



**iaap****SUMMIT**

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**[www.iaap-summit.org](http://www.iaap-summit.org)**



Administrative professionals are rock stars. You get up and deliver, all day, every day. But have you ever paused to ask yourself why you do it? Owning your why gives you confidence to step into spaces and roles where you belong—and it gives strength when sharing your values and needs.

Summit 2022 focuses on owning your why and enhancing your value. The profession is ever-evolving and you have to learn new skills and competencies to perform today and prepare for tomorrow. From Project Management, to AI for Admins, to Change Management, Summit 2022 provides the tools and resources for admins today and in the future. And, with sessions on how to create a career portfolio, how to use your voice effectively, and how to dig in when the going gets tough, you'll leave with no doubts about both your why and your value.

*IAAP has its own why: Providing resources, training, advocacy, and community for every administrative professional. We are honored to recognize 80 years of owning our why in 2022 and we hope you can join us in Nashville to help us celebrate! We'll spend some time not only looking at history but, more importantly, looking to the future and our next 80 years.*

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Wednesday, July 13		Thursday, July 14		Friday, July 15		Saturday, July 16			
Before Hours		6:00 - 7:00 a.m. Morning Yoga		6:00 - 7:00 a.m. Morning Yoga					
8:00 a.m.									
8:30 a.m.									
9:00 a.m.		8:30 - 10:00 a.m. Opening Session   Keynote: Owning Your Why		8:30 - 9:30 a.m. Group Session   Tell the Visual Story of “You” Madelyn Mackie		8:30 - 9:30 a.m. Enhancing Your Value   Technical Skills			
Project Management						Records Management	Digital Marketing	Intentional Time Blocking	
9:30 a.m.									
10:00 a.m.									
10:30 a.m.									
11:00 a.m.		10:30 - 11:30 a.m. Group Session   Determining Your Strengths and Examining Your Opportunities		10:00 - 11:30 a.m. Enhancing Your Value   Technology		10:00 - 11:30 a.m. Using Your Voice Effectively			
11:30 a.m.									
Noon									
12:30 p.m.									
1:00 p.m.	On-Site Check-In/Virtual Check-In	1:00 - 2:15 p.m. Enhancing Your Value   Developing Your Strengths		1:15 - 2:30 p.m. Enhancing Your Value   People Skills - Part I		1:00 - 2:00 p.m. Group Session   Bounce Back From Setbacks Julia Kristina			
1:30 p.m.									
2:00 p.m.									
2:30 p.m.									
3:00 p.m.		2:45 - 4:00 p.m. Enhancing Your Value   Improving Your Opportunities		3:00 - 4:15 p.m. Enhancing Your Value   People Skills - Part II		2:30 - 4:00 p.m. Closing Session   Keynote: Becoming an Employeepreneur			
3:30 p.m.									
4:00 p.m.									
4:30 p.m.									
5:00 p.m.									
5:30 p.m.	5:30 - 6:30 p.m. Summit Welcome Party			6:00 - 10:00 p.m. Cocktail Reception   Awards Gala   Anniversary Party		iaapSUMMIT			
After Hours									

## Group Sessions

### **Determining Your Strengths and Examining Your Opportunities**

*Trainer: Lawrence Henderson*

### **Tell the Visual Story of "You"**

*Trainer: Madelyn Mackie*

### **Bounce Back From Setbacks**

*Trainer: Julia Kristina*

## Determining Your Strengths

### **Being Adaptable is Not Just a Strength, It's Your Superpower**

*Trainer: Julia Kristina*

### **Taking Initiative**

*Trainer: Shari Pace*

### **Critical Thinking as a Strength**

*Trainer: Sabrina Smith*

### **Patience as a Strength**

*Trainer: Danielle Adams*

## Examining Your Opportunities

### **How to Thrive in (Almost) Any Situation**

*Trainer: Julia Kristina*

### **Taking Initiative**

*Trainer: Shari Pace*

### **Critical Thinking as an Opportunity**

*Trainer: Sabrina Smith*

### **Patience as an Opportunity**

*Trainer: Danielle Adams*

## Technology

### **Adobe Creative Cloud**

*Trainer: Vonetta Watson*

### **AI for the AP | Tools to Help or Hinder Your Career**

*Trainer: Jim Spellos*

### **Project Management Software**

*Trainer: Mary Beth Imbarrato*

### **Making the Most of Your Microsoft 365**

*Trainer: Dawn Monroe, MOSM, MCE, MCCT, CVE, CVP*

## People Skills

### **Emotional Intelligence**

*Trainer: Sabrina Smith*

### **Change Management | The Key to Thriving When Things Are Changing**

*Trainer: Julia Kristina*

### **Diversity & Inclusion: The Heart of the Matter**

*Trainer: Nadine King*

### **Feedback in a Virtual World**

*Trainer: Danielle Adams*

## Technical Skills

### **Intentional Time Blocking**

*Trainer: Marian Knopp, CAP*

### **Records Management**

*Trainers: Tera Ladner and Julie Colgan*

### **Digital Marketing | Marketing Unleashed**

*Trainer: Vonetta Watson*

### **Project Management Software**

*Trainer: Mary Beth Imbarrato*

## Using Your Voice Effectively

### **You Said This, They Heard That | Communication Styles**

*Trainer: Danielle Adams*

### **Embodying Your Leadership Style**

*Trainer: Francisco Gonima*

### **Let the You Shine Through – Especially in Your Writing**

*Trainer: Meg Anderson*

### **Crucial Conversations Virtually**

*Trainer: Sabrina Smith*





## KEYNOTES

### Owning Your Why

This highly engaging, memorable, and *actionable* keynote will introduce you to the transformative African concept of Ubuntu (pronounced, oo-BOON-too), which is translated to mean, “I am, because we are.” Additionally, Shola will share how Ubuntu, along with three powerful questions, will have the power to connect you to your “why” in all areas of your work. Best of all, anyone can “own their why” regardless of job role, years of experience, level of education or professional title. Lastly, Shola will present a strategy to help you deal more effectively with the challenges you will face in your journey to add value to your workplace, while also providing an additional tool to ensure you stay committed to owning your why long after the keynote ends.

#### About the keynote speaker: Shola Richards

Shola Richards is the CEO and Founder of Go Together Global™, the best-selling author of *Making Work Work*, and *Go Together*, and he is a positivity writer with a passionate worldwide following. His articles and wildly-popular “Go Together Movement” email series have been read by readers in over 160 countries, and his work has been featured on the Today Show, CBS This Morning, Forbes, Black Enterprise, Complete Well-being India, Business Insider Australia, and in numerous other outlets all over the world who recognize him as an authority on workplace happiness and engagement. As a speaker, Shola has shared his transformative message with leading healthcare organizations, top universities, Silicon Valley, the motion picture industry, on the TEDx stage, and in his greatest honor to date, as a keynote speaker for the Department of Homeland Security three days before the 15<sup>th</sup> Anniversary of 9/11, under the Obama Administration.

### Becoming an Employeepreneur: Managing Your Career Like a Business

Imagine your career taking off like a rocket, being on the career escalator instead of climbing the ladder. It sounds like a dream, but it's not a dream. Others have been seen gliding up the ranks in the organization, but the reason most people don't advance so easily is they don't know how to access the missing link. The missing link is being an employeepreneur. It can be hard to say but it simply combines employee with entrepreneur, a concept created by Dethra Giles focused on taking entrepreneur principles and applying them to your career.

Learn the elements of entrepreneurship that apply to career management  
Recognize a particular position is not a steppingstone; it's the career foundation  
Establish norms and learn strategies for consistent and intentional application of employeepreneur concepts

#### About the keynote speaker: Dethra Giles

Four-time TEDx speaker, international keynote speaker, executive coach, and award-winning author that has a track record of taking teams from functioning poorly and making them top producers. Clients call her “University tested, and industry approved.” Her unique blend of advanced education and industry experience positions her to provide maximum impact to executives and high potential teams. According to her, every organization has what it needs for optimum performance; her job is to make what is already there work in a way it had not worked before. By optimizing employee performance, organization structure and leadership Dethra makes magic happen within organizations. She holds a BA in English and Spanish from Mercer University, an MBA, and a Masters of Science in Conflict Management. She has served as adjunct faculty at the Federal Executive Institute, Georgia State University, Mercer University, and as a faculty member for Goldman Sachs’ 10,000 Small Businesses and the Tory Burch Foundation. According to Dethra, her job is to deliver real results to her clients by developing actionable strategies, optimizing performance, and eliminating distractions.



## COMMUNITY & CONNECTION EVENTS

### **Summit Welcome Party**

You won't want to miss this fantastic kick-off for an unforgettable event! Enjoy an appetizer and drink as you meet up with your peers, both in-person and virtual.

### **Morning Yoga**

Start your morning off right with beginner yoga with your conference peers. Follow the instructor in movement, poses, and deep breathing to center yourself and prepare for an amazing day. No experience required!

### **Community Conversation with IAAP Leaders**

Join IAAP leadership for a conversation with the administrative community about IAAP's advocacy efforts, programs and services, and more. Bring your questions and learn about ways you can get involved to elevate this essential profession.

### **Allies & Admins Expo**

This is a fantastic opportunity to connect with some of the vendors from the Allies & Admins Directory to talk about solutions to your business challenges one-on-one.

### **Summit Wellness Lunch & Learn**

Join your fellow attendees for a delicious meal (included for all in-person attendees) and presentations from several subject matter experts helping us to focus on self-care and renewal.

### **Cocktail Reception/Awards Gala/Anniversary Party**

A Summit favorite, the Awards Gala is the chance to dress up a bit, recognize the accomplishments of your peers and organizations committed to the elevation of the profession, and dance the night away! This year's event will be even more special as we celebrate 80 years advocating for this incredible profession and the professionals who support it each and every day.

### **Live Concert & Send Off**

We can't spend several days in Music City and not enjoy some live music! The perfect wrap to an incredible experience, join your peers for a live concert and a farewell until next year party.

## WAYS TO ATTEND

### In-Person Registration

**Early Bird Rate:**

April 15, 2021 – February 28, 2022

Member: \$1,199

Nonmember: \$1,499

**Regular Rate:**

March 1, 2022 – May 27, 2022

Member: \$1,299

Nonmember: \$1,599

**Late Rate:**

May 28, 2022 – July 11, 2022

Member: \$1,399

Nonmember: \$1,699

**Meal Ticket:** All attendees receive the Summit Wellness Lunch and Learn and Awards Gala as part of registration. For those who want the convenience of a hot breakfast & lunch buffet Thursday through Saturday, purchase a Meal Ticket for \$350

**Backstage Pass:** This pass gives you early access to all education, general, and group sessions, as well as an exclusive virtual workshop post-Summit, for \$150 .

**NOTE: 50% of proceeds of the Backstage Pass benefit the IAAP Foundation**

**Awards Gala Ticket:** An extra ticket to the Awards Gala for guests of Summit attendees for \$150.

**Awards Gala Table:** Reserve a table for you and 9 of your friends at the Awards Gala for a \$150 donation to the IAAP Foundation.

REGISTER FOR THE  
IN-PERSON EXPERIENCE

### Virtual Registration

**Early Bird Rate:**

April 15, 2021 – February 28, 2022

Member: \$799

Nonmember: \$1,099

**Regular Rate:**

March 1, 2022 – May 27, 2022

Member: \$899

Nonmember: \$1,199

**Late Rate:**

May 28, 2022 – July 11, 2022

Member: \$999

Nonmember: \$1,299

**Virtual Backstage Pass:** Information coming soon!

REGISTER FOR  
THE VIRTUAL EXPERIENCE

*Sending several admins from the same organization? Corporate Discounts are available! Click [here](#) to learn more.*

*Ask your company to support your attendance! Download these [Employer Support Tools](#) to help you organize your proposal.*

*Not a member? [Sign up as an Introductory Member now for free](#) to receive member pricing and enjoy all the amazing benefits of the community!*



### Action Plan

Summit offers incredible learning opportunities at every turn, but it can sometimes be difficult to implement when you get back to the office. IAAP provides a fillable Action Plan to allow you to capture the learning, tips, and aha's you experienced at Summit and craft them into actionable ways to integrate them into your day-to-day. You can even share it with your manager when you return to discuss the ROI (return on investment) to solidify your attendance at Summit next year!

### CAP Recertification Points

If you are a CAP designee, Summit 2022 In-Person offers 14 recertification points; Virtual Summit 2022 offers 10.5 recertification points. Both options offer the ability to earn an additional 2 points for your completed Action Plan.

### In-Person Location Details

Summit 2022 is hosted at the Gaylord Opryland Resort and Convention Center in beautiful Nashville, Tennessee. Nashville has been named a Safe Travels Destination by the World Travel & Tourism Council, making it one of only a few destinations in the United States to achieve the designation. The Safe Travels stamp is the world's first ever global safety and hygiene stamp for the travel and tourism industry.

Enjoy beautiful lunch spots along their indoor promenade, take a boat ride along the indoor river, peruse the 9 acres of indoor gardens, or stay a little longer to splash at Soundwaves, the Gaylord's indoor/outdoor water park!

### Gaylord Opryland Resort and Convention Center

2800 Opryland Drive  
Nashville, TN 37214  
615.889.1000  
Room Rate: \$209/night single

The Gaylord Opryland is 8 miles north of Nashville International Airport (BNA) and can be reached by taxi or ride share.

Check out all the amazing **THINGS TO DO** in Nashville in the evenings or for an extended stay beyond the conference.

### Expectations

IAAP always represents admins with professionalism and practices inclusion. This is especially true at Summit, our largest event of the year. To make sure everyone has a stellar experience, we ask each attendee to adhere to certain principles.

Be respectful of your fellow attendee in thought, word, and deed.

Be open-minded and ready to learn. If you think you won't learn anything new, you won't.

Be inclusive in your speech and actions. Celebrate and appreciate our differences.

Be present. Summit is a time for renewal and learning; be fully engaged during sessions.

We invite you to attend in a spirit of curiosity, friendliness, open-mindedness, camaraderie, and respect. We will not tolerate harassment in any form. Please [click here](#) to read the full Attendee Conduct Expectations/Event Policy page; you will be asked to acknowledge that you've read it prior to registering for Summit.

### Dietary Restrictions

IAAP is happy to accommodate special dietary needs within reason and to the best of our ability, prior to conference. Please be sure to be as specific as possible on your registration form. NOTE: if you decline to specify your needs in advance, we cannot guarantee we can accommodate them on-site.

### ADA

IAAP is honored and happy to align with the Americans with Disabilities Act. If you are disabled and need additional assistance to enjoy the conference to the fullest, please specify on your registration form and contact [summit@iaap-hq.org](mailto:summit@iaap-hq.org). In order to ensure we are able to provide accommodations, please contact us no later than July 1, 2022.