



CAMA CONFERENCE FOR EXECUTIVE ASSISTANTS IN LOCAL GOVERNMENT

Empowering Executive Assistants for Tomorrow



November 3-5, 2024 | Fredericton, New Brunswick

DAY ONE

Sunday, November 3, 2024

4:00 p.m. - 8:00 p.m.	Conference Registration
7:00 p.m. - 9:00 p.m.	Welcome Reception

DAY TWO

Monday, November 4, 2024

7:00 a.m. to 4:00 p.m.	Conference Registration
7:00 a.m. to 7:45 a.m.	Wellness Hour
7:45 a.m. to 8:30 a.m.	Breakfast
8:30 a.m. to 9:00 a.m.	Opening Ceremonies
9:00 a.m. to 10:00 a.m.	Opening Keynote: "Just Be(longing): Authenticity, Belonging and Connection at Work" (Tina Varughese)
10:00 a.m. to 10:15 a.m.	Refreshment Break
10:15 a.m. to 11:00 a.m.	Plenary Session: "Building Bridges: Nurturing Effective EA-Municipal Leadership Partnerships (Gary Kent, Cassandra Rutland, Steve Hart, Angela Duplessis)
11:00 a.m. to 12:00 Noon	Plenary Session: Elevate your Influence: Enhancing your Skills as a Confident Communicator (Jan Enns)
12:00 Noon to 1:00 p.m.	Lunch
1:00 p.m. to 2:30 p.m.	Workshop - "Navigating Your Leadership Journey as an EA: Tips, Tools and Epiphanies to Guide Your Way" (Suzanne Gibson)
2:30 p.m. to 2:45 p.m.	Refreshment Break
2:45 p.m. to 3:45 p.m.	Plenary Session: Records Management (Government Frameworks)
3:45 p.m. to 4:30 p.m.	Plenary Session: Empowering Executive Assistants: Mastering Project Management and Minute Taking in Municipal Dynamics (Krystin Stitt)
4:30 p.m. to 7:00 p.m.	Free Time to Explore the Downtown
7:00 p.m. to 10:00 p.m.	Lobster Fest Extravaganza: A Maritime Night to Remember

DAY THREE

Tuesday, November 5, 2024	
7:00 a.m. to 4:00 p.m.	Conference Registration
7:00 a.m. to 7:45 a.m.	Wellness Hour
7:45 a.m. to 8:30 a.m.	Breakfast
8:30 a.m. to 9:30 a.m.	Plenary Session: Building Strong Relationships: Fostering Municipal-Indigenous Collaboration (Mayor Kate Rogers and Sakom Allan Polchies Jr.)
9:30 a.m. to 10:30 a.m.	Plenary Session: Political Acumen for Local Government Executive Assistants: Simple Tips for Complex Environments (Todd Pugh)
10:30 a.m. to 10:45 a.m.	Refreshment Break
10:45 a.m. to 11:45 a.m.	Plenary Session: Unlocking Multigenerational Success: Strategies for Recruitment and Retention in Local Government (Flo Follero-Pugh)
12:00 Noon to 1:00 p.m.	Lunch
1:00 p.m. to 1:45 p.m.	Plenary Session: Event Planning in Municipal Government: A Comprehensive Guide (Julia McDevitt and Carolina Correa, Elm City Events)
1:45 p.m. to 2:45 p.m.	Plenary Session: Empowering Executive Assistants: Strategies for Influence, Impact, and Professional Growth (Nina McCarthy)
2:45 p.m. to 3:00 p.m.	Refreshment Break
3:00 p.m. to 4:00 p.m.	Closing Keynote: "The Success-Energy Equation" (Michelle Cederberg)

CONFERENCE REGISTRATION INFORMATION

Delegate Program

Secure the Early Bird Rate for the Conference by registering before September 1, 2024. If you are employed by a municipal government and your municipality has a CAO or another employee that is a CAMA member, kindly include the member's name on the registration form (no member IDs or additional information is necessary).

The registration fee includes the Welcome Reception, all Conference sessions, breakfasts, refreshment breaks, lunches and the Lobster Fest Extravaganza: A Maritime Night to Remember.

Delegate Type	Early Bird Registration by September 1, 2024	Registration Fee After September 1, 2024
Member Municipality (Municipal Government) Choose this category if you work for municipal government and your municipality has a CAO or another employee that is a CAMA member.	\$725.00 + \$108.75 HST = \$833.75	\$825.00 + \$123.75 HST = \$948.75
Non-Member Municipality (Municipal Government) Choose this category if you work for municipal government and your municipality does not have an employee that is a CAMA member.	\$1125.00 + \$168.75 HST = \$1293.75	\$1225.00 + \$183.75 HST = \$1408.75
Retired Executive Assistant / Student Choose this category if you are a retired Executive Assistant who is no longer actively employed, or you are a student enrolled in a post-secondary educational institution.	\$450.00 + \$67.50 HST = \$517.50	\$550.00 + \$82.50 HST = \$632.50
Non-Member (Non-Municipal) Choose this category if you do not work for local government. This could include the provincial government, federal government, or a private business.	\$1225.00 + \$183.75 HST = \$1408.75	\$1325.00 + \$198.75 HST = \$1523.75

Click [here](#) to register



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Questions?

Contact Jennifer Goodine,
CAMA Executive Director

1-866-771-2262 or admin@camacam.ca

Register by September 1, 2024 to get
the Early Bird Pricing!