



## 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
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- 7:45 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**

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

## Friday, April 24

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| <b>7:30 AM</b>             | NOVA Chief of Staff<br>Microsoft Office Specialist: Associate Certification                     |
| <b>7:45 AM - 9:00 AM</b>   | Breakfast                                                                                       |
| <b>9:00 AM - 9:10 AM</b>   | Opening Remarks                                                                                 |
| <b>9:10 AM - 10:00 AM</b>  | <b>Main Stage Presentation</b><br><b>Beyond AI: Leadership Behaviors That Keep Us Human</b>     |
| <b>10:15 AM - 11:30 AM</b> | <b>Main Stage Panel</b><br><b>Advancing the EA Role: How an EA-HR Partnership Drives Change</b> |
| <b>11:30 AM - 11:35 AM</b> | Closing Remarks                                                                                 |