

## EVENT PREVIEW

Our program combines cutting-edge training, inspiring stories, and meaningful connections.



### SATURDAY, OCTOBER 21

2:00pm - 5:00pm Registration, Badge Pick Up, Customer Service

### SUNDAY, OCTOBER 22

7:00am - 5:00pm Registration, Badge Pick Up, Customer Service

#### ☆ PREMIUM PASS SUMMITS\* ☆

8:00am - 5:15pm ☆ PACE Prep Course  
9:00am - 4:00pm ☆ EA Summit  
9:00am - 4:00pm ☆ One Day MBA (Back by popular demand!)  
9:00am - 4:00pm ☆ Google Workspace  
4:00pm - 5:00pm ☆ Office Hours with Summit Trainers


\*Premium or Summit Pass purchase required

5:00pm - 6:30pm  **APC Conference**  
KICK-OFF & ORIENTATION

5:30pm - 6:30pm  **Scavenger Hunt**

### MONDAY, OCTOBER 23

7:00am - 5:00pm Registration, Badge Pick Up, Customer Service

7:00am - 8:30am  Breakfast

8:30am - 10:30am  **Welcome Keynote**  
Keynote: Celeste Headlee  
How to Have Conversations That Matter

9:30am - 10:30am State of the Profession Panel Discussion

10:30am - 11:00am Break / Keynote Meet and Greet

11:00am - 12:15pm Learning Sessions (8 to choose from)

12:15pm - 1:30pm  Lunch

1:30pm - 2:45pm Learning Sessions (8 to choose from)

2:45pm - 3:15pm Break


3:15pm - 4:30pm Thought Leader Sessions

Shoptalk Industry Discussions

4:30pm - 6:00pm **Welcome Reception**

### TUESDAY, OCTOBER 24

7:00am - 5:00pm Registration, Badge Pick Up, Customer Service

7:00am - 8:30am  Breakfast


8:45am - 9:00am Impact Awards

9:00am - 10:00am  **Keynote SESSION**  
Wema Hoover  
Reaffirming Diversity, Equity, and Inclusion; How Difference can Make a Difference

10:00am - 10:30am Take Your EA Career to New Heights  
by Robert Half

10:30am - 11:00am Break / Keynote Meet and Greet

11:00am - 12:15pm Learning Sessions (8 to choose from)

12:15pm - 1:30pm  Lunch

1:30pm - 2:45pm Learning Sessions (8 to choose from)

2:45pm - 3:15pm Break


3:15pm - 4:30pm Thought Leader Sessions

Think Tank Meetups

6:30pm - 9:30pm  **TUESDAY NIGHT PARTY\***  
\*Not included in Base Pass. Must purchase a Premium Pass or TNP a la carte ticket to attend


### WEDNESDAY, OCTOBER 25

7:00am - 1:30pm Customer Service & 2024 Registration

7:00am - 8:30am  Breakfast

8:45am - 10:00am Learning Sessions (8 to choose from)

10:00am - 10:30am Break

10:30am - 11:30am  **Closing SESSION**  
Keynote: Shola Richards  
Resilience™: Staying Strong During any Challenge

11:30am - 12:00pm **Keynote Meet and Greet**

**COMPLETE AGENDA COMING SOON!**  
**STAY CONNECTED**

**NEW!** **The State of the Profession Panel:** Experts in the field discuss the future of this profession, how technology will impact the executive assistant, and much more.

**NEW!** **Thought Leader Sessions:** Hear from subject matter experts on people and process management, technology, and career development.

**NEW!** **Shoptalk Discussions:** Examine critical challenges of the admin role and solutions related to specific industries.

**NEW!** **Think Tank Roundtables:** Share trends, expertise, resources, or best practices with peers related to administrative and executive support functions and responsibilities.

#### LEARNING SESSION TOPICS

1. Cultivating high-performance teams
2. Leadership principles
3. Burnout, resilience, and work/life balance
4. Influence and visibility
5. Productivity through automation
6. Communication, project management, and collaboration tools
7. Career advancement