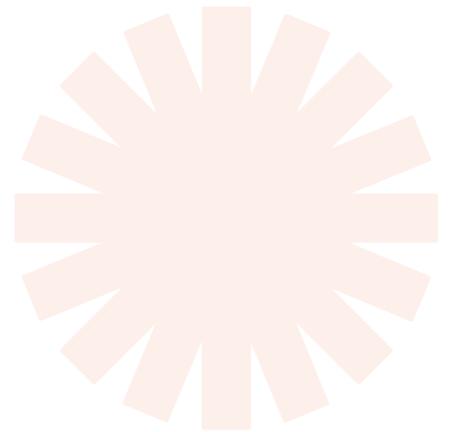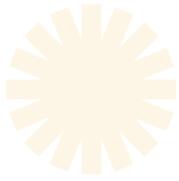# EVENT SCHEDULE

JULY 26-29, 2026
LOS ANGELES, CA

iaap
SUMMIT

IAAP SUMMIT IN LA
THE POWER IN THE PROFESSION

IAAP Summit is where administrative professionals come to reconnect with their purpose, sharpen their skills, and step confidently into what's next.

Across four energizing days in Los Angeles, you'll experience a powerful mix of forward-thinking education, hands-on learning, and meaningful connection—designed for how admins actually work today and where the profession is headed.

WHY SUMMIT MATTERS

This is learning with momentum—not overload.

- Practical sessions blending leadership, AI, and real-world application
- Immersive experiences like the Innovation Lab, Digital Empowerment Exchange, and Glow & Grow Lounge
- Honest, energizing conversations with peers who truly understand your role
- Space to reflect, connect, and turn insight into action

Every element is intentionally designed to support growth that lasts well beyond the event.

AN EXPERIENCE DESIGNED WITH INTENTION

- Sunday sparks ideas, connection, and curiosity
- Monday & Tuesday build depth, confidence, and capability
- Wednesday brings clarity, action planning, and forward momentum

You'll leave inspired—but more importantly, equipped.

AUTHENTIC CONNECTION

From Industry Meetups and Spark Sessions to shared meals and celebration moments, Summit is about community. This is where professional connections deepen, ideas are exchanged, and you remember you're not doing this work alone.

WHAT YOU'LL TAKE WITH YOU

Clear direction. Practical tools. Renewed confidence.
And a stronger sense of what's possible—for your career and the profession.
IAAP Summit isn't just something you attend. It's something you carry forward.

EVENT SCHEDULE

→ SUNDAY, JULY 26, 2026

9:00AM-12 NOON	Innovation Lab: The Union of Project Management & Tech CAP Experience at Summit
11:00AM-5:15PM	On-Site Check-In
1:00-4:00PM	Human First - Tech Forward Architecting Admin Systems with AI Strategy
5:00-6:15PM	Summit Welcome Party

EVENT SCHEDULE

→ MONDAY, JULY 27, 2026

8:30AM-9:45AM	Keynote: Our Power is in Our Hands
10:00AM-10:45AM	Power Automate for Admins: Unlock Your Effieciency Superpowers Crafting Your Inner Dialogue: Turning Self-Doubt into Self-Care
11:00AM-12 NOON	Cultural Curiosity: Discovering the Hidden Cultures That Shape Every Workplace Meeting Planning AI Tips
12 NOON-1:45PM	Lunch & Connect to Home
12:30PM-1:45PM	EXPO Digital Empowerment Exchange Glow & Grow Lounge Spark Sessions
2:00PM-3:15PM	Strategic Calendaring for Executive Efficiency The Magic of Microsoft 365: Unleashing Your Digital Workspace Superpowers

EVENT SCHEDULE

→ MONDAY, JULY 27, 2026

**3:30PM-
4:30PM**

Peer & Pro Conversation: Career Growth for Admins

Roundtable: AI and Expanding Your Admin Toolkit

Ed Talks: Admins + AI: Shaping the Future

Stepping Up and Standing Out: Elevating Your Professional
Voice and Advancing Your Career

Roundtable: AI at Work: Expanding Your Admin Toolkit

**4:45PM-
5:30PM**

Industry Meet Up and Connection

EVENT SCHEDULE

→ TUESDAY, JULY 28, 2026

Time	Event
8:30-9:30AM	The Art of Peacemaking: From Office Peacekeeper to Strategic Conflict Navigator Strategic Planning in Action
9:45-10:45AM	Speak Their Language: Unlocking Your Communication Superpower
11:00-11:45AM	Community Conversation: Shaping Our Profession's Future Together
12:15-1:30PM	Awards and Leadership Celebration Luncheon
2:00-3:15PM	Getting Unstuck in Your Career (And Your Life!) Financial Fluency for Every Admin
3:30-4:30PM	Peer Panel: Managing Energy vs. Time Peer & Pro Conversation: Career Growth for Admins
4:45-5:30PM	Industry Meet Up and Connection
6:30-10:00PM	Summit Social

EVENT SCHEDULE

→ **WEDNESDAY, JULY 29, 2026**

8:30-9:30AM
Emotional Intelligence in Real Workplace Moments

My __ Doesn't Understand What I Do!: Showcasing Your Value Without Sabataging Your Career

9:45-10:45AM
Action Planning: What To Do With It All

What Certification Can Do for You

11:00-11:45AM
Industry Meet Up and Connection

12 NOON-1:45PM
Lunch & Connect to Home

12:30-1:45PM
Digital Empowerment Exchange

Glow & Grow Lounge

Spark Sessions

Why Mental Health Matters: Thriving at Work

2:00-2:45PM
The Presence Factor: Your Invisible Influence Multiplier

Project Management Powered by AI

3:00-4:00PM
AI + You = Unstoppable