

SCHEDULE AT A GLANCE



Dive into our schedule at a glance to learn more about EA Ignite Spring's program layout and to help plan your time on site.

For the full schedule and speaker details, please visit eaignite.com/spring-schedule

Key

THE SPARK

Keynote sessions, also known as "The Spark," kick off Day 1 and 2 on an inspiring note for all attendees, igniting new ideas and generating meaningful conversations.

PRESENTATIONS

Short lectures, theater-style, that provide quick, actionable tips and tricks

MASTERCLASSES

In-depth and interactive seminars, classroom-style, that focus on practical applications and skill-building in key focus areas

FEATURED SESSIONS

For everyone to come back together for invigorating, lecture-style presentations on important topics

ROUNDTABLES

Q&A sessions, casual, roundtable-style

BRAINDATES

A new take on structured networking and knowledge-sharing, featuring brief one-on-one and small-group conversations in a cozy setting

PANELS

Moderated discussions on hot topics

ATTENDEE SERVICES



Badge pick up and customer service

Monday: 3:00 PM-6:00 PM

Tuesday: 7:30 AM-5:00 PM

Wednesday: 7:30 AM-5:30 PM

	THE SPARK	PRESENTATIONS	MASTERCLASSES	FEATURED SESSIONS	ROUNDTABLES	MEALS AND BREAKS	BRAIN DATES
7:00 AM - 8:00 AM						7:30 AM - 8:30 AM Breakfast	7:30 AM - 5:15 PM Braindates
8:00 AM - 9:00 AM	8:30 AM - 10:00 AM Adjacent Power: Understanding Your Power and Harnessing it for the Best Use						
9:00 AM - 10:00 AM							
10:00 AM - 11:00 AM		10:15 AM - 11:00 AM Turn Your Executive Team into Fast and Fearless Leaders	10:30 AM - 11:45 AM Beyond the Basics: Revolutionary Outlook Strategies for EAs			10:00 AM - 10:30 AM Coffee Break	
11:00 AM - 12:00 PM		11:15 AM - 12:00 PM Taking the Leap to Chief of Staff: Is This Path Right for You?	Find Your Google Groove: Foundations of EA Excellence				
12:00 PM - 1:00 PM						11:30 AM - 1:00 PM Lunch	
1:00 PM - 2:00 PM		1:00 PM - 1:45 PM The Future of Work: Microsoft Copilot	12:45 PM - 2:00 PM Mastering a Strategic "Rhythm of Business" for Optimal Company ROI Elevating EA Leadership : A Roadmap to Strategic Stakeholder Management				
2:00 PM - 3:00 PM		2:15 PM - 3:00 PM Strategies, Tips, and Tricks for Inbox and Calendar Management				2:00 PM - 2:30 PM Coffee Break	
3:00 PM - 4:00 PM				3:15 PM - 4:00 PM Navigating Change in an AI Enhanced World			
4:00 PM - 5:00 PM					4:15 PM - 5:15 PM AI Roundtable 4:15 PM - 5:30 PM Executive Operations Roundtable		
5:00 PM - 6:00 PM							

	THE SPARK	PRESENTATIONS	MASTERCLASSES	PANELS	MEALS AND BREAKS	BRAINDATES
7:00 AM - 8:00 AM					7:30 AM - 8:30 AM Breakfast	
8:00 AM - 9:00 AM	8:30 AM - 10:00 AM Becoming Time Smart: Time Management Strategies for Personal and Professional Success					
9:00 AM - 10:00 AM						
10:00 AM - 11:00 AM		10:15 AM - 11:00 AM What 275 Executives Wish Their EAs Knew	10:30 AM - 11:45 AM Future Now: Mastering Microsoft's AI Capabilities Today		10:00 AM - 10:30 AM Coffee Break	
11:00 AM - 12:00 PM		11:15 AM - 12:00 PM It's Time to Talk About It — Better Communication, That Is	Gemini AI for Google, Integrations, and More: Next-Level for EAs			
12:00 PM - 1:00 PM					11:30 AM - 1:00 PM Lunch	
1:00 PM - 2:00 PM		1:00 PM - 1:45 PM You're The One You've Been Waiting For	12:45 PM - 2:00 PM How to Communicate Your Strategic Business Value with Clarity, Conviction, and Curated Collaboration Projecting Impact: The Role of Project Management in Sustainable Event and Vendor Relations			7:30 AM - 6:30 PM Braindates
2:00 PM - 3:00 PM		2:15 PM - 3:00 PM Peer-Powered Excellence: Elevating Executive Support Through Collaborative Growth			2:00 PM - 2:30 PM Coffee Break	
3:00 PM - 4:00 PM				3:15 PM - 4:00 PM State of the Profession		
4:00 PM - 5:00 PM						
5:00 PM - 6:00 PM	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <h2>HAPPY ADMIN DAY!</h2> </div> <div style="text-align: center;">  <p>4:30 PM - 6:30 PM Administrative Professionals Day Celebration</p> </div> <div style="text-align: right;">  </div> </div>					
6:00 PM - 7:00 PM						
7:00 PM - 8:00 PM						

	PRESENTATIONS	FEATURED SESSIONS	PANELS	MEALS AND BREAKS
7:00 AM - 8:00 AM				7:30 AM - 8:30 AM Breakfast
8:00 AM - 9:00 AM		8:30 AM - 10:00 AM Managing Change in a Rapidly Transforming Business Climate		
9:00 AM - 10:00 AM				
10:00 AM - 11:00 AM			10:30 AM - 11:15 AM The Keys to a Strong Executive Partnership	10:00 AM - 10:30 AM Coffee Break
11:00 AM - 12:00 PM	11:30 AM - 12:15 PM Peer-Powered Excellence: Maximizing Conference ROI			
12:00 PM - 1:00 PM	Conference Concludes			

READY. SET. PLAN!

Registered and ready for EA Ignite this spring? You're ready to start planning for Nashville!

- 1 Book Your Hotel**
Reserve your room at our partner hotel, Renaissance Nashville.
- 2 Download the Mobile App**
Start building your schedule and connecting with other attendees.
- 3 Set Up Your Braindates**
A refreshing take on modern-day networking, set up your one-on-one or group convos in a cozy setting before you arrive! Access Braindates using the mobile app.
- 4 Spread the Word**
Let your network know you're going to EA Ignite Spring! Be sure to tag us on social media for a chance to be featured.

Visit eaignite.com/plan-your-stay for the full list!



Who is ASAP?

The American Society of Administrative Professionals (ASAP), producer of EA Ignite, is the leading international provider of education, training, and resources for executive assistants and administrative professionals.



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