

## Tuesday, April 21

- 1:30 PM - 4:30 PM** **Premium Workshops** \*Separate registration required
- Strengths in Action: Leveraging Your CliftonStrengths® to Partner, Lead, and Perform at Your Full Potential
  - Carve AI Foundations for Executive Assistants
- 4:00 PM - 6:00 PM** Badge Pick-Up & Ignite Welcome

## Wednesday, April 22

Opening at 7:30 AM: Badge Pickup and Attendee Services

- 7:30 AM** NOVA Chief of Staff  
Microsoft Office Specialist: Associate Certification
- 7:30 AM - 9:00 AM** Breakfast
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- 8:00 AM - 9:00 AM** Braindates
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- 8:00 AM - 4:00 PM** Exhibits
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- 9:15 AM - 10:15 AM** **Welcome Remarks**  
**Headliner** ✨  
**The Power of Persuasive Communication**
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- 10:45 AM - 12:00 PM** Strategic Risk Management: Preventing Problems in Projects and Operations  
Your Seat at the Strategy Table: Partnering for C-Suite Success  
Ignite Lab: Building Your Strategic Assistant Portfolio
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- 10:45 AM - 12:15 PM** Braindates  
Calendar Audits That Drive Executive Operations: Copilot and Strategic Insights  
How To Use AI To Think and Influence at the Executive Level  
Ignite Lab: (Part 1) Build Your Admin PMO: A Personal Operating System with PM + AI
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- 12:00 PM - 1:15 PM** Lunch
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- 1:15 PM - 2:30 PM** Strategic Risk Management: Preventing Problems in Projects and Operations  
Your Seat at the Strategy Table: Partnering for C-Suite Success  
Ignite Lab: Building Your Strategic Assistant Portfolio
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- 1:15 PM - 2:45 PM** Braindates  
Calendar Audits That Drive Executive Operations: Copilot and Strategic Insights  
How To Use AI To Think and Influence at the Executive Level  
Ignite Lab: (Part 1) Build Your Admin PMO: A Personal Operating System with PM + AI
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- 3:00 PM - 3:45 PM** Braindates  
Change Management for Executive Operations: Navigating the Gray  
Beyond the Task: Seeing the Bigger Picture  
Roundtable: Authentic Influence: Being Seen Without Selling Out  
Listen More, Connect Deeper: How to Hear Beyond Words and Understand What Really Matter  
Quick AI Prompts in CoPilot to Level Up Your EA Work  
Roundtable: How to Thrive as a C-Suite EA
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- 4:00 PM - 5:00 PM** **General Session** ✨  
**State of the Profession**
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- 5:00 PM - 6:30 PM** Ignite Social

## Thursday, April 23

Opening at 7:30 AM: Badge Pickup and Attendee Services

7:30 AM	NOVA Chief of Staff Microsoft Office Specialist: Associate Certification
7:30 AM - 9:00 AM	Breakfast
8:00 AM - 9:00 AM	Braindates
8:00 AM - 3:00 PM	Exhibits
9:00 AM - 10:15 AM	<b>Welcome Remarks</b> <b>General Session</b> ✨ <b>How to Develop and Apply a Growth Mindset for Maximum Strategic Impact</b>
10:45 AM - 12:00 PM	Commanding Confidence: Cultivating Executive Energy as an Executive Assistant From Planning to Impact: Mastering the Principles of Event Management for Executive Operations Ignite Lab: Mastering the AI-Enhanced Deck: From Idea to Impact
10:45 AM - 12:15 PM	Braindates Power Automate Workflows for Executive Operations Data Visualization for Senior Leader Decision-Making
12:00 PM - 1:15 PM	Lunch
1:15 PM - 2:30 PM	Commanding Confidence: Cultivating Executive Energy as an Executive Assistant From Planning to Impact: Mastering the Principles of Event Management for Executive Operations Ignite Lab: Mastering the AI-Enhanced Deck: From Idea to Impact
1:15 PM - 2:45 PM	Braindates Power Automate Workflows for Executive Operations Data Visualization for Senior Leader Decision-Making
3:15 PM - 4:00 PM	Braindates Beyond the Task: Seeing the Bigger Picture Listen More, Connect Deeper: How to Hear Beyond Words and Understand What Really Matter Quick AI Prompts in CoPilot to Level Up Your EA Work Change Management for Executive Operations: Navigating the Gray Roundtable: How to Thrive as a C-Suite EA Roundtable: Authentic Influence: Being Seen Without Selling Out
4:00 PM - 5:00 PM	<b>General Session</b> ✨ <b>Keys to a Strong Executive Partnership Panel</b>

## Friday, April 24

7:30 AM	NOVA Chief of Staff Microsoft Office Specialist: Associate Certification
7:30 AM - 9:00 AM	Breakfast
9:00 AM - 9:10 AM	Opening Remarks
9:10 AM - 10:00 AM	<b>Main Stage Presentation</b> <b>Beyond AI: Leadership Behaviors That Keep Us Human</b>
10:15 AM - 11:30 AM	<b>Main Stage Panel</b> <b>Advancing the EA Role: How an EA-HR Partnership Drives Change</b>
11:30 AM - 11:35 AM	Closing Remarks