

CONFERENCE AGENDA 2026

Tuesday October 20

6:00 PM – 8:00 PM
Social Fusion Mixer

Wednesday October 21

7:00 AM – 8:15 AM
Networking Breakfast

8:30 AM – 9:30 AM
Opening Session:
The Agile Assistant:
Pivot, Progress, Thrive
Joan Burge

9:30 AM – 10:30 AM
MINDSET AGILITY The Agile Mindset:
Thinking on Your Feet Beliefs
That Change How You Act
Starla West

10:30 AM – 11:00 AM
Break / Success Store Open /
Career Coaching Corner

11:00 AM – 12:00 PM
COMMUNICATION AGILITY
Speak with Impact™: The
Confidence & Communication
Skills That Make Agility Possible
Peggy Vasquez

12:00 PM – 1:30 PM
Lunch / Success Store Open /
Career Coaching Corner

1:30 PM – 2:15 PM
Team Building: The Rhythm of Agility*
*Sponsored by Drum Café
North America*

2:15 PM – 3:00 PM
STRATEGIC AGILITY Do the Dark Work:
Building the Conviction, Strategy,
and Agility to Win
Anthony Trucks

3:00 PM – 3:30 PM
Break / Success Store Open /
Career Coaching Corner

3:30 PM – 4:30 PM
CHANGE AGILITY REINVENT:
Personal Change Agility in a
World That Will Not Slow Down
Daren Martin

Thursday October 22

7:00 AM – 8:15 AM
Networking Breakfast

8:30 AM – 9:30 AM
TECH AGILITY Get Control with Digital
Dexterity: Smarter, Faster Ways to
Work Across Microsoft 365 and AI
Mike Song

9:30 AM – 10:30 AM
LEADERSHIP AGILITY Story-Driven
Leadership for the Agile Assistant:
Lead Without the Title
Aleya Harris

10:30 AM – 11:00 AM
Break / Success Store Open /
Career Coaching Corner

11:00 AM – 11:45 AM
COLLABORATION AGILITY Moving Beyond
Teamwork to Collective Impact
Joan Burge

11:45 AM – 1:00 PM
Lunch / Success Store Open /
Career Coaching Corner

1:00 PM – 1:45 PM
CAREER AGILITY Staying Relevant,
Valued, and Ready
Joan Burge and Julie Reed

1:45 PM – 2:30 PM
PARTNERSHIP AGILITY Building Adaptive,
High-Trust EA–Executive Partnerships
Jessica Vann

2:30 PM – 3:00 PM
Break / Success Store Open /
Career Coaching Corner

3:00 PM – 4:00 PM
EMOTIONAL AND RESILIENCE AGILITY
The Short Cut: How Strategic
Adaptability Outperforms Grit
Courtney Clark

7:00 PM – 7:30 PM
Mix & Mingle (Foyer Bar Open)

7:30 PM – 10:30 PM
Joan Burge Gala

Friday October 23

7:30 AM – 8:45 AM
Networking Breakfast

8:00 AM – 9:00 AM
Success Store Open

9:00 AM – 10:00 AM
PERSONAL AND WELLBEING AGILITY
Boundaries as the Backbone of Agility:
How Administrative Professionals Stay
Responsive Without Burning Out
Sheryl Green

10:00 AM – 11:00 AM
TIME AGILITY Focused, Flexible,
Effective: The Art of Time Agility
Lisa Olsen

11:00 AM – 12:00 PM
Closing Session: Precision Under
Pressure: How Agile Assistants Move
with Purpose in a Fast-Changing World
JJ Villar

**The Team Building Event on Wednesday is designed for in-person attendees. The virtual audience may observe the team-building activity if they choose to contribute their ideas in the chat.*