



SUNDAY, OCTOBER 5, 2025

TIME	EVENT / SESSION
9:30 a.m. to 1:30 p.m.	Conference Registration
10:00 a.m. to 12:00 Noon	Pre-Conference Activity: Historical Highlights Group Walking Tour
1:00 p.m. to 3:00 p.m.	Pre-Conference Activity: Historical Highlights Group Walking Tour
4:00 p.m. to 8:00 p.m.	Conference Registration
5:30 p.m. to 5:45 p.m.	Opening Ceremonies
5:45 p.m. to 6:45 p.m.	Opening Keynote: “The FLIP Side of Failure: Ignite Resilience, Relationships & Retention through Failing Forward!” (Sarah McVanel)
7:00 p.m. to 9:00 p.m.	Welcome Reception (Delta Hotel)



MONDAY, OCTOBER 6, 2025

TIME	EVENT / SESSION
7:00 a.m. to 4:00 p.m.	Conference Registration
7:45 a.m. to 8:30 a.m.	Breakfast
8:30 a.m. to 9:30 a.m.	Plenary Session: “Is AI Stealing Your Job? The Impact of Artificial Intelligence on Your Future” (Rhonda Scharf)
9:30 a.m. to 10:30 a.m.	Plenary Session: “From EA to Executive: Navigating the Path to Leadership” (Lisa Niblock, CAO, Town of Paradise, NL + other panelists to be announced)
10:30 a.m. to 11:00 a.m.	Refreshment Break
11:00 a.m. to 12:00 Noon	Plenary Session: “Dynamic Duos: Elevating EA-CAO Partnerships for Modern Leadership” Facilitator: <ul style="list-style-type: none"> Terri Brennan, Executive Coordinator, Office of the Mayor & CAO, Municipality of North Cowichan, BC Panelists: <ul style="list-style-type: none"> Municipality of Leamington, ON: Peter Neufeld, CAO / Andrea Palichuk, Executive Assistant to CAO & Mayor Dufferin County, ON: Sonya Pritchard, CAO / Corinne Neilsen, Executive Assistant - Office of the CAO
12:00 Noon to 1:00 p.m.	Lunch
1:00 p.m. to 2:30 p.m.	Workshop: “Your FLIP Moment is Now – How Unsung Heroes Can Recognize Their Own Greatness” (Sarah McVane!)
2:30 p.m. to 3:00 p.m.	Refreshment Break
3:00 p.m. to 4:00 p.m.	Workshop: “How to Have Those Difficult Conversations” (Rhonda Scharf)
4:00 p.m. to 7:00 p.m.	Free Time to Explore the Downtown
7:00 p.m. to 10:00 p.m.	 <p>Casual Night Out at Lowertown Brewery in the Byward Market</p> <p>“Red and White Night – A Toast to Canada”</p>

TUESDAY, OCTOBER 7, 2025

TIME	EVENT / SESSION
7:00 a.m. to 4:00 p.m.	Conference Registration
7:45 a.m. to 8:30 a.m.	Breakfast
8:30 a.m. to 9:30 a.m.	Workshop: "Behind the Scenes - EAs Driving Exceptional Internal & External Customer Service" (Andrea Chambers, Executive Assistant to CAO & Mayor, Town of Lincoln, ON)
9:30 a.m. to 10:15 a.m.	Workshop: "Thriving Through Change: Harnessing the EA PowerWheel to Build Resilience & Relationships" (Jennifer Goodine, CAMA Executive Director)
10:15 a.m. to 10:45 a.m.	Refreshment Break
10:45 a.m. to 11:45 Noon	Plenary Session: "Efficiency in Action: Streamlining Operations for Maximum Impact" (Speakers to be determined)
11:45 a.m. to 12:45 p.m.	Lunch
12:45 p.m. to 2:15 p.m.	Workshop: "Hot Topics Workshop – Peer-to-Peer Exchange for EAs" (Rhonda Scharf)
2:15 p.m. to 2:45 p.m.	Refreshment Break
2:45 p.m. to 3:45 p.m.	Closing Keynote: The MUSIC ADVANTAGE: How the Power of Music Can Elevate Work, Well-Being, and Connection" (Jennifer Buchanan)
3:45 p.m. to 4:00 p.m.	Closing Ceremonies

