

EA/PA FORUM 12

Executive Assistant/
Personal Assistant

Brisbane / Canberra / Melbourne
30th Apr - 1st May / 3rd May / 3rd - 4th May



Smart strategies for achieving high performance and taking control of your career

The Essentials

Flexible format - you choose...

- ➔ 1 Day Conference
- ➔ 1 Day Workshop (2 options)
- ➔ Conference + Workshop

Available in 3 locations

Brisbane / Hilton Brisbane
30th Apr - 1st May

Canberra / Hyatt Hotel Canberra
3rd May

Melbourne / Hilton on the Park,
Melbourne
3rd - 4th May

By registering your assistant, you will:

- ➔ Retain top performing assistants
- ➔ Provide an opportunity for your assistant to learn new skills
- ➔ Recognise your assistant's hard work and achievements
- ➔ Keep your assistant motivated
- ➔ Enable your assistant to build contacts and find mentors

Cost and Registration

Register

Online: www.acevents.com.au/eapa2012

Call: (02) 8908 8555

Fax: the booking form to (02) 8908 8556

1 Day Conference:

\$995 inc GST

1 Day Workshop:

\$995 inc GST

2 Day - Conference + Workshop:

\$1,695 inc GST

Reward your assistant & motivate them to excel

An efficient assistant is one of your greatest assets and now you can reward them by registering them for the Executive Assistant/Personal Assistant (EA/PA) Forum.

Taking place in Brisbane, Canberra and Melbourne, the EA/PA Forum is an informative and inspiring conference designed exclusively for EAs and PAs. It's an opportunity for EAs and PAs to gain new skills and extra motivation by hearing from and networking with senior Executive Assistants and motivational leaders.

This is a unique opportunity for your assistant's professional growth, offering the chance to gain new skills including:

- Communicating effectively with internal and external business contacts
- Building business knowledge and an understanding of your role requirements
- Improve skills that are increasingly part of their role, such as HR, finance and project management
- How to use the latest technologies for office efficiency
- Creating, managing and delivering successful events and meetings

Speakers Including



Dr Suzy Green
Co-Founder
Positive Psychology
Institute



Dimitra Zographos
Senior EA
URS Corporation



John Karagounis
Managing Director and CEO
The CEO Circle and
The EA Circle



Patrizia Iacono
Senior EA
Westpac Institutional
Bank

Please visit the website to see the full speaker line up

Who Should Attend?

Any Executive Assistant, Personal Assistant or office administration professional who would benefit from an enjoyable but useful day where they can also learn valuable skills, network and gain inspirational advice for the coming year.

The EA/PA Forum has a flexible format for any budget or time restraints. Your assistant can choose to attend either one or two days in 3 convenient locations - Brisbane, Canberra or Melbourne.

Endorsed By



Organised By



REGISTER NOW

+61 2 8908 8555

www.acevents.com.au/eapa2012

CONFERENCE DAY ONE

- 9:00** Opening remarks from the Chair
9:10 Using the science of positive psychology to increase resilience, master stress and enhance performance
9:50 A manager's perspective on understanding and exceeding their expectations
10:30 Morning tea
10:50 Panel session: Building business knowledge and communicating effectively with business units
11:30 Developing effective communication skills to get the outcomes you want
12:10 Lunch
1:10 Where is the EA role heading and what skills do you need to succeed?
1:50 Building mentoring networks and making these relationships work for you
2:30 Speed networking / mentoring
2:50 Afternoon tea

Agenda at a glance

- 3:20** The latest technological and social media developments for office efficiency
4:00 Proactively managing the progression of your career: perspectives from 2 senior EAs
5:00 Conference close and networking drinks

WORKSHOPS DAY TWO

Choose from two exciting full-day workshop options:

Workshop A: Creating, managing and delivering successful events

Facilitated by:

Kathy Cunningham,
Director, **empire PR & Events**

Workshop B: Developing emotional intelligence for improved performance at work

Facilitated by:

Mary Morris,
Director, **MTK Consulting**

Please visit the website for full conference and workshop information.

GROUP DISCOUNT
Register 4 for the price of 3
Register 10 for the price of 7

REGISTRATION FORM

Yes I would like to register for the **Executive Assistant / Personal Assistant Forum 2012**

Delegate 1

Title _____ First Name _____ Surname _____

Job Position _____ Email _____

Delegate 2

Title _____ First Name _____ Surname _____

Job Position _____ Email _____

Delegate 3

Title _____ First Name _____ Surname _____

Job Position _____ Email _____

FREE

Delegate 4

Title _____ First Name _____ Surname _____

Job Position _____ Email _____

ADDRESS DETAILS

Company name: _____ Address: _____

State: _____ Post code: _____

Tel: _____ Fax: _____

REGISTRATION FEES

Registration Items	Dates			Early bird fee (on or before 29th Feb)	Standard fee (after 29th Feb)
	Brisbane	Canberra	Melbourne		
1 Day Conference	<input type="checkbox"/> 30 Apr	n/a	<input type="checkbox"/> 3 May	\$895 inc GST	\$995 inc GST
1 Day Workshop <input type="checkbox"/> A <input type="checkbox"/> B	<input type="checkbox"/> 1 May	<input type="checkbox"/> 3 May	<input type="checkbox"/> 4 May	\$895 inc GST	\$995 inc GST
Conference & Workshop <input type="checkbox"/> A or <input type="checkbox"/> B	<input type="checkbox"/> 30 Apr & 1 May	n/a	<input type="checkbox"/> 3 & 4 May	\$1,495 inc GST	\$1,695 inc GST

METHOD OF PAYMENT

Crossed cheque payable to Association and Communications Events Pty Ltd.

Visa MasterCard American Express Diners (3% surcharge for Diners)

Card holders name: _____ Total Amount: \$ _____

Card No.: _____ Expiry Date: _____

Signature: _____ Name of person to be invoiced: _____

Please invoice me (include contact details for invoice if not the above) Email: _____

Change of Particulars? To change your details on our records please call **+61 2 8908 8555** or email **database@acevents.com.au**

4 EASY WAYS TO REGISTER

Fax: Complete this page and fax back to us on +61 2 8908 8556

Call: +61 2 8908 8555 to register over the phone

Post: Complete this page and post to PO Box 1645, North Sydney, NSW 2059

Web: Register online at www.acevents.com.au/eapa2012

ACCOMMODATION:

If you have not already organised your accommodation, we have arranged discounted room rates at a number of hotels around the event venue. Please visit www.acevents.com.au/eapa2012 for details.

• Cancellation policy: If you are unable to attend this event, a replacement delegate may be sent in your place at no extra charge. Association and Communications Events does not provide refunds for cancellations made more than 7 days after your registration is received, therefore the invoiced fee remains payable in full. Should you wish to cancel your registration within the 7 day cooling off period, we will refund your registration fee less an administration fee of \$150 (GST inclusive) per delegate. Any cancellation must be made in writing and sent by email or fax. Association and Communications Events will make available course documentation to any delegate who is unable to attend and who has paid in full. Unfortunately some speakers request their papers are not distributed. **• Amendment policy:** Downgrading of registrations is not permitted. Registrations may be upgraded at anytime. **• Sharing of Passes:** Association and Communications Events does not allow shared registrations. Each registration allows admittance of one person only. **• Change of program content:** Association and Communications Events will endeavour to ensure that this conference program is correct at the time of the event. Unfortunately we may need to alter the program prior to the event and reserve the right to do so without notice. We also reserve the right to cancel or postpone this event when full refunds will be issued. Association and Communications Events is not responsible for any loss or damage as a result of a substitution, alternation, postponement or cancellation of an event. **• Payment:** Payment is required either at time of booking or within 7 days of an invoice being issued. If booking within 7 days of the event start date, payment is required at time of booking. No admittance will be granted where payment has not been received in full. **• Administration Fee:** Association & Communications Events reserves the right to charge an additional \$150 administration fee where registrations change significantly from time of original booking.

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