



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 Open
- 8:30 AM – 9:15 AM EA Summit Continental Breakfast
- 9:15 AM – 9:30 AM EA Summit Briefing & Orientation
- 9:30 AM – 10:30 AM EA Summit Presentation
- 10:30 AM – 11:00 AM Coffee Break
- 11:00 AM – 12:15 PM EA Summit Quick Start Networking
- 12:15 PM – 1:15 PM EA Summit Lunch
- 1:30 PM – 4:30 PM EA Summit Workshops

[Outlook 365 Power User: The Power Tools of Productivity \(hands-on, advanced\)](#)
[Corinne Hoisington](#), Professor of IT, Central Virginia Community College

[The Empowered Assistant](#)
[Lisa Olsen](#), MS, CEO, Admin to Admin, Executive Coordinator, Dignity Health

- 4:30 PM – 5:30 PM Exclusive Early Access to Welcome Reception
- 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 EA Summit Concurrent Sessions

[Lead from Where You Are: The Assistant's Guide to Emerging as a Leader](#)
[Kisha Allen](#), Corporate Trainer, eBeyond Motivation, LLC Training & Development

[Create Extraordinary Power Pivot Tables With Power View, Power Maps \(3D Map\), Slicers And Timeline](#)
[Anne Marie DelPrincipe](#), Adjunct Professor, Raritan Valley Community College (RVCC), and Owner, Mastering Software Unlimited

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

[The Ultimate Tech Hackathon: 30 Tools & Shortcuts To Use Technology More Effectively](#)
[Jim Spellos](#), President, Meeting U.

[Great Expectations: Board Management and Relations](#)
[Shelagh Donnelly](#), Speaker and Administrative Consultant, Founder, Exceptional EA

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 EA Summit Concurrent Sessions

[Budgeting Made Easy](#)
[Judy Bicking](#), Senior Trainer, Institute of Finance & Management

[I've Been Assigned a Project – Now What?](#)
[Rhonda Scharf](#), Rhonda Scharf, Certified Speaking Professional, Trainer & Author, On The Right Track- Training and Consulting™ INC.

12:15 PM – 1:30 PM Lunch
1:45 PM – 3:00 PM EA Summit Concurrent Sessions

[Revolutionize Meeting Management with Outlook + OneNote + Teams](#)
[Melissa Peoples](#), Founder, EA Coach, AdminGurus

[Become a Change Champion: How to Support Positive & Productive Change](#)
[Chrissy Scivicque](#), Career Coach and Corporate Trainer, EatYourCareer.com

- 3:00 PM – 3:30 PM Beverage 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 Conference Registration/ Customer Service Open
- 7:45 AM – 8:30 AM Continental Breakfast
- 8:30 AM – 9:15 AM EA Summit Debriefing with Peers
- 9:30 AM – 10:30 AM [EA Summit Showcase Presentation](#)
- 10:15 AM – 10:45 AM Coffee Break
- 10:45 AM – 12:00 PM [Keynote: Ben Nemtin](#)
- 12:00 PM – 12:45 PM Lunch/ Book Signing
- 1:00 PM – 4:00 PM EA Summit Workshops & Post-con activities

[Maximizing Your Influence at Work](#)

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

[On the Hunt in The Big Easy: Lessons in Leadership and Influence](#)

Conducted by Strayboots

[Unleash the Full Power of Microsoft Excel \(hands-on, advanced\)](#)

[Anne Marie DelPrincipe](#), Adjunct Professor, Raritan Valley Community College (RVCC), and Owner, Mastering Software Unlimited

[Creating & Using a Skills Portfolio to Reach Your Goals](#)

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

[Start Monday Right: Seize Opportunities & Make Things Happen](#)

[April Stallworth](#), Executive Team Assistant, Niles Township High School District

[Peggy Vasquez](#), Executive Assistant, Pacific Northwest National Laboratory