

2022



# CONFERENCE AGENDA

## Tuesday October 18

**6:00 – 8:00 pm**  
Social Fusion Mixer

## Wednesday October 19

**7:00 – 8:15 am**  
Networking Breakfast

**8:30 – 9:30 am**  
Opening Session:  
The Evolving Assistant  
*Joan Burge*

**9:30 – 10:30 am**  
General Session: The Evolution at Work  
*Daren Martin, PhD*

**10:30 – 11:00 am**  
Break / Success Store Open

**11:00 – 12:00 pm**  
General Session: The Evolving  
Executive & Assistant Partnership: How  
to Thrive in Today's Business World  
*James Bristow*

**12:00 – 1:30 pm**  
Lunch / Success Store Open

**1:30 – 2:30 pm**  
Annual Teambuilding Session: Office  
Dynamics' Annual Team Building Event\*  
*Julie Reed*

**2:30 – 3:45 pm**  
General Session: Lessons from the  
Org Chart: Honing Your Brand,  
Influence and Executive Presence  
*Shelagh Donnelly*

**3:45 – 4:00 pm**  
Break / Success Store Open

**4:00 – 5:00 pm**  
General Session:  
Transform to Perform  
*Rhonda Scharf*

## Thursday October 20

**7:00 – 8:15 am**  
Networking Breakfast

**8:30 – 9:30 am**  
General Session:  
Be a Person of Influence  
*Joan Burge*

**9:30 – 10:30 am**  
General Session: The Evolving Role  
of the Administrative Assistant at  
Nationwide Insurance and What  
That Means to You  
*Brenda Mason & Sherry Viering*

**10:30 – 11:00 am**  
Break / Success Store Open

**11:00 – 12:00 pm**  
General Session: Communicating  
Strategically for Results  
*Lisa Olsen*

**12:00 – 1:30 pm**  
Lunch / Success Store Open

**1:30 – 2:30 pm**  
General Session: Digital Information  
Management: What Every  
Administrative Professional Needs  
to Know  
*Chrissy Scivicque*

**2:30 – 3:30 pm**  
General Session: Innovation Mindset  
*Vital Germaine*

**3:30 – 3:45 pm**  
BREAK: Grab your snack, i.e.,  
popcorn or chips in a bag, and return  
to the ballroom with your snack.

**3:45 – 4:45 pm**  
General Session: Technology and the  
Evolving Assistant  
**NEW!** Snack and Learn Session  
*Lucy Brazier*

**4:45 – 5:00 pm**  
Success Store Open

**7:00 – 10:00 pm**  
Joan Burge Gala

## Friday October 21

**7:00 – 8:15 am**  
Networking Breakfast

**7:45 – 8:20 am**  
Success Store Open

**8:30 – 8:45 am**  
Conference Check In and Joan Burge  
Innovation Award  
*Joan Burge*

**8:45 – 9:30 am**  
General Session: Future-Proof Your  
Administrative Career for Long-Term  
Success  
*Alexandra Von Tiergarten*

**9:30 – 10:30 am**  
General Session: Be the Captain  
of Your Administrative Career  
– Sailing to Success  
*Debbie Gross*

**10:30 – 10:40 am**  
Break

**10:40– 11:30 am**  
General Session: Opportunity Rocks!  
Re-Energize, Re-Engage & Rebuild  
Your Rock Star Status!  
*Marvelous Mark*

**11:30 – 12:00 pm**  
Closing Session: TBA  
*Joan Burge*

\*Team Building Event on Wednesday is designed for in person attendees. The ODI team will be working on ideas for the livestream audience.