

CAMEA ACAEM



PRELIMINARY PROGRAM-AT-A-GLANCE

SUNDAY, OCTOBER 4, 2026

TIME	EVENT / SESSION
9:30 a.m. to 1:30 p.m.	Conference Registration
10:00 a.m. to 4:00 p.m.	Pre-Conference Activity: Hike in the Rocky Mountains
10:00 a.m. to 12:00 Noon	Pre-Conference Workshop: Big Audacious Boundaries: Protecting Your Energy in a World of Endless Demands (Daena Douglas)
10:30 a.m. to 1:30 p.m.	Pre-Conference Activity: *Calgary Foodie Tour
1:00 p.m. to 3:00 p.m.	Pre-Conference Activity: *Paint & Sip
1:00 p.m. to 3:00 p.m.	Pre-Conference Activity: *Sound Bath
3:30 p.m. to 5:30 p.m.	Conference Registration
5:00 p.m. to 5:30 p.m.	Opening Ceremonies
5:30 p.m. to 6:45 p.m.	Opening Keynote: “You’re More Than Just the Assistant – Meaningful Outcomes. Creating Happiness. Confidence in Image Presence!” (Michele Charles Gustafson)
7:00 p.m. to 9:00 p.m.	Welcome Reception

*Please note: Timing for Sunday pre-conference activities may be adjusted. The final program will confirm details.

MONDAY, OCTOBER 5, 2026

TIME	EVENT / SESSION
7:00 a.m. to 4:00 p.m.	Conference Registration
7:30 a.m. to 8:15 a.m.	Breakfast & Networking
8:15 a.m. to 9:15 a.m.	Plenary Session: “From Chaos to Calm: Reclaim Your Day” (Rhonda Scharf)
9:15 a.m. to 10:15 a.m.	Plenary Session: “AI in Action for Executive Assistants: Practical Tools, Policies & Real-World Applications” (Nikki Best)
10:15 a.m. to 10:45 a.m.	Refreshment Break
10:45 a.m. to 11:45 a.m.	Plenary Session: “Navigating Leadership Transitions: The EA Perspective” (CAMEA Members – To Be Confirmed)
11:45 a.m. to 12:45 p.m.	Lunch
12:45 p.m. to 2:00 p.m.	Workshop: “Core Motive: The Superpower to Unlock Your Human Capital” (Glynis Devine)
2:00 p.m. to 2:30 p.m.	Refreshment Break
2:30 p.m. to 3:30 p.m.	Plenary Session: “5-Minute EA Game Changers: Small Practices That Make a Big Difference” (CAMEA Members – To Be Confirmed)
3:30 p.m. to 4:30 p.m.	CAMEA Hive Mind Think Tank: Real Solutions for Real EA Challenges (Glynis Devine)
4:30 p.m. to 7:00 p.m.	Free Time to Explore the Downtown
7:00 p.m. to 10:00 p.m.	“Boots, Bulls, & Beats: A CAMEA Country Night” at Ranchman’s Cookhouse and Dance Hall



TUESDAY, OCTOBER 6, 2026

TIME	EVENT / SESSION
7:30 a.m. to 1:00 p.m.	Conference Registration
7:30 a.m. to 8:15 a.m.	Breakfast
8:15 a.m. to 9:15 a.m.	Plenary Session: “Stop Letting that Difficult Person Ruin Your Day: Effectively Handle Negative and Difficult People for Better Productivity and Less Stress” (Beverly Beuermann-King)
9:15 a.m. to 10:15 a.m.	Plenary Session: “Having a Servant’s Heart: Elevating Leadership Through Support” (Chad Verge, Executive Assistant, Community Safety & Social Services, City of Airdrie, AB)
10:15 a.m. to 10:45 a.m.	Refreshment Break
10:45 a.m. to 11:45 Noon	Workshop: “7 Ways to Beat Burnout Without Quitting Your Job” (Beverly Beuermann-King)
11:45 a.m. to 12:45 p.m.	Lunch
12:45 p.m. to 2:15 p.m.	Workshop: “Navigating Governance & Political Realities: A Practical 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: “L.E.A.P. UP! How Executive Assistants Influence, Empower and Elevate the People They Support” (Daniel Lewis)
3:45 p.m. to 4:00 p.m.	Closing Ceremonies

