



CAMA CONFERENCE FOR EXECUTIVE ASSISTANTS IN LOCAL GOVERNMENT

Empowering Executive Assistants for Tomorrow

October 5-7, 2025 | Ottawa, Ontario

CONFERENCE REGISTRATION INFORMATION

Delegate Program

Secure the Early Bird Rate for the Conference by registering before August 1, 2025. 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 Casual Night Out.

Delegate Type	Early Bird Registration by August 1, 2025 (+13% HST)	Registration Fee After August 1, 2025 (+13% HST)
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.	$\$750.00 + \$97.50 \text{ HST} =$ \$847.50	$\$850.00 + \$110.50 \text{ HST} =$ \$960.50
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.	$\$1150.00 + \$149.50 \text{ HST} =$ \$1299.50	$\$1250.00 + \$162.50 \text{ HST} =$ \$1412.50
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.	$\$450.00 + \$58.50 \text{ HST} =$ \$508.50	$\$550.00 + \$71.50 \text{ HST} =$ \$621.50
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.	$\$1250.00 + \$162.50 \text{ HST} =$ \$1412.50	$\$1350.00 + \$175.50 \text{ HST} =$ \$1525.50

Click [here](#) to register

DAY ONE

Sunday, October 5, 2025

9:30 a.m. to 1:30 p.m.	Conference Registration
10:00 a.m. to 12:00 Noon	Pre-Conference Activity: Historic Walking Tour - Explore Canada's Capital One Step at a Time!
1:00 p.m. to 3:00 p.m.	Pre-Conference Activity: Historic Walking Tour - Explore Canada's Capital One Step at a Time!
4:00 p.m. - 8:00 p.m.	Conference Registration
5:15 p.m. - 5:45 p.m.	Opening Ceremonies
5:45 p.m. - 6:45 p.m.	Opening Keynote: "The FLIP Side of Failure: Ignite Resilience, Relationships & Retention through Failing Forward!" (Sarah McVanel)
7:00 p.m. - 9:00 p.m.	Welcome Reception (Delta Hotel)



DAY TWO

Monday, October 6, 2025	
7:00 a.m. to 4:00 p.m.	Conference Registration
7:45 a.m. to 8:30 a.m.	Breakfast
8:30 a.m. to 9:30 a.m.	Plenary Session: "Is AI Stealing Your Job? The Impact of Artificial Intelligence on Your Future" (Rhonda Scharf)
9:30 a.m. to 10:30 a.m.	Plenary Session: "From EA to Executive: Navigating the Path to Leadership" (Brenda Orchard, Lisa Niblock, Shannon Harrower)
10:30 a.m. to 11:00 a.m.	Refreshment Break
11:00 a.m. to 12:00 Noon	Plenary Session: "Dynamic Duos: Elevating EA-CAO Partnerships for Modern Leadership" (Terri Brennan, Peter Neufeld, Andrea Palichuk, Sonya Pritchard, Corinne Nielsen)
12:00 Noon to 1:00 p.m.	Lunch
1:00 p.m. to 2:30 p.m.	Workshop: "Your FLIP Moment is Now - How Unsung Heroes Can Recognize Their Own Greatness" (Sarah McVanel)
2:30 p.m. to 3:00 p.m.	Refreshment Break
3:00 p.m. to 4:00 p.m.	Workshop: "How to Have Those Difficult Conversations" (Rhonda Scharf)
4:00 p.m. to 7:00 p.m.	Free Time to Explore the Downtown
7:00 p.m. to 10:00 p.m.	Casual Night Out - Red and White Night - A Toast to Canada (Lowertown Brewery & Sky Lounge in the Byward Market)

DAY THREE

Tuesday, October 7, 2025	
7:00 a.m. to 4:00 p.m.	Conference Registration
7:45 a.m. to 8:30 a.m.	Breakfast
8:30 a.m. to 9:30 a.m.	Plenary Session/Workshop: "Behind the Scenes - EAs Driving Exceptional Internal & External Customer Service" (Andrea Chambers)
9:30 a.m. to 10:15 a.m.	Plenary Session: "Bridging Protocols & Partnerships: Supporting Indigenous Engagement in Municipal Government" (Marc Forgette)
10:15 a.m. to 10:45 a.m.	Refreshment Break
10:45 a.m. to 11:45 a.m.	Panel Session: "Efficiency in Action: Streamlining Operations for Maximum Impact" (Pamela Nicholson, Shelley Westlake-Brown, Jennifer Sparks-Zahn, Tina Lee)
11:45 Noon to 12:45 p.m.	Lunch
12:45 p.m. to 2:15 p.m.	Workshop: "Hot Topics Workshop - Peer-to-Peer Exchange for EAs" (Rhonda Scharf)
2:15 p.m. to 2:45 p.m.	Refreshment Break
2:45 p.m. to 3:45 p.m.	Closing Keynote: "The MUSIC ADVANTAGE: How the Power of Music Can Elevate Work, Well-Being, and Connection" (Jennifer Buchanan)
3:45 p.m. to 4:00 p.m.	Closing Ceremonies



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Questions?

Contact Jennifer Goodine,
CAMA Executive Director

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

Register by August 1, 2025 to get the
Early Bird Pricing!

JOIN US NEXT YEAR IN CALGARY, ALBERTA!

Save the dates: October 4-6, 2026 (Westin Calgary)