

Sunday, November 2

Badge Pickup & Welcome Reception 4:30PM - 6:30PM

Monday, November 3

*Opening at 7:30 AM: Badge Pickup and Attendee Services***7:30 AM - 9:00 AM** Breakfast**8:00 AM - 9:00AM** Braindates**9:00 AM - 10:15 AM** ✨ **Welcome Remarks**
Headliner **Imposter to Impact: Recognizing, Managing, and Overcoming****10:45 AM - 12:00 PM** Executive Operations: How to Lead with Strategic Planning and Alignment
AI for Project Management: Leveraging Technology to Streamline Your Workflow
Roundtables: Essential Skills for Thriving as a C-Suite EA**10:45 AM - 12:15PM** Braindates
Mastering Microsoft Copilot 365
AI Prompt Crafting Workshop**12:00 PM - 1:15 PM** Lunch**1:15 PM - 2:30 PM** Executive Operations: How to Lead with Strategic Planning and Alignment
AI for Project Management: Leveraging Technology to Streamline Your Workflow
Roundtables: Essential Skills for Thriving as a C-Suite EA**1:15 PM - 2:45 PM** Braindates
Mastering Microsoft Copilot 365
AI Prompt Crafting Workshop**3:00 PM - 3:45 PM** Braindates
Influence Unleashed: Mastering the Art of Impact and Leadership
AI in Executive Operations: Elevating Efficiency
Telling Your Data's Story: Designing Information for Maximum Impact
How to Show Up as a Leading EA Project Manager
Roundtables: How to Ace Your Next Performance Review**4:00 PM - 4:45 PM** ✨ **General Session**
EA Evolution: What's Next for the Profession**5:30 PM - 7:00 PM** Social Hour

**Tuesday, November 4**

7:30 AM - 9:00 AM	Breakfast
8:00AM - 9:00AM	Braindates
9:00 AM - 10:15 AM	✦ General Session - Building Your Future: A Career Development Roadmap for EA's
10:45 AM - 12:00 PM	Overcoming Resistance: How to Guide Leaders and Their Direct Reports Through Change Roundtables: The Power of Community for Advancement Leveraging Agile vs. Traditional PM Methodologies with Confidence
10:45 AM - 12:15PM	Braindates Executive Insights: Harnessing Excel for Strategic Analysis How to Build AI Assistants
12:00 PM - 1:15 PM	Lunch
1:15 PM - 2:30 PM	Overcoming Resistance: How to Guide Leaders and Their Direct Reports Through Change Roundtables: The Power of Community for Advancement Leveraging Agile vs. Traditional PM Methodologies with Confidence
1:15 PM - 2:45 PM	Braindates Executive Insights: Harnessing Excel for Strategic Analysis How to Build AI Assistants
3:00 PM - 3:45 PM	Braindates Influence Unleashed: Mastering the Art of Impact and Leadership AI in Executive Operations: Elevating Efficiency Telling Your Data's Story: Designing Information for Maximum Impact How to Show Up as a Leading EA Project Manager Roundtables: How to Ace Your Next Performance Review
4:00 PM - 4:45 PM	✦ General Session: Speak Up & Stand Out: Body Language Secrets for Leading EAs

Wednesday, November 5

7:30 AM - 9:00 AM	Breakfast
9:00 AM - 10:00 AM	✦ General Session: What It Really Takes to Get Hired (and Stay Relevant) in 2026
10:30 AM - 11:30 AM	✦ General Session: The Keys to a Strong Executive Partnership

*Event Concludes***DOWNLOAD THE ROI TOOLKIT**

Ready to make a business case? Use this tool to calculate ROI, and create a post-event implementation plan for EA Ignite.

**VIEW THE FULL SCHEDULE**

Scan the QR code for session descriptions, speaker information, and more.

