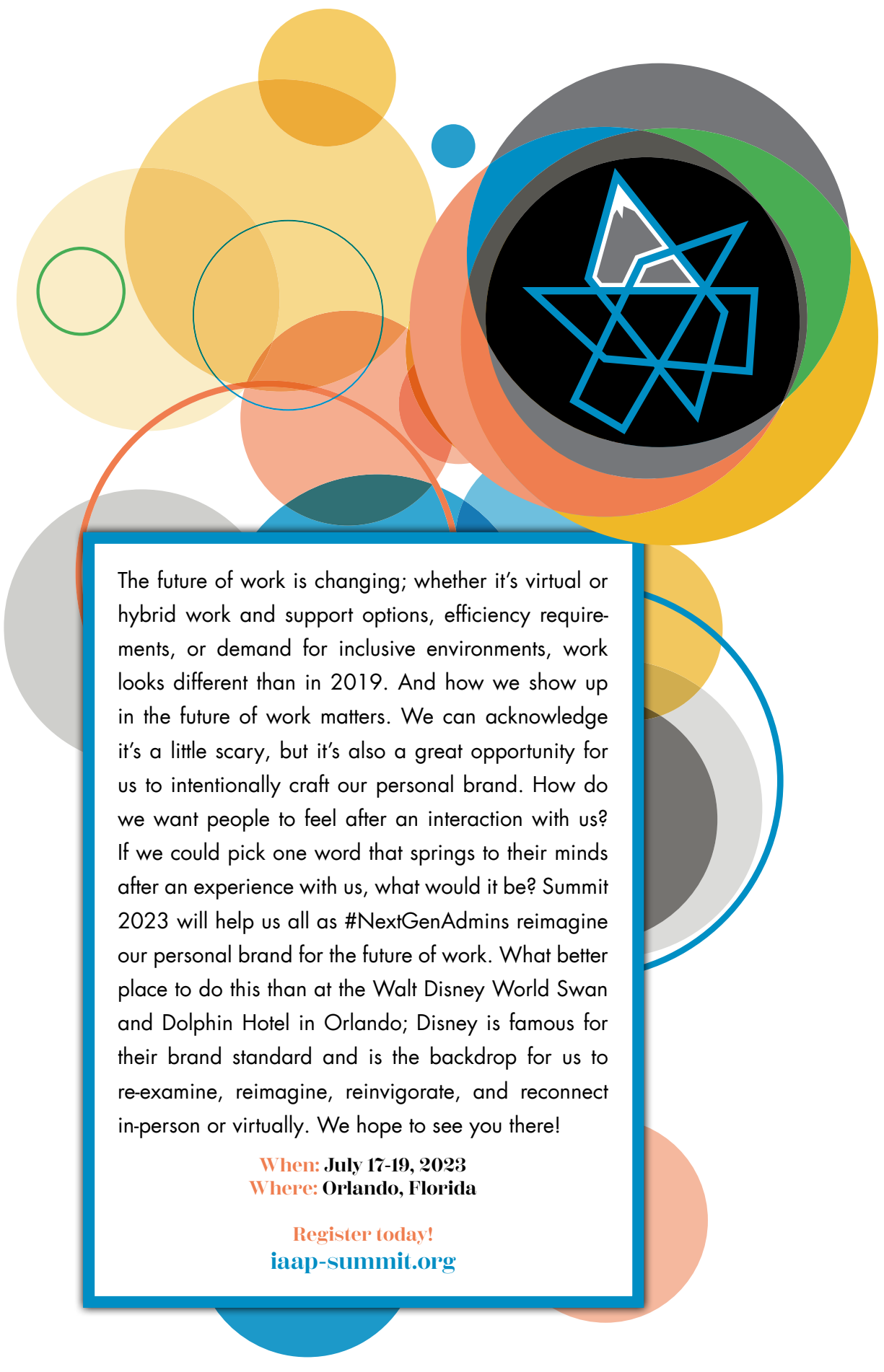


iaap**SUMMIT**

2023





The future of work is changing; whether it's virtual or hybrid work and support options, efficiency requirements, or demand for inclusive environments, work looks different than in 2019. And how we show up in the future of work matters. We can acknowledge it's a little scary, but it's also a great opportunity for us to intentionally craft our personal brand. How do we want people to feel after an interaction with us? If we could pick one word that springs to their minds after an experience with us, what would it be? Summit 2023 will help us all as #NextGenAdmins reimagine our personal brand for the future of work. What better place to do this than at the Walt Disney World Swan and Dolphin Hotel in Orlando; Disney is famous for their brand standard and is the backdrop for us to re-examine, reimagine, reinvigorate, and reconnect in-person or virtually. We hope to see you there!

When: July 17-19, 2023
Where: Orlando, Florida

Register today!
iaap-summit.org

Sunday, July 16		Monday, July 17		Tuesday, July 18		Wednesday, July 19	
6:00 a.m.	11:00 a.m. - 5:15 p.m. On-site Check-In	6:00 - 7:00 a.m. Centering Exercise and Walk		6:00 - 7:00 a.m. Centering Exercise and Walk			
7:00 a.m.							
8:00 a.m.							
8:30 a.m.		8:30 - 10:00 a.m. Opening Session & Keynote <i>The Future of Work is Here</i>		8:30 - 9:15 a.m. Why People Skills, Especially Inclusion, Have to Be At the Forefront of Your Brand		8:30 - 9:15 a.m. Using 360 Feedback to Hone Your Brand Experience	
9:00 a.m.							
9:30 a.m.				9:30 - 10:15 a.m. Community Conversation with IAAP and IAAP Foundation Leaders			
10:00 a.m.						9:45 a.m. - 10:45 a.m.	
10:30 a.m.		10:30 - 11:45 a.m.				The Power of Ownership and Decisiveness in Professional Development [Part I]	Advocating for Yourself & Others [Part I]
11:00 a.m.		Time & Self Management [Part I]	Emotional & Social Intelligence [Part I]	Learner/Growth Mindset [Part II]	Crucial Conversations [Part II]	Speaking Confidently in Front of Others [Part I]	Support in a Virtual World [Part II]
11:30 a.m.							
Noon		Noon - 1:15 p.m. Summit Community Connection Lunch		11:45 a.m. - 2:00 p.m. Lunch on Own and IAAP Programs & Services Expo			
12:30 p.m.							
01:00 p.m.							
01:30 p.m.							
02:00 p.m.		Time & Self-Management [Part II]	1:45 - 3:00 p.m. Emotional & Social Intelligence [Part II]	Digital Literacy [Part I]	2:00 - 3:15 p.m. Reimagining Inclusion [Part I]	Grit & Persistence [Part I]	Self-Awareness [Part I]
02:30 p.m.							
03:00 p.m.							
03:30 p.m.		Learner/Growth Mindset [Part I]	3:15 - 4:30 p.m. Crucial Conversations [Part I]	Digital Literacy [Part II]	3:30 - 4:30 p.m. Reimagining Inclusion [Part II]	Grit & Persistence [Part II]	Self-Awareness [Part II]
04:00 p.m.							
04:30 p.m.							
05:00 p.m.		5:00 - 6:15 p.m. Summit Welcome Party & Live Band					
05:30 p.m.							
06:00 p.m.				6:00 - 6:45 p.m. Cocktail Reception			
				6:45 - 9:30 p.m. Awards Gala			

Sessions are available virtually and in-person

Sessions are available in-person only



Education Workshops

This year's Summit is focused on Reimagining Your Brand for the Future of Work #nextgenadmin. A necessary component of that journey is clearly defining your brand. For some, that may be easy, but for others it's more challenging.

If you find defining your brand simple and easy, feel free to choose the sessions that will further hone and sculpt your brand.

However, if defining your brand is more difficult for you, we've structured "defining brand word tracks" at Summit to help you align your brand to a single word. We recommend the below sessions that correlate to the word you most want people to think of after an interaction with you.

Personal Brand Word: Competent

Digital Literacy: An Unachievable Expectation or the Ultimate Goal?

We live in an era where enormous amounts of information is freely available. For the administrative professional, like many others, that is a double-edged sword. Your tech skills and know how are always being tested. Since the time you have to learn new information is so short, it means you need to separate noise from nuance more quickly than others do.

Digital literacy has different meanings to different people, but at its' core, it reflects an ability to understand multiple technologies that impact your work and personal lives, and know how to use those technologies harmoniously. So what are the components to digital literacy? And can mastery of it exist in a world of endless information? Attend to find out.

Key Takeaways:

- Identify the core components of digital literacy for the administrative professional
- Understand the hidden tools, secrets and pitfalls of online research
- Share with your peers about the successes and challenges of enhancing your digital literacy

Trainer: James (Jim) Spellos

Master Time and Free Yourself: A Different Approach to Taking Back Your Time Once and For All

Do you ever feel stressed out because "there aren't enough hours in the day", or there's just "too much to do and too little time"? Maybe you even feel like no matter how hard you work, you just can't seem to get caught up, and the "to do" list just keeps getting bigger and bigger. Perhaps you have tried time management programs before only to find yourself losing even more control of time. Time management alone doesn't work...just like diets. You can't manage time; you can only manage your energy around it. In this thought-provoking presentation, you'll learn the secrets to finding the time freedom you want and deserve. Time management starts from the inside out.

This is not your typical time management presentation. How would it be to consistently work from a state of calm, peace, and joy? Imagine getting far more done in less time with far less stress. Find out the strategies to having more than enough time for what's important.

Key Takeaways:

- Why traditional time management alone doesn't work
- Two mindset states, one depletes time and the other, in essence, creates more
- How thoughts, beliefs, and speech affect your time
- How to replace unproductive thoughts and beliefs with powerful substitutes
- How perception of time affects the relationship with it
- The real cause of procrastination and how to overcome it
- How to honor values in time related decisions
- How to identify and eliminate time drains
- How to get more done with less stress

Trainer: Anita Kirkman



Prevent Your Mindset from Holding You Back: Operate with a Growth Mindset

Do you ever stop and think about who and what controls your thoughts? It may seem obvious to engage from a growth perspective, but what about when things get hard, or if something upsetting happens, or you are at work, and someone does something that results in your disapproval? Psychologist Carol Dweck says success comes from having the right mindset rather than intelligence, talent, or education. In this session, we will work through how to use a growth mindset to set you up for success while mitigating the dangerous effects of a fixed mindset.

Key Takeaways:

- Distinguish the difference between a growth mindset and a fixed mindset
- Gain an understanding of your professional and personal mindset
- Learn how to cultivate and apply a growth mindset in preparation for life's professional and personal obstacles, challenges, and efforts

Trainer: Lawrence Henderson

Ownership and Decisiveness

Representing ownership and effective decisiveness are essential skills for the successful administrative professional in this day and age. It is not a secret that the best assistant/executive partnerships require an approach that involves ownership, accountability, decisiveness, assertiveness, and open communication. Also, it is not a surprise that the most successful work environments are those where employees feel empowered in their decision-making and problem-solving capabilities. When you feel inspired to develop ownership over your contribution to your executive's or organization's goals, everyone benefits both individually and collectively.

Key Takeaways:

- Learn what ownership is, and why it's different than accountability and responsibility
- Discover how to play a part in building a culture of ownership as an administrative professional
- Learn why taking ownership can help strengthen your brand within the organization
- Define decisiveness and discover why it's an important skill
- Tips on where and when to use your intuition in the decision-making process

Trainer: Ipek Williamson

Personal Brand Word: Compassionate

Reimagining Inclusion

Reimagining Inclusion is a comprehensive, power-packed session on accelerating inclusion in your life and organization. You'll enjoy an engaging and highly interactive experience as we discuss what it takes to go from well-meaning to well-doing. In addition, you'll participate in learning activities and acquire power tools for implementing and measuring DEI success.

Key Takeaways:

- Learn action-based inclusion for IAAP
- Understand what counts and how as it relates to measuring success

Trainer: Dionne King

Emotional and Social Intelligence—How we Engage with Ourselves and Others Impacts Our Results!

Developing emotional and social intelligence is needful for everyone, but it's not easy for everyone. Organizations and employees all over the world have experienced worker shortages, passive employee commitment, declining cultures, and smaller financial gains for various reasons, including not effectively developing emotional and social intelligence. Rather than exploring what we feel and why we feel that way, many people experience events in life and respond to them emotionally, not counting the costs to themselves or others. As a result of these unproductive behaviors, two things occur, the need of employees to feel valued and a sense of belonging goes unmet, and organizations do not experience the fiscal and cultural success needed to remain relevant in the future. A key way to bridge these gaps is for organizations and their people is to develop emotional and social intelligence.

Key Takeaways:

- Identify their emotions and recognize the accompanying behavioral reactions as a result
- Deploy real-time strategies to reframe their thoughts in situations that trigger their emotions
- Recognize and respond to others' feelings in a productive way
- Build relationships that inspire others' actions

Trainer: Sabrina Smith



Crucial Conversations

The success of your communication will determine the success in every other part of your life. Learning to manage conflict will make you a stand-out among your team and equip you to tackle a difficult work relationships with confidence. Whether simply heading off potential conflict or navigating through an existing conflict, communicating with sincerity and confidence will add to your personal and professional credibility. You'll learn step by step how to approach and analyze a difficult conversation then proceed to learning the structure of how to respond successfully. This workshop is useful for anyone who wants to improve interpersonal and small group communication skills. Yes, we will learn what to say and how to say it.

Key Takeaways:

- Learn how to respond immediately and constructively during a difficult conversation
- Discover how to effectively analyze a conversation
- Say good-bye to harmful behaviors
- Learn how to keep your balance in a high stress situation
- How to preserve the relationship when you disagree

Trainer: Amanda Box

You are Your Best Marketing: Advocate for Yourself & Others

Spoiler alert! Self-advocacy is the ability to speak up for yourself and the important things. Sounds pretty good, right? Then what makes it so hard to do? Let us guess. You believe that you will be recognized for your effort if you work hard and remain humble. In this session, you will learn how to advocate for yourself and others because we will reframe advocacy and humility as having the skills necessary to live and engage by not thinking less of yourself but thinking of yourself less. Let's reimagine what self-advocacy looks like for you!

Key Takeaways:

- Define self-advocacy and understand why it is important
- Learn how to implement specific strategies for advocating on your own behalf
- Demonstrate awareness of strengths, challenges, aspirations, and professional assets of self and others
- Recognize the connection between self-advocating and your thoughts, emotions, and behaviors

Trainer: Lawrence Henderson

Personal Brand Word: Confident

Critical Thinking and Decision-Making

Life (and success!) is all about choices. Even when you take no action, that is a choice. Therefore, making effective decisions is critical for consistency, productivity, and efficacy. In this session, we will expose and debunk myths about critical thinking and decision making. This is a skill you can build and strengthen with effective practice. Feel confident in your decisions knowing that you've gathered the right data and considered the appropriate solutions.

Key Takeaways:

- Secure a seven-step process for making critical decisions and a foolproof method of analyzing decisions alternatives
- Apply your crystal ball method for anticipating the effects of your decisions before you decide
- Learn to communicate your decisions to others in a compelling way
- Learn to apply the RASI model to ensure stakeholder success and buy in

Trainer: Angela Ellis

Harnessing the Power of Grit and Persistence: How to Succeed in the Face of Adversity

Do you feel like you are constantly putting out fires and never seem to have enough time? Do you feel like you are constantly faced with new challenges and don't know where to start? Do you feel like giving up sometimes? If so, this two-part session is for you! We will discuss the power of developing grit and persistence, learn what it takes to improve your abilities, develop new skills and grow in your role, and how we can apply these concepts to our work lives. We will also learn techniques for dealing with stress and overcoming obstacles, an unavoidable feature of even the biggest success stories.

Key Takeaways:

- What are grit and persistence, and why they matter for the administrative professional
- Harnessing grit and persistence in the face of challenges and setbacks
- Ways to apply grit and persistence to our work lives
- How you develop a gritty mindset for yourself and your career goals as an administrative assistant
- Techniques for dealing with stress and overcoming obstacles

Trainer: Vonetta Watson



Speaking Confidently in Front of Others

Mic check 1...2...3! It's no secret that public speaking skills are imperative for any professional who has the drive to thrive. Public speaking statistics show that the fear that many have impairs wages and promotion to management by 10% and 15% respectively. Furthermore, only 8% of those who have fear of public speaking seek professional help despite the documented negative impact on their career and wages.

This is your chance to take action! Together we can identify the fear that's holding you back from speaking publicly. You already have the expertise, now you just want to feel confident about your delivery. You will discover your core strengths and develop the traits of the world's most captivating speakers: dynamism, comfort, and empathy.

In this session, you will RESET your way to removing barriers to your success and speaking confidently in front of others.

Key Takeaways:

- REVIEW (REFLECT / REALIZE / RELEASE) your current set of circumstances and get powerfully clear on your mission and vision to speak with intention
- ENERGIZE yourself by tapping into your power and motivation to understand your needs and goals
- STRATEGIZE by simplifying challenges and identifying opportunities to devise an actionable plan
- EMPOWER your strengths using real-time feedback from your peers
- TAKE ACTION—launch the strategies that are purposefully intended to support your objectives
- *Recommendations: Bring a smartphone/tablet with a working camera and microphone

Trainer: Danielle Adams

Remaining Agile in an Ever-Changing Climate

The only constant in life is change. Cliché, but true. And the only thing we can control is how we adapt, how resilient we become, and how willing we are to move before we feel ready. Remaining agile in the workplace is what differentiates one organization's ability to grow and succeed from another. And as one of the important lessons learned while navigating COVID explains, you have to learn how to fly the airplane when it's already in the air. It's about finding stability within a time of instability and learning how to remain unflappable—find the calm amidst the chaos—in an effort to take back your power. In this session, you will learn what it means to be agile, the differences between “doing agile” versus “being agile,” and how to adopt the agile mindset. As an administrative professional, you have a unique perspective on how your organization functions, and therefore have an integral role to play. It's time to gain the confidence to more powerfully show up, speak up, and step into the leader you are.

Key Takeaways:

- Learn the characteristics that make up the Agile mindset, the Agile team, and why it matters
- Explore the big Bravery Barriers that may be getting in your way
- Unleash your inner leader, and gain confidence to speak up and advocate for your needs
- Gain clarity on what is, and what isn't within your control, and understand how to remain unflappable
- Discover tangible strategies you can employ come Monday morning

Trainer: Carol Schulte

Personal Brand Word: Consistent

How to Harness AI and Automation to Streamline Processes

Artificial Intelligence (AI) and other hot technologies are having a significant impact on the tasks and requirements needed for today's business. While many are fearful that AI will replace the need for administrative professionals, most organizations understand that is not the case, though the skill sets and tasks required are evolving. Attend this session to learn about the latest AI tools so you can enhance your adaptability to learn the new technologies, and use them to solve your every day work challenges.

Key Takeaways:

- Identify 5 AI tools that can support your business' efforts
- Review and discuss with your peers the impact of AI on the future of the administrative professional
- Understand how current AI technology will continue to evolve

Trainer: James (Jim) Spellos

Self-Awareness

A vital way of becoming more effective in both business and life is by becoming more self-aware. If you can become aware of yourself—your strengths and your weaknesses – then you can become aware of the effects you create. Once you know your effects, you can know how to change them, or even whether you should. Continuous learning is a process that allows you to deepen your awareness of yourself and the impact you have within and with others.

Key Takeaways:

- Define the self and different aspects of the self
- Learn from introspection
- Understand the nature and value of emotions
- Appreciate yourself and others
- Explore methods to improve effectiveness

Trainer: Simone Sloan



The Virtualization Age! Providing Support in the Virtual World

Given the rapid changes in new technology and the evolution in today's business world, it is essential that we explore and embrace remote best practices. While the traditional role of executives and executive assistants has centered around the office, increasingly executives and staff are now working remotely from various locations. As work moves outside of the traditional office space, the question is how can we continue to maintain strong and effective lines of communications? To thrive in this new work environment, we must evolve and acquire a new set of soft skills.

Key Takeaways:

- Learn about existing and new technologies that help increase effective work in a remote/hybrid environment and how to leverage such tools successfully (e.g., how to effectively use a web camera and create engaging virtual meetings)
- Learn about the latest software, upskilling your OneNote and Teams skills for transparent daily interaction and reporting
- Overcome common barriers to working remotely keeping strong channels of engagement with a remote boss, connecting with colleagues, creating team empathy, and collaborating globally

Trainer: David Goad & Vonetta Watson-Edwards

How to Ask for Productive Feedback

To succeed in our lives and careers, we need clarity, not just about where we are going but also who we are. We need to be able to see ourselves. Feedback is crucial information, and it is not always readily offered to us when we need it most.

With feedback, we have an opportunity to become aware of what we do well, areas we can improve in, and how people perceive us. Feedback from others can be the gift of sight and shine light on our blind spots. Feedback is one of the fastest ways to focus our efforts, correct our course, and achieve our goals... if we are brave enough to ask for it!

Unsolicited feedback can discourage us from soliciting feedback from others. Those who can gracefully receive feedback and put it into practice are more likely to build social capital and influence while actively impacting professional performance. While the idea of feedback may seem simple, our emotions and ego can often get in the way, making it more complicated.

When you know how to receive feedback, it results in honest, thoughtful comments and follow-through. When you know when to ask for feedback, we have the ability to see beyond perceived criticism and turn it into an opportunity for professional development. Feedback is information, and when we have new information, we have different choices available to us.

Together, we will explore how to ask for feedback and what makes it valuable to you.

Key Takeaways:

- Review and understand current barriers to requesting feedback from our superiors, our peers, and our colleagues and recognize the counterintuitive impacts this has on our professional brand
- Realize what inner blocks hinder asking for, receiving, and applying feedback more consistently and effectively
- Create a strategy around how to request feedback in support of your professional development
- Learn how to be deliberate in asking for feedback and being in an effective headspace to receive it
- Identify opportunities to balance self-awareness and self-regulation to apply critical thinking and create actionable steps around feedback

Trainer: Danielle Adams



Group Sessions

Why People Skills, Especially Inclusion, Have to Be at the Forefront of Your Brand

Companies spend millions of dollars creating their brand. They create a vision in our minds of what they want us to think of when we see the company logo or tag line. Applying this concept to your career journey, what do you want people to think of when they think of you, your traits, your skills, your knowledge? What is your “why?” Are you a problem-solver? Are you easy to work with? Are you innovative/creative? Are you resilient when the situation gets difficult? How do you get projects and tasks done? And, how about your People Skills? Are you inclusive and do you always ensure that everyone’s voice is heard? This thought-provoking session will answer these questions and provide stories that demonstrate inclusivity in the workplace. We’ll also include exercises and resources to ensure that you showcase your brand, promote inclusiveness, and prepare you for the future of work!

Key Takeaways:

- Understanding Your Brand from a Human Resources [HR] perspective
- How Your Brand, Your Organization, and Your Culture are Interconnected
- 5 Tips in Becoming More Inclusive/What is Inclusiveness and how to Promote it
- Future of Work: Trends in Hiring & Selection and the Importance of People Skills
- How to Refine Your Personal Brand and how to Use it to your Benefit
- Building the Most Important People Skills

Trainer: Maggie Peters

Using 360 Feedback to Hone Your Brand Experience

How often do we get a 360-degree view of ourselves as a professional? How is your personal brand supporting both your organization’s goals as well as your professional goals?

Successful organizations strive to evaluate and guide their employees toward constant improvement, but a standard performance review system is often found lacking, particularly, perspective. 360-degree feedback is a method and a tool that provides each employee the opportunity to receive performance feedback from his or her supervisor or manager and four to eight peers, reporting staff members, coworkers, and customers.

The most effective 360-degree feedback processes provide feedback that is based on behaviors that other employees can see.

Brand experience is the sum of all individuals’ sensations, thoughts, feelings, and reactions in response to a brand.

As a group, we will piece together the feedback you have received, or will need, regarding your performance and determine what information you need to reinvent yourself, get to the next level, and be influential in your field.

Key Takeaways:

- Review and articulate what differentiates you from others in your field while understanding your unique strengths and brand keywords
- Energize your motivation and move toward building a powerful and impressive online presence
- Strategize how to create and communicate your elevator pitch to promote your brand to potential clients, investors, and employers
- Empower your confidence as you rebalance and refocus your energy toward refreshed goals
- Take Actionable steps toward collecting continual feedback and executing your revised plan

Trainer: Danielle Adams



Keynotes

The Future of Work is Here

Constant technology innovations, Gen Z entering the ranks, and a changing global marketplace were already dramatically impacting the face of the workplace. Then 2020 arrived and the script got flipped upside-down. Technology strategist and futurist Crystal Washington shows administrative professionals how they can thrive now while keeping an eye on the horizon to be ready to ride future waves of change.

In this session, you will:

- Identify the significant ways in which technology is re-programming 'us.'
- Discover unique ways to embrace technology trends, fortifying your future for the long run.
- Uncover tips and tactics for riding the waves of change while avoiding wipeouts.

Keynote: Crystal Washington, CSP

About the Keynote Speaker:

Crystal Washington, CSP works with organizations that want to leverage technology to increase profits and productivity! As a technology strategist and certified futurist, Crystal takes complex social media, app, and web topics and makes them easy to understand and accessible for everyday people. Crystal's clients comprise Fortune 500 companies including Google, Microsoft, and GE, and as a sought-after keynote speaker, she has entertained and educated audiences around the globe. As one of Forbes' 50 Leading Female Futurists, she appears weekly on season two of the Emmy nominated show, Life 2.0 and she's appeared in numerous publications including Entrepreneur and Bloomberg Businessweek. She is regularly called on by major television networks as a tech expert. Crystal is the author of the books One Tech Action and The Social Media Why.

Be the One: How to Lead Others in Their Personal Brand Journey

One of the benefits of being part of a community is knowing that you are not on the journey alone. Our ability to lead others in their personal brand journey requires us to be great mentors. Being a great mentor doesn't happen by chance; it is a result of a specific mindset and set of behaviors. In this interactive keynote, you will learn how to overcome the barriers to mentoring others, the key questions to ask when leading others in their brand journey, and the 3-step process to bring out the best in others.

Keynote: Ted Ma

About the Keynote Speaker:

Ted Ma is an international keynote speaker, author, and leadership strategist who works with leaders and organizations to bring out the best in their employees and create a culture that people never want to leave. As an elder millennial, he has been coaching leaders for over 20 years. Unlike many leadership experts, Ted built and led an international sales team of over 6,000 independent agents. His work has been featured in publications including USA Today, Inc, CNBC, and the New York Times. When he's not traveling the world speaking, you may find him rappelling down waterfalls, trying to keep up with his 2-year-old son, or ordering complicated coffee drinks.



Speaker Bios

Danielle N. Adams-Wiltshire

Danielle N. Adams-Wiltshire, PCC, is a certified professional ICF-accredited coach, TED fellows coach, facilitator, trainer, restorative practice trainer, and public speaker. Her areas of concentration in her coaching practice are business, career and professional development, personal improvement, relationship management, and leadership. Her most notable clients are members of the financial services, entertainment, nonprofit, higher education, hospitality, government, and management industries. With more than 15 years' experience in retail banking, serving in multiple service, sales, business development, and leadership roles, Danielle has had uniquely valuable experiences across numerous areas of corporate influence. A passionate advocate and a supporter of organizations that promote the economic independence and empowerment of women, youth and underrepresented members of her community, Danielle helps govern several nonprofit organizations.

Amanda Box

As the self-proclaimed communication evangelist, and the unleasher of the awesome, Amanda trains and coaches individuals and teams for improved communication skills. The result for participants is more connection and cohesion in the workplace which improves productivity and reduces draining conflict. The goal is to tackle the challenge, while strengthening the team. That philosophy is the foundation for Amanda Box while teaching and facilitating the fundamentals of communication. Her 25+ year career has been spent in a dual role of teaching on the college level and consulting with business and industry. Amanda Box taught full time on the university level for 10 years and continues to serve as adjunct faculty while consulting with business and industry. She rounded out her professional skills while serving as the communication coordinator for four years for Mississippi Forestry Association where she was responsible for all internal and external communication including several publications, the web site, and media campaigns.

Angela Ellis

Angela Ellis, PHR, MBA is owner and Chief Learning Officer of Enhance Business Solutions, LLC. Angela's expertise as a coach and learning facilitator stems from 20 years in Human Resources and Organizational Development. She provides clients with leadership effectiveness tools, performance improvement strategies and team synergy ideas through individual coaching, group coaching and classroom learning engagements. Her international client base includes government entities, Fortune 500 companies, universities and more. She is an International Coaching Community certified coach. She also holds certifications with DDI, The Blanchard Companies, and Franklin-Covey as a master facilitator. She serves as a coach with Belmont's Center for Executive Leadership and several corporate leadership development programs. She is also a 2020 Athena Award nominee which recognizes women for their service, mentorship, and leadership. She is a recipient of the Nashville Business Journal's *Forty Under 40* award and the Chamber of Commerce Nashville Emerging Leader Award (NELA). Angela recently published her first book, titled *Breaking Broke: Mindsets and Habits That Keep You Broke*. She is past president of the Association of Talent Development (ATD); and Senior VP of Operations for the National Association of African Americans in Human Resources.

David Goad

David Goad helps professionals communicate with more clarity and confidence. Whether he is keynoting, conducting interactive workshops or coaching individuals to be more effective on camera and on stage, David is committed to bringing you to your next level of best. His 30 years of experience as a master communicator and facilitator in companies of all sizes, has caused him to become one of the most sought-after speakers in his field. He weaves real-life examples into each message and customizes every program to meet the specific needs of your team and industry."

Lawrence Henderson

Lawrence Henderson is a comfort-disrupting teddy bear with 20 plus years in Leadership and Organizational Development Coaching, Training, and Consulting space and loves connecting in meaningful ways. The primary goal in his life is to be a catalyst that leads others to give themselves permission to be amazing. Ever the goal achiever Lawrence says, "I can't expect clients to drink the Kool-Aid if I don't do it myself". This played out on the TEDx Youngstown stage where he put himself in position as a "Can Do" leader with his mantra "Actions over ideas always win!"

Dionne King

Dionne King is an award-winning cultural strategist who leads DMK Consults, LLC, an executive leadership development firm that specializes in inclusion, mediation, and executive coaching. Companies call her when they want to build an inclusive environment, develop business strategies, empower professionals to excel, or avoid being sued! Her superpowers are leading strategic change and helping people play well together. Dionne provides leadership and change management strategies for firms and organizations with both a national and international presence. Dionne is versed in race relations, strategic inclusion initiatives, and leadership development.



Speaker Bios

Anita P. Kirkman

Anita P. Kirkman is the founder and CEO of Vision in Purpose Coaching and Training and the founder of the Purpose, Passion, and Profits (p3) Success Movement for Professional Women. Anita is an inspiring and dedicated Executive Leadership Coach and Facilitator, Speaker, Certified: life/business coach, Energy Leadership Master Practitioner, a Everything DiSC Facilitator, and Hypnotist. She is a graduate of the University of Alabama with an Industrial Engineering Degree and has a background in the financial industry having held 4 securities licenses, plus variable and life insurance licenses. Through her passionate coaching, training and speaking, combined with her unique ability to inspire, clients have experienced tremendous business growth, financial control, more freedom, increased self-awareness, and they've overcome known and hidden challenges to attain and sustain their desired goals.

Maggie Peters

Maggie is passionate about the role Human Resources (HR) plays in people's lives and towards the overall success of organizations. Maggie's knowledge and experience in Human Resources is deep and wide. She has spent her career in both public and private organizations of all sizes, small to global Fortune 500. Her agility and business savvy have been built from the variety of industries she has supported including technology, consulting / professional services, distribution, manufacturing and defense/aerospace.

Maggie is the Instructor for the IAAP CAPstone HR Specialty Certificate course and also writes articles for the IAAP OfficePro magazine. She has always been a huge fan of administrative professionals. She sees many parallels between HR and admins. She is laser-focused on providing the HR knowledge admins need to be even more valuable to their organizations.

She holds a Bachelor of Science in Business Administration from the University of Central Florida and a Master's in Business Administration from Webster University. Maggie currently holds four active HR certifications, Predictive Index (PI) Talent Optimization Consultant, Myers-Briggs Type Indicator (MBTI) certified practitioner, SHRM Senior Professional in HR (SPHR) and the HRCI Senior Certified Professional (SCP). She is trained in the Korn Ferry Leadership Framework and in Prosci ADKAR Change Management.

Carol Schulte

Founder of The Brave Initiative, Carol has been empowering international audiences for almost a decade. She holds a BFA in Theatre Performance, an MA in Communication, and two postgraduate certificates in coaching and mentoring. She has worked with numerous Fortune 500 companies, International Associations, and thousands of individuals to 'get their brave on!' Whether it be asking for a raise or promotion, nailing a presentation, or climbing Africa's highest peak, her clients attribute her insights and inspiration to achieving what they never thought possible.

She is also the creator of a new community, *Brave Beyond Diagnosis*, empowering women living with a mental health illness. Having lived in 16 countries, including Ashrams in India and vans in New Zealand, shaved her head, and bungee jumped in her birthday suit, Carol walks her talk and brings a global perspective to all she does. Multi-passionate, she's also a volunteer counselor, triathlete, and serious carpool karaoke-er!

Simone Sloan

Simone is an accomplished business strategist and coach with a career in senior roles at Fortune 500 companies across marketing, communications, medical affairs, sales, and global business strategy. Her tenure includes successfully launching and leading products and services, implementing programs for key stakeholders across the globe, and developing and training sales, medical, and technical teams. Simone's mantra is "Voice, Power, Confidence." As an emotional intelligence executive coach, she changes the way leaders and their businesses engage their employees and clients. Simone emphasizes the human element with a focus on diversity and inclusion. Simone is a keynote speaker and has been featured as a thought leader in articles for Huffington Post, Forbes, and Pharmacy Times. She is an active member of the Tri-State Diversity Council and advocate for women, LGBTQI, BIPOC, people with disabilities, and crossgenerations. Simone holds a BS in Pharmacy and an MBA from Howard University. She is co-author of the book: *Achieving Results and 30 Days to Courage*, and is certified in DISC, Emotional Intelligence (EQI) 2.0, IDI Cultural Competence, Block Chain, Behavior Design, and is also accredited through the International Coaching Federation.

Sabrina Smith

Sabrina Smith is a passionate and "edutaining" (*think educating + entertaining*) leader, performance coach, speaker, trainer, and corporate facilitator. With over 20 years of leadership and training experience, a Master's Coaching Certificate, Bachelor's Degree in Organizational Leadership, and additional learning courses along the way, Sabrina has found that people perform best when they have the knowledge, tools, and support to accomplish their goals. Sabrina has shared her expertise with large corporations such as U.S. Cellular Corporation, AT&T/DIRECTV, Commonwealth Edison, Equifax, and Ameritech. She believes that the fortified strengths of unique individuals are core ingredients for corporate success, and her facilitative style emulates a collaborative leadership approach that thrives most when she's empowering people to achieve their goals. Sabrina's personal growth journey has taught her that when you foster an environment of transparency and trust, you transform minds; and transformed minds, transform performance.



Speaker Bios

James Spellos

James Spellos is the President of Meeting U. whose mission is to help people become more productive and comfortable with technology. In 2022, Meeting Professionals International included Jim on their 50 most influential persons list in the hospitality industry in honor of their 50th anniversary celebration. In 2021, Glisser named Jim one of the most influential people in virtual events. A few years prior, Jim was named one of the Meeting Industry's trendsetters by Meetings Today magazine. He was a faculty member at New York University for 25 years receiving both their Award for Teaching Excellence and their Outstanding Service Award. Jim is on the Board of Directors for Rock and Wrap It Up, an anti-poverty, anti-hunger organization which recovers excess food from events. Jim co-created their Whole Earth Calculator app. He also speaks about food recovery and sustainability at events. In 2018 & 2019, BizBash named Jim one of their top 500 people in events for his work in sustainability.

Vonetta Watson-Edwards

Vonetta Watson-Edwards, the owner of TechGem Educational Technologies, is a 25-year technology veteran, SME, facilitator, instructor, international trainer/speaker, mentor, author, technology and personal coach, software and training consultant, and software migration/implementation specialist. As an Instructional Technology and Software Education Specialist, Vonetta has over two decades of experience in education. Vonetta delivers training using unique combinations of Educational Technology methodologies that go beyond the twenty-first-century learners' needs; she is an enthusiastic, dedicated, and committed educator who understands and strives to motivate others to exceed their expectations. Vonetta is a highly accomplished individual with an extensive background in education. She has a Master of Education in Adult Education and Training, Curriculum and Testing Development, Instructional Design, Educational Leadership, Six Sigma Lean, and Personal Coach. With over 60 certifications in the IT field; her certifications include Internet & Computer Core Certification (IC5), Adobe® Master Suite, Microsoft® Certified Professional & M365 Expert, which has gained her the Microsoft® Certification for MOS Expert and Master, Microsoft® Certified Educator, Microsoft® Service Adoption Specialist, and Microsoft® Certified Trainer. Vonetta also holds instructor certifications in IC5, and Adobe® CS5.

Ipek Williamson

Ipek Williamson is the Founder of Ipek Williamson Coaching. She is a Certified Insight Coach, Listener, Speaker, Author, Certified Ikigai Coach, Ho'oponopono Practitioner, Meditation Teacher and Blogger. Her journey as an Insight Coach took over her focus after working for more than two decades as an Executive Assistant for C suite leaders of several multinational organizations. She perfectly blends her vast corporate experience with diversified areas of expertise as a coach and mentor. Ipek aims to create a spark in the eyes of everyone she connects. She also intends to help anyone and any relationship that needs healing and improvement, especially the relationship with oneself. As well as her multiple highly acclaimed meditations that she showcases on the Insight Timer App, Ipek also leads live meditation sessions, workshops, courses, and mentoring through that same application.



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 while listening and dancing to a great live band!

Centering Exercise and Walk

Start your morning off right with a centering exercise and walk of the grounds with your conference peers. No experience required!

Community Conversation with IAAP Leaders

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

IAAP Programs and Services Expo

This can't-miss event provides opportunities to learn about all IAAP programs and services, connect with admin profession advocates, and learn about admin ally products to help you become more efficient.

Summit Community Connection Lunch

Join your fellow attendees for a delicious meal (included for all in-person attendees) while you connect and meet new people in this incredible community.

Cocktail Reception/Awards Gala

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!

Ways to Attend

In-Person Registration

Members:

Early Bird Rate
(Until 02.28)
\$1199

Regular Rate
(03.01 – 05.26)
\$1299

Late Rate
(05.27 – 07.17)
\$1399

Non-members:

Early Bird Rate
(Until 02.28)
\$1499

Regular Rate
(03.01 – 05.26)
\$1599

Late Rate
(05.27 – 07.17)
\$1699

Virtual Registration

Members:

Early Bird Rate
(Until 02.28)
\$799

Regular Rate
(03.01 – 05.26)
\$899

Late Rate
(05.27 – 07.17)
\$999

Non-members:

Early Bird Rate
(Until 02.28)
\$1099

Regular Rate
(03.01 – 05.26)
\$1199

Late Rate
(05.27 – 07.17)
\$1299

**REGISTER NOW FOR
IN-PERSON**

**REGISTER NOW FOR
VIRTUAL**

Meal Ticket: All attendees receive the Summit Community Connection Lunch and Awards Gala as part of registration. For those who want the convenience of a hot breakfast & lunch buffet Monday through Wednesday, purchase a Meal Ticket for \$450

IAAP Foundation Bonus Session: This donation gives you an exclusive virtual 90-minute Microsoft 365 technology workshop post-Summit for \$150.

NOTE: All proceeds of the Bonus Session donation benefit the IAAP Foundation/\$50 is tax deductible

Awards Gala Ticket: An extra ticket to the Awards Gala for guests of Summit attendees for \$185.

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.



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, as well as time during the conference to complete it in a workshop format. 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 2023 offers **12.75** recertification points for both in-person and virtual attendees. Earn an additional **2** points for your completed Action Plan! [Learn more about certification and CAP here!](#)

In-Person Location Details

Summit 2023 is hosted at the Walt Disney World Swan and Dolphin in beautiful Orlando, Florida. Nestled in the heart of Walt Disney World theme parks, this gorgeous hotel offers an amazing experience for all conference attendees.

Enjoy Summit 2023 content in the spacious meeting space, then enjoy fun-filled nightlife at the theme parks, accessible by a free water taxi directly from the hotel. You won't want to miss it!

Walt Disney World Swan and Dolphin

1500 Epcot Resorts Blvd.
Lake Buena Vista, FL 32830
407.934.4000

Room Rate: \$219/night single

** The conference block rate is available until Friday, June 16, 2023. Any reservations made after that cannot be guaranteed at the block rate.*

The Walt Disney World Swan and Dolphin is 21 miles southeast of Orlando International Airport (MCO) and can be reached by taxi or ride share.

Check out all the amazing [THINGS TO DO](#) in Orlando 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 (including our **cancellation and transfer policy**); 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 we will be in contact with you with any questions prior to the event.

