



iaap**SUMMIT**

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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	On-Site Check-In/Virtual Check-In	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”		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						
				Adobe Creative - Illustrator	AI for the AP Tools to Help or Hinder Your Career	Project Management Software	Making the Most of Your Microsoft 365		You Said This, They Heard That: Communication Styles	Leadership Styles	Let the You Shine Through - Especially in Your Writing	Crucial Conversations: Virtually
11:30 a.m.												
Noon												
12:30 p.m.												
1:00 p.m.		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						
		Being Adaptable Is Not Just a Strength, It’s Your Superpower	Taking Initiative as a Strength	Critical Thinking as a Strength	Patience as a Strength	Emotional Intelligence	Change Management: The Key to Thriving When Things Are Changing	Diversity & Inclusion: Systems & Tools	Feedback in a Virtual World			
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						
		Adaptability How to Thrive in (Almost) Any Situation		Taking Initiative as an Opportunity	Critical Thinking as an Opportunity	Patience as an Opportunity	Emotional Intelligence	Change Management: The Key to Thriving When Things Are Changing	Diversity & Inclusion: Systems & Tools	Feedback in a Virtual World		
3:30 p.m.												
4:00 p.m.												
4:30 p.m.												
5:00 p.m.			4:30 - 5:15 p.m. Community Conversation with IAAP Leaders						4:30 - 5:30 p.m. Live Concert			
5:30 p.m.	Summit Welcome Party											
After Hours				6:00 - 10:00 p.m. Cocktail Reception Awards Gala Anniversary Party		iaapSUMMIT						

Education Session Themes

Sessions are available virtually and in-person

Sessions are available in-person only

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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: Systems & Tools That Promote Belonging & Equity

Trainer: Angela Ellis

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 15th 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

Members:

Early Bird Rate
(Until – 05.27)
\$1199

Regular Rate
(05.28 – 07.11)
\$1299

Non-members:

Early Bird Rate
(Until 05.27)
\$1499

Regular Rate
(05.28 – 07.11)
\$1599

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

Members:

Early Bird Rate
(Until 05.27)
\$799

Regular Rate
(05.28 – 07.11)
\$899

Non-members:

Early Bird Rate
(Until 05.27)
\$1099

Regular Rate
(05.28 – 07.11)
\$1199

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.

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. In order to ensure we are able to provide accommodations, please contact us no later than July 1, 2022.