



Aspire ★ Achieve
with
NAEOP
2024-2025

2025 NAEOP 91ST Annual Conference

Embassy Suites by Hilton Charleston Airport
Charleston, South Carolina
July 13-16, 2025

WELCOME TO Charleston!

The 2025 NAEOP Annual Conference promises to touch on every aspect of our association's mission in formal and informal ways. You will have the opportunity to *L.E.A.R.N.* each day you attend.

- **Leadership:** Participate on a committee, Advisory Council, or serve on the Board to make an impact
- **Education:** Learn and grow in breakouts and other wonderful events
- **Achievement:** Attain milestones on your Professional Standards Program (PSP) journey
- **Recognition:** Join in acknowledging the great work of individuals and affiliates
- **Networking:** Connect with people in similar roles and settings from across the country

Our planning committee looks forward to welcoming you to Charleston, South Carolina, July 13-16, 2025, to explore your potential, see our association at work, grow as a professional, and enjoy this special conference location.

HOTEL INFORMATION

Embassy Suites by Hilton Charleston Airport Hotel

5055 International Blvd, North Charleston, SC 29418 | Phone: (843) 747-1882

Reservations

The Embassy Suites by Hilton Charleston Airport Hotel is next to the Charleston Area Convention Center and North Charleston Coliseum & Performing Arts Center, five minutes from Tanger Outlets. They offer a free shuttle to Charleston Airport, less than two miles away. Enjoy their indoor pool, free made-to-order breakfast, evening reception, and fitness center. [Reserve your room using this link to receive the group rate.](#) You can also reserve your room over the phone at (843) 725-1301. Reservation deadline is June 11, 2025. Room rates are \$177.00.

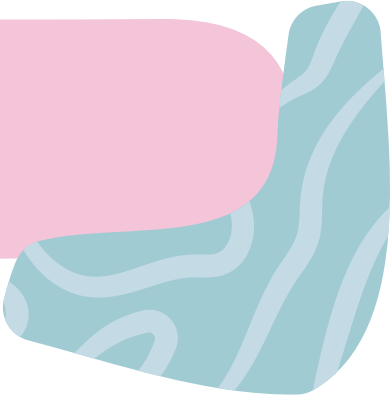
Airport/Shuttle/Parking

The hotel does offer a free airport and area shuttle. Once you have your bags, please call the hotel at (843) 747-1882 to let them know of your arrival and to schedule your pickup. The Embassy offers overnight self-parking for guests at the discounted rate of \$6.00 per night.

Hotel Dining

Falls Lounge: Enjoy a wide variety of premium cocktails, beer and wine in a lively atmosphere. The Falls Lounge is the perfect place to relax and unwind after a long day of exploring the Charleston area, or attending a meeting. Open Monday-Sunday 5:00 – 10:00 pm.

GENERAL INFORMATION



Conference Check-In

Check in to receive your packet and welcome bag on Sunday, July 13, 9:00 am - 7:00 pm; Monday, July 14, 7:30 am - 2:30 pm; or Tuesday, July 15, 8:00 am - 3:00 pm. You will receive the conference schedule, the hotel map, meal tickets, and information needed for the conference. There will also be a photo-op backdrop set up for taking your own pictures.

Guests

Are you interested in bringing a guest? The guest registration price is \$25.00 plus the cost of any meals. Please make any meal selections in the guest section of the registration form. If your guest wishes to attend the breakout sessions and meetings, they must pay the non-member registration fee, which would include the cost of their meals.

Summit

There will be a Summit offered this year that attendees can add-on to their registration for \$75.00. The Summit will be Sunday, July 13th from 9:30 am - 2:00 pm. See additional information on page 6.

Opening Session/Keynote Speaker

The opening general session will be Monday, July 14, 8:00 - 10:00 am. During the roll call of states, show your pride by wearing your state colors or something patriotic. We are honored to have Dr. Robert Orndoff as our Keynote Speaker who will present "Maximizing Your Professional Competencies."

Conference Breakouts

Within this packet you will find descriptions for the various breakout sessions being offered. All breakout sessions are included in your registration fee. The number of attendees for each breakout session will be limited by room capacity.

Advisory Council

Advisory Council is held to discuss the operations of NAEOP, hear suggestions from the affiliates for changes/improvements, and to make recommendations to the NAEOP Board. All members are welcome to observe, but only delegates can participate in the discussions and vote on the business at hand. This year's meeting will be held on Monday, July 14 from 10:30 am - 12:00 pm.

NAEOP Marketplace

The NAEOP Marketplace provides an opportunity to visit vendors and NAREOP tables, purchase tickets for a chance to win a basket(s) from our affiliates, plus other great prizes. Tickets will also be available for the 50/50 Split the Pot during the conference in the Marketplace and during events. The Marketplace will be open Sunday, July 13, 3:00 pm - 7:00 pm; Monday, July 14, 10:00 am - 12:00 pm, 4:00 - 6:00 pm; Tuesday July 15, 7:30 - 9:30 am, 3:00 - 5:00 pm. You do not need to be present to win. Winners of all raffles can pick up their prizes in the Marketplace at 11:15 am on Wednesday, July 16.

GENERAL INFORMATION

Conference Kick Off/First Timers' Event

This event is to welcome our first timers and kick off the conference. If you are attending your first ever NAEOP conference, be sure to attend this fun and exciting experience on Sunday, July 13, 6:30 - 8:00 pm. During this event, first timers will have the opportunity to meet and network with other first timers, mentors, and board members. This is an opportunity to make new friends!

Area and Council Meetings

Area and Council meetings will be held to conduct Area and Council business and provide professional development. This year's Area meetings will be held Monday, July 14, 12:30 - 2:00 pm (lunch provided), and the Council meetings will be held Tuesday, July 15, 10:00 - 11:30 am.

Meals

In your registration packet, you will be given a ticket for each of your pre-selected meal choices. These should be shown to the servers at each meal once you are seated. Are you interested in bringing a guest? Select the choice in the guest section of the registration form. Please indicate any dietary restrictions on your event registration.

SUNDAY, JULY 13 - Summit

- Boxed Lunch with Sandwich, Pasta Salad, Potato Chips, Cookie, and Bottled Water

MONDAY, JULY 14 - Area Meetings

- Carolina Pig Pickin' Buffet: Southern Coleslaw, Macaroni Salad, Potato Salad, Sliced Seasonal Fruit, Carolina Pulled Pork, Baked Chicken, Hush Puppies, Brunswick Stew, Mac & Cheese, Mashed Sweet Potatoes, BBQ Baked Beans, and Dessert

TUESDAY, JULY 15 - PSP Banquet and 2025-26 Board Installation

- Choice A: Braised Boneless Short Ribs: 48 Hour Marinade of Soy, Maple & Red Chili, Sweet Charred Corn Relish served with Chef's Garden Salad, Artisan Bread, Chef's Choice of Vegetable and Starch, and Dessert
- Choice B: Orange Shoyu Salmon: Orange Soy Sauce Glaze, Sesame Cucumber & Carrot Slaw served with Chef's Garden Salad, Artisan Bread, Chef's Choice of Vegetable and Starch, and Dessert

WEDNESDAY, JULY 16 - Member Recognition and Awards Luncheon

- Choice A: Grilled Cypress Chicken: Italian Marinated, Garlic Infused Tomato Concasse, Herb Aioli served with Chef's Garden Salad, Artisan Bread, Chef's Choice of Vegetable and Starch, and Dessert
- Choice B: Bronzed Mahi Mahi: Lightly Blackened & Pan-seared White Fish, Cajun Remoulade served with Chef's Garden Salad, Artisan Bread, Chef's Choice of Vegetable and Starch, and Dessert

2025 SCHEDULE AT A GLANCE

Saturday - 7/12/2025

9:00 - 9:30 AM	Executive Committee Meeting
10:00 AM - 4:30 PM	2024-25 NAEOP Board Meeting
5:00 PM	Tours/Sightseeing - On Your Own

Sunday - 7/13/2025

8:30 - 9:00 AM	NAREOP Board Meeting
9:00 AM - 7:00 PM	Registration Open
9:30 AM - 2:00 PM	Summit "Navigating Personalities or 'PITAs' at Work"
11:30 AM - 2:30 PM	Marketplace Set-Up
3:00 - 7:00 PM	Marketplace Open
3:00 - 4:00 PM	Past Presidents Meeting
4:15 - 4:30 PM	Moderator Meeting
4:30 - 5:30 PM	NAEOP Foundation Board Meeting
6:30 - 8:00 PM	Conference Kickoff/First Timers' Event
8:30 - 10:00 PM	NAREOP Bingo Fundraiser

Monday - 7/14/2025

7:30 AM - 2:30 PM	Registration Open
8:00 - 10:00 AM	Opening General Session - Keynote
10:00 AM - 12:00 PM	Marketplace Open
10:30 AM - 12:00 PM	Advisory Council Meeting
12:30 - 2:00 PM	Area Meetings
2:30 - 4:00 PM	Breakouts 101-105
4:00 - 6:00 PM	Marketplace Open
4:30 - 5:30 PM	2024-25 NAEOP Board Meeting
6:00 PM	Tours/Sightseeing - On Your Own

Tuesday - 7/15/2025

7:30 - 9:30 AM	Marketplace Open
8:00 AM - 3:00 PM	Registration Open
8:00 - 9:30 AM	Breakouts 201-205
8:00 - 10:00 AM	NAREOP Annual Meeting
10:00 - 11:30 AM	Council Meetings
1:00 - 2:30 PM	Second General Session & Foundation Annual Meeting
3:00 - 4:30 PM	Breakouts 301-305
3:00 - 5:00 PM	Marketplace Open
5:30 - 6:30 PM	PSP & Installation Rehearsal/Photos
6:00 - 7:00 PM	Social Hour
7:00 - 9:00 PM	PSP Awards Banquet & 2025-26 Board Installation
9:00 - 10:00 PM	Dessert Reception

Wednesday - 7/16/2025

8:00 - 9:30 AM	Breakouts 401-405
10:00 - 11:30 AM	Breakouts 501-505
11:15 - 11:45 AM	Marketplace Basket Pick Up
12:00 - 2:00 PM	Member Recognition & Awards Luncheon
2:30 - 6:00 PM	2025-2026 NAEOP Board Meeting



SUMMIT

Navigating Personalities or “PITAs” at Work

Dr. Robert (Bob) Orndorff

SUNDAY, JULY 13, 2025 - 9:30 AM - 2:00 PM

Conference attendees will have the option to add-on this Summit to their registration for an additional \$75.00

Summit Description

An organization’s productivity and morale can literally be won and lost based on the interpersonal effectiveness and character of your members. In this entertaining and dynamic seminar, Dr. Orndorff, the lead author of *The PITA Principle: How to Work With and Avoid Becoming a Pain In The A***, highlights seven types of difficult personalities or “PITAs” found most prevalently in the workplace and offers strategies for navigating the PITAs in your life while becoming more aware of your own PITA tendencies. Finally, Dr. Orndorff will incorporate Emotional Intelligence techniques and strategies that serve as a tool for navigating difficult personalities and managing interpersonal adversity within your work team.

OUTCOMES

1. Learn about 7 of the most difficult personalities or “PITAs” found most prominently in your work setting.
2. Identify strategies and Emotional Intelligence techniques that will help you cope more effectively with the PITAs you deal with in the workplace.
3. Reflect on your own PITA tendencies and utilize “Good Wolf Behaviors” to help minimize your PITA tendencies and ultimately contribute to your organization’s positive morale and overall success.
4. Develop stronger relationships with your coworkers by working together to gain a deeper understanding of the challenges related to navigating difficult personalities and addressing issues in the workplace.

Keynote Speaker - Opening Session: Maximizing Your Professional Competencies

Dr. Robert (Bob) Orndorff

MONDAY, JULY 14, 2025 - 8:00 - 10:00 AM

Dr. Robert (Bob) Orndorff is currently the Senior Director of Career Services for Penn State and an Associate Professor in Counselor Education. Bob also serves as a training specialist, leading professional development seminars for Penn State faculty and staff. Over the past 35 years, he has worked at four universities in addition to Penn State: Indiana University of Pennsylvania, Georgetown University, Moravian College, and Elon University. While at Georgetown, his program, *The Strategic Job Search*, won a national award for “the best educational program related to career services in the nation” and was highlighted on *Good Morning America*. Additionally, Bob is a career and interpersonal author and consultant in the education, business, and government sectors. Bob was contracted by the U.S. Department of Defense to produce professional development seminars for returning military personnel and their families and to conduct day-long trainings for Army personnel in the Pentagon. He was the lead author of a Business book, *The PITA Principle: How to work with and avoid becoming a Pain In The A***. In the community, Bob has been active as a youth league coach and a thought-piece columnist on “Fathering” for the *Centre Daily Times*.

Keynote Address: Maximizing Your Professional Competencies

In this keynote presentation, you will learn about eight professional competencies that have been vetted by and highly sought after from thousands of employers across the world through surveys from the National Association of Colleges and Employers (NACE). Dr. Bob Orndorff, our Keynote presenter, was selected to serve on the National Advisory Council of CareerLaunch, which created an online platform for rating the eight NACE professional competencies. In his keynote address, Bob will provide an expert overview of these important eight competencies, including sample behaviors for each. He will also offer advice on how to maximize your professional competencies to enhance your career success!

2025 BREAKOUT SESSIONS

Monday, July 14, 2025 - 2:30 - 4:00 PM

- **101 - PSP Basics: Information & Work Session, Bonnie J. Miller, CEOE**
 - Ready to receive the PSP certification? Want to know how you can achieve the CEOE/CESE distinction? Intimidated by the PSP application process? Join us as we discuss the application process, program myths, qualification and documentation requirements. Participants are encouraged to bring questions and a draft application for discussion. Handouts will be available.
- **102 - Mind-fullness vs Mindfulness, Katie Henricks**
 - Mindfulness definition: a mental state achieved by focusing one's awareness on the present moment, while calmly acknowledging and accepting one's feelings, thoughts, and bodily sensations, used as a therapeutic technique. Katie will share some techniques with us to allow us to live our lives more in the moment. To appreciate our experiences to the fullest. She will also talk about some of the therapies used today in our special education classrooms.
- **103 – Dealing with Difficult People, Lynn Coughlin, CEOE**
 - Difficult people are everywhere. One of the most beneficial communication skills to have is to know how to deal with difficult people. They can be family members, people you work with, parents, students, and other community members. We all need to learn how to keep this from affecting us and how to deal with the situation in the best possible manner. I will give you tips on how to effectively interact with a difficult person and how to keep it from affecting you.
- **104 – Navigate the Digital Landscape Safely, Amanda Blake**
 - In today's increasingly digital world, it's crucial to protect yourself and your organization from online threats. This workshop will equip you with essential knowledge and practical tips to navigate the digital landscape safely.

Key Topics:

- Password Protection: Learn best practices for creating strong, unique passwords and using password managers.
- Private vs. Personal: Understand the difference between private and personal information and how to safeguard sensitive data.
- Digital Etiquette: Discover the rules of online etiquette and how to communicate professionally and respectfully in digital spaces.
- Phishing Scams: Recognize common phishing tactics and learn how to spot and avoid these malicious attacks.
- Media Balance: Develop strategies for maintaining a healthy balance between digital and real-world activities.

By the end of this session, you'll have the tools and knowledge to stay safe online and protect yourself.

- **105 – Google Goodies For School Office Professionals, Nichole Porter**
 - Join us for a fun and hands-on professional development session where you'll discover time-saving tips and tricks to master Google Calendar, Gmail, Google Docs, and Google Forms. Learn how to streamline your workflow, boost productivity, and simplify your day-to-day tasks. Whether you're a seasoned Google user or just starting out, this workshop is for you.

2025 BREAKOUT SESSIONS

Tuesday, July 15, 2025 - 8:00 - 9:30 AM

- **201 – PSP Affiliate Chairmen/Presidents: Understanding & Promoting PSP**, *Bonnie J. Miller, CEOE*
 - NAEOP Affiliate PSP Chairmen and Presidents are encouraged to join this session. We will discuss the role of the PSP Chairman, share marketing and networking ideas, affirm program information and guidelines, provide guidance and support on how to assist our NAEOP members as they navigate the Professional Standards Program and the application process to enable them to earn their PSP certification and CEOE/CESE distinction.
- **202 – Yoga for the Office Professional**, *Ruth James, CEOE*
 - Chair yoga is a wonderful practice for everybody, suitable for beginners and seniors. Recognizing that as Office Professionals our time can be spent at a desk for eight or more hours a day, this class is the perfect introduction to chair yoga. Participants will go through a chair yoga sequence they will be able to incorporate into their daily routines.
- **203 – Dealing with Difficult People**, *Lynn Coughlin, CEOE*
 - Difficult people are everywhere. One of the most beneficial communication skills to have is to know how to deal with difficult people. They can be family members, people you work with, parents, students, and other community members. We all need to learn how to keep this from affecting us and how to deal with the situation in the best possible manner. I will give you tips on how to effectively interact with a difficult person and how to keep it from affecting you.
- **204 – Google Goodies For School Office Professionals**, *Nichole Porter*
 - Join us for a fun and hands-on professional development session where you'll discover time-saving tips and tricks to master Google Calendar, Gmail, Google Docs, and Google Forms. Learn how to streamline your workflow, boost productivity, and simplify your day-to-day tasks. Whether you're a seasoned Google user or just starting out, this workshop is for you.
- **205 – Navigate the Digital Landscape**, *Amanda Blake*
 - In today's increasingly digital world, it's crucial to protect yourself and your organization from online threats. This workshop will equip you with essential knowledge and practical tips to navigate the digital landscape safely.

Key Topics:

- Password Protection: Learn best practices for creating strong, unique passwords and using password managers.
- Private vs. Personal: Understand the difference between private and personal information and how to safeguard sensitive data.
- Digital Etiquette: Discover the rules of online etiquette and how to communicate professionally and respectfully in digital spaces.
- Phishing Scams: Recognize common phishing tactics and learn how to spot and avoid these malicious attacks.
- Media Balance: Develop strategies for maintaining a healthy balance between digital and real-world activities.

By the end of this session, you'll have the tools and knowledge to stay safe online and protect yourself.

2025 BREAKOUT SESSIONS

Tuesday, July 15, 2025 - 3:00 - 4:30 PM

- **301 – Time Management, Georgette Council, CEOE**
 - There is always work to be done in the world of administrative professionals. Being able to be multi-focused is a required element of the job description that becomes part of your daily routine. But how do you deal with multiple supervisors, colleagues, internal and external customers, family, and social obligations simultaneously and remain effective? How do you do it without feeling like you're losing your mind? How do you show your competence amid chaos? How do you maximize your time to "get it all done?" You work S.M.A.R.T., not H.A.R.D. This session will give you tried and tested tips and tools for improved time management.
- **302 – Cupcakes or Cabbage-Which Do You Prefer?, Debbie Wade, CEOE**
 - Join in this lively and interactive comparison about the positives and negatives of customer service using CUPCAKES and CABBAGE. Be prepared to have some sweet fun!
- **303 – The Balancing Act Workshop: Mastering the Art of Work-Life Harmony, Gervonder Brown, CEOE**
 - Join us for an empowering workshop designed to help you balance professional goals and personal life. Learn time management techniques, reduce stress, and develop a personalized action plan for sustainable harmony. With interactive sessions, practical tools, and actionable takeaways, this workshop equips you to reclaim control, enhance fulfillment, and thrive in every aspect of your life. Whether you're a professional, entrepreneur, or seeking better work-life balance, this is your opportunity to transform your approach and achieve lasting success.
- **304 – Canva: Design Made Easy, Brian Heyward**
 - Unleash your creativity with Canva! Join us for a fun and interactive workshop where you'll learn how to use this powerful design tool to create stunning visuals for your school office.

In this session, you will:

- Discover the basics of Canva and its user-friendly interface
- Explore a variety of design templates for social media posts, presentations, flyers, and more
- Learn how to customize designs with your own branding and messaging
- Gain hands-on experience creating your own designs
- Share tips and tricks to elevate your design skills

Whether you're a seasoned designer or a complete beginner, this workshop is for you. Come and learn how to create professional-looking designs that will impress your colleagues and community.

- **305 – Navigate the Digital Landscape, Amanda Blake**
 - In today's increasingly digital world, it's crucial to protect yourself and your organization from online threats. This workshop will equip you with essential knowledge and practical tips to navigate the digital landscape safely.

Key Topics:

- Password Protection: Learn best practices for creating strong, unique passwords and using password managers.
- Private vs. Personal: Understand the difference between private and personal information and how to safeguard sensitive data.
- Digital Etiquette: Discover the rules of online etiquette and how to communicate professionally and respectfully in digital spaces.
- Phishing Scams: Recognize common phishing tactics and learn how to spot and avoid these malicious attacks.
- Media Balance: Develop strategies for maintaining a healthy balance between digital and real-world activities.

By the end of this session, you'll have the tools and knowledge to stay safe online and protect yourself.

2025 BREAKOUT SESSIONS

Wednesday, July 16, 2025 - 8:00 - 9:30 AM

- **401 – Cultural Sensitivity and Diversity**, *Georgette Council, CEOE*
 - This workshop enhances participants' understanding of cultural sensitivity and diversity in the workplace and community. It aims to foster inclusivity, reduce bias, and empower attendees with practical tools to effectively navigate and celebrate cultural differences. Key Takeaways include Understanding Diversity, building cultural sensitivity, Effective Communication, and Creating an Inclusive Environment. The workshop combines interactive activities, group discussions, real-world case studies, and role-playing exercises to ensure an engaging and practical learning experience. Participants will leave the session with actionable insights and strategies for embracing diversity, promoting cultural sensitivity, and contributing to a more inclusive environment in their personal and professional lives.
- **402 – Generative AI: A Practical Guide for Educational Office Professionals**, *Chris Jackson*
 - Generative AI tools, like OpenAI's ChatGPT and Google Gemini, can simplify and enhance your daily tasks. In this session, Chris Jackson will provide a clear and approachable introduction to generative AI, using relatable examples to explain its strengths and limitations.

Discover how these tools can not only handle routine tasks like drafting emails or creating meeting agendas but also transform time-consuming repetitive tasks—turning hours of work into seconds. Learn how generative AI can also act as a creative partner, serving as a sounding board for new ideas and helping brainstorm solutions to problems. Chris will also cover important considerations, such as data privacy and ensuring accuracy, so you can use AI effectively and responsibly in your role. Whether you're curious about AI or ready to harness its full potential, this session will provide valuable insights and practical takeaways.

- **403 – Yoga for the Office Professional**, *Ruth James, CEOE*
 - Chair yoga is a wonderful practice for everybody, suitable for beginners and seniors. Recognizing that as Office Professionals our time can be spent at a desk for eight or more hours a day, this class is the perfect introduction to chair yoga. Participants will go through a chair yoga sequence they will be able to incorporate into their daily routines.
- **404 – Finding the Balance: Work/Life/Home**, *Eronda Jackson, CEOE*
 - Work, Life, and Balance. Is this a thing? Can we have it all? In this session we will explore the challenges of trying to obtain it all. What is priority and how do we manage it? Let's think out of the box and share practices and habits that help to keep you at an optimal level to be the best version of you.
- **405 – Canva: Design Made Easy**, *Brian Heyward & Amanda Blake*
 - Unleash your creativity with Canva! Join us for a fun and interactive workshop where you'll learn how to use this powerful design tool to create stunning visuals for your school office.

In this session, you will:

- Discover the basics of Canva and its user-friendly interface
- Explore a variety of design templates for social media posts, presentations, flyers, and more
- Learn how to customize designs with your own branding and messaging
- Gain hands-on experience creating your own designs
- Share tips and tricks to elevate your design skills

Whether you're a seasoned designer or a complete beginner, this workshop is for you. Come and learn how to create professional-looking designs that will impress your colleagues and community.

2025 BREAKOUT SESSIONS

Wednesday, July 16, 2025 - 10:00 - 11:30 AM

- **501 – Time Management, *Georgette Council, CEOE***
 - There is always work to be done in the world of administrative professionals. Being able to be multi-focused is a required element of the job description that becomes part of your daily routine. But how do you deal with multiple supervisors, colleagues, internal and external customers, family, and social obligations simultaneously and remain effective? How do you do it without feeling like you're losing your mind? How do you show your competence amid chaos? How do you maximize your time to "get it all done?" You work S.M.A.R.T., not H.A.R.D. This session will give you tried and tested tips and tools for improved time management.
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- **503 – The Balancing Act Workshop: Mastering the Art of Work-Life Harmony, *Gervonder Brown, CEOE***
 - Join us for an empowering workshop designed to help you balance professional goals and personal life. Learn time management techniques, reduce stress, and develop a personalized action plan for sustainable harmony. With interactive sessions, practical tools, and actionable takeaways, this workshop equips you to reclaim control, enhance fulfillment, and thrive in every aspect of your life. Whether you're a professional, entrepreneur, or seeking better work-life balance, this is your opportunity to transform your approach and achieve lasting success.
- **504 – Big Things Come in Small Packages, *Debbie Wade, CEOE***
 - Each person brings unique gifts to the world – to the workplace, family, and community. What gifts do you give others? What gifts do others give you? Come! Open your gifts and discover what's inside!
- **505 – Google Goodies For School Office Professionals, *Nichole Porter***
 - Join us for a fun and hands-on professional development session where you'll discover time-saving tips and tricks to master Google Calendar, Gmail, Google Docs, and Google Forms. Learn how to streamline your workflow, boost productivity, and simplify your day-to-day tasks. Whether you're a seasoned Google user or just starting out, this workshop is for you.

HELP US CELEBRATE NAEOP'S



ANNUAL CONFERENCE!

SHOW YOUR NAEOP SPIRIT BY WEARING GREEN AND GOLD ON TUESDAY, JULY 15!



FUN THINGS TO DO IN CHARLESTON

COMBO BUS CITY HARBOR TOUR

- **Saturday, July 12th or Sunday, July 13th**
- **3-hour tour - \$64.00 | 11:30 AM, 1:30 PM, 3:30 PM or 5:30 PM**
- **To book, click here [Combo tour](#)**

Join Adventure Sightseeing & Charleston Harbor Tours for our 'See it all' half-day city tour by minibus and a harbor history tour aboard the Carolina Belle. See the best of Charleston!

Our relaxing and informative 90 minute bus tour is the best way to be introduced (or re-introduced!) to the Holy City. Our professional and knowledgeable guides will share 350 years of Charleston history with you while you cruise through the city's historic district in cool, air conditioned comfort. Then climb aboard the Carolina Belle for a 90 minute live narrated tour of the harbor that covers over 75 points of interest!

One discounted ticket will guarantee you a spot on the 'See It All' City Tour AND entitle you to a voucher for The Charleston Harbor Tour that can be used for any date and time!

BBQ & BLUES CRUISE

- **Thursday, July 17, 2025 | 7:00 - 9:00 PM**
- **Cost - \$59.95 | To book, click here [BBQ and Blues Cruise](#)**

Join us aboard the Charleston Princess for a fantastic evening on the water. Come cruise with us for a fun, casual and relaxing experience on water!

We have partnered with some great local and regional musicians for a fantastic cruise featuring amazing live music, breathtaking views of the "Holy City" and a delicious BBQ buffet! The buffet includes pulled pork, smoked chicken, mac & cheese, cole slaw, buns and sauces on side, and water. Fully stocked bar on board with beer, wine and cocktails for purchase! This cruise is perfect for date night, groups of friends, group outings, or any occasion.

Adult - boarding begins at 6:30 and includes the delicious BBQ buffet, cruise, live music and cash bar.

VIP Adult Ticket - includes everything above plus premium early boarding (30 minutes earlier than normal boarding) and 1 complimentary drink per person! Normal boarding is 30 minutes prior to cruise time. VIP is 1 hour prior to cruise time.

While aboard the Charleston Princess listening to some great tunes, you'll get close-up sunset views of the Holy City's most famous and charming sights, including:

Fort Sumter: One of Charleston's most popular landmarks, where the first shots of the Civil War were fired. Confederate and Union army Forts Moultrie and Johnson

USS Yorktown: the famous World War II "Fighting Lady"

St. Michael's Church: A survivor of both the Revolutionary and Civil Wars, whose steeple was painted black so as not to be an easy target

Stately homes on the Battery: Symbols of Southern elegance and perseverance

The Arthur Ravenel Jr. Bridge: A state of the art span that accommodates the largest ships in the world

The best way to see the historic city of Charleston is by taking one or more of the sightseeing tours, including tour by carriage offered by Charleston Tours & Events. Experience the beauty, grandeur, and majesty of Charleston first-hand and learn about the place Travel plus Leisure once named the "World's Best City."

If you are looking for some adventure or love some history, Charleston has plenty of it. With just a click on this link, you will find something for everyone. <https://charlestonharbortours.com/>



Attendee Name:

☐ CEOE

☐ CESE

Full Address:

E-Mail:

Phone:

CONFERENCE REGISTRATION

NAEOP Member Registration

\$430

\$

Non-Member Registration

\$530

\$

☐ First time attending a NAEOP Conference

☐ Are you receiving PSP/CEOE/CESE Recognition at the PSP/Awards Banquet?

Conference Kick Off/First Timer Event (July 13, 2025 - No Charge)

☐ I plan on attending (First Timer)

☐ I plan on attending (Conference Alumni)

☐ I would like to be a First Timer Mentor

☐ **Retirees Only:** Attending the NAREOP Annual Meeting (July 15, 2025)

CHECK APPROPRIATE MEALS:

PSP/Awards Banquet &
2025-26 Board Installation

☐ Short Ribs

☐ Salmon

☐ Not Attending

Membership Recognition &
Awards Luncheon

☐ Chicken

☐ Mahi Mahi

☐ Not Attending

Please list any special dietary needs or disability:

ADDITIONAL ADD-ONS:

☐ Summit - July 13th **\$75** (Includes boxed lunch)

☐ Conference Bag **\$20** (First Timers will receive a free bag)

REGISTRATION FEES TOTAL \$

ADD-ON FEES TOTAL \$

GUEST/SPOUSE REGISTRATION:

Name:

Email:

Phone:

Admin Fee \$25 \$

PSP/Awards Banquet &
2025-26 Installation \$80 \$

☐ Short Ribs ☐ Salmon

Membership Recognition
& Awards Luncheon \$50 \$

☐ Chicken ☐ Mahi Mahi

GUEST FEES TOTAL \$

TOTAL CONFERENCE FEES \$

2025 ANNUAL CONFERENCE REGISTRATION FORM

Payment Method (All fees are payable in U.S. dollars)

- ☐ Copy of Purchase Order is attached (Must be paid two weeks prior to conference date)
- ☐ Enclosed is a check or money order payable to NAEOP
- ☐ Credit Card

Name on Credit Card: Payment Total \$

Credit Card Number: Exp. Date: CVC:

Billing Address:

Please note a \$5 convenience fee is applied to all credit card transactions

Signature:

REGISTRATION:

You must register by June 15, 2025, to be listed in the Annual Report. After June 15, please bring the registration form and payment with you for onsite processing. Onsite registration will be accepted on a space available basis. Meal tickets, however, may not be available onsite. **Registration must be paid in full prior to June 30, 2025.**

CANCELLATION/REFUND POLICY:

All cancellation requests must be received in writing to the National Office. Cancellations received on or before June 15 will entitle the registrant to a full refund less a \$25 administrative fee. Cancellations received between June 15 and June 30 will entitle the registrant to a 50% refund. **There are no refunds for registration or meals after June 30, 2025.**

No-shows will not be refunded.

Fees for hotel accommodations, tours, and transportation to and from the conference are the sole responsibility of the registrant.

RETURN COMPLETED FORM AND PAYMENT TO:

NAEOP National Office
521 First St, PO Box 10
Milford, NE 68405
Email: staff@naeop.org



For more information, visit our [website](#) or download our [membership brochure](#)