: Core Competencies & New Skills

[Unleash the Power of Influence](#)

[Rhonda Scharf](#), Certified Speaking Professional, Trainer & Author, On The Right Track- Training and Consulting™ INC.

Track 2: Effective Leadership & Influencing

[Understanding SharePoint and OneDrive \(hands-on\)](#)

[Neil Malek](#), Founder and Lead Instructor, Knack Training, LLC

Track 1: Technology Tools & Updates

12:30 PM – 1:45 PM Lunch/ Exhibits Open
1:45 PM – 3:00 PM PM Concurrent Sessions

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Track 1: Technology Tools & Updates

3:00 PM – 4:00 PM Coffee Break w/ Exhibits
4:15 PM – 5:00 PM Solution Provider Sessions
4:15 PM – 5:15 PM Feature Sessions

[The Administrative Profession: Today and Beyond](#)

Moderator: [Megan Hall](#), Executive Director, ASAP
Panelists: [Eth Lloyd](#), Chairman, WASummit Advisory Council
[Lucy Brazier](#), CEO, Executive Secretary Magazine
[Veronica Cochran](#), CEO, IAAP

[Your Business Will Never Be The Same: Hot Technologies in 2019](#)

[Jim Spellos](#), President, Meeting U.

TUESDAY, SEPTEMBER 24

7:00 AM – 5:00 PM Conference Registration/Customer Service Desk Open
7:45 AM – 8:45 AM Continental Breakfast
9:00 AM – 10:15 AM [Keynote: Erica Dhawan](#) & 6th Annual *Eureka!* Award
10:15 AM – 11:00 AM Coffee Break/ Book Signing
11:00 AM – 12:15 PM AM Concurrent Sessions

[The Big Office Year: Updates of Office 365/2019 and Advanced Features](#)

[Corinne Hoisington](#), Professor of IT, Central Virginia Community College
Track 1: Technology Tools & Updates

[Exploring Excel Power Query And Flash Fill](#)

[Anne Marie DelPrincipe](#), Adjunct Professor, Raritan Valley Community College (RVCC), and Owner, Mastering Software Unlimited
Track 1: Technology Tools & Updates

[Dealing with Difficult Behavior at Work – without Losing It!](#)

[Lorinda Lewis](#), President, Lorinda Lewis, LLC
Track 5: Professional & Personal Growth

[Developing Your Inner Circle](#)

[Peggy Vasquez](#), Chief Executive Assistant, International Speaker and Author; Not Just an Admin

Track 3: Business Acumen

[Powerful PowerPoint: Creating Slides with Pizazz](#)

[Lee Silber](#), Best Selling Author, Creative-Lee Speaking

Track 4: Core Competencies & New Skills

[Divergent Thinking: Problem-solving Revisited](#)

[Kisha Allen](#), Corporate Trainer/ Public Speaker, eBeyond Motivation, LLC Training & Development

Track 2: Effective Leadership & Influencing

[Multi-Tasking: Strategies for Taking Control of Your Time](#)

[Sandy Geroux](#), CEO, Trainer, WOWplace International

Track 4: Core Competencies & New Skills

[It's App-tastic: 60 Apps in 75 Minutes](#)

[Jim Spellos](#), President, Meeting U.

Track 1: Technology Tools & Updates

[Building Personalized, Powerful PDFs for Your Team with Acrobat Pro \(hands-on\)](#)

[Neil Malek](#), Founder and Lead Instructor, Knack Training, LLC

Track 1: Technology Tools & Updates

[Onboarding New Colleagues: How to Maximize Value While Saving Your Sanity](#)

[Shelagh Donnelly](#), Speaker and Administrative Consultant, Founder, Exceptional EA

Track 4: Core Competencies & New Skills

12:15 PM – 1:30 PM

Lunch

1:45 PM – 3:00 PM

PM Concurrent Sessions

[The Big Office Year: Updates of Office 365/2019 and Advanced Features](#)

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[Shelagh Donnelly](#), Speaker and Administrative Consultant, Founder, Exceptional EA

Track 4: Core Competencies & New Skills

- 3:00 PM – 3:30 PM Coffee Break
- 3:30 PM – 4:30 PM [Best Practice Discussion Groups](#)
- 3:30 PM – 4:30 PM [Networking by Region](#)
- 3:30 PM – 4:30 PM Feature Session
- 6:00 PM – 9:00 PM Tuesday Night Party (TBD)

WEDNESDAY, SEPTEMBER 25

- 8:00 AM – 12:00 PM Registration/Customer Service Open
- 7:45 AM – 8:45 AM Continental Breakfast
- 9:00 AM – 10:15 AM Concurrent Sessions

[Leadership Bingo™](#)

[Sandy Geroux](#), CEO, Trainer, WOWplace International

Track 2: Effective Leadership & Influencing

[The Gift of Gab: Becoming a Comfortable and Compelling Communicator](#)

[Lee Silber](#), Best Selling Author, Creative-Lee Speaking

Track 3: Business Acumen

[Finding Your Healthy Work/Life Balance](#)

[Lorinda Lewis](#), President, Lorinda Lewis, LLC

Track 5: Professional & Personal Growth

[Advanced Minute Taking – Motions and Voting](#)

[Rhonda Scharf](#), Certified Speaking Professional, Trainer & Author, On The Right Track- Training and Consulting™ INC.

Track 4: Core Competencies & New Skills

[Root Cause Analysis: Figuring Out What Happened & How to Make Your Best Next Move](#)

[Madeline Cate](#), Administrative Coordinator, Martin’s Point Healthcare Management System

Track 3: Business Acumen

[LinkedIn Masterclass: A Career Game Changer](#)

[Melissa Peoples](#), EA Coach and Trainer, Founder, Admin Gurus

Track 5: Professional & Personal Growth

[Getting to Better Collaboration](#)

[Brian Childers](#), Training Manager, United States Air Force

Track 5: Professional & Personal Growth

[Coordinating Hotel RFPs and Contracts Smoothly](#)

[Kelly Phinney](#), Senior National Account Manager, Experient

Track 3: Business Acumen

[So You Want to Become a Virtual Assistant?](#)

[Tawnya Sutherland](#)

Track 5: Professional & Personal Growth

10:15 AM – 10:45 AM

10:45 AM – 12:00 PM Coffee Break

12:00 PM – 12:45 PM [Keynote: Ben Nemtin](#)

Book Signing