

OASSA Secretary Conference

The OASSA Secretary Conference has become a highlight of our entire conference schedule. This two-day conference allows secretaries and office staff to get a break from the day-to-day business and relax as they receive some exceptional professional development. Current administrators and school personnel, OASSA legal counsel, and some world class keynote speakers combine to present engaging and timely topics appropriate for secretaries. The Ohio Secretary of the Year is also honored prior to the final general session.



Join us for 2 days full of learning, networking, collaborating, fun, relaxation and maybe even a little shopping!

**Tuesday, April 30 &
Wednesday, May 1, 2019**

The Hilton Columbus at Easton

Hotel Reservations



The Hilton Columbus at Easton
3900 Chagrin Drive, Columbus, OH 43219

Use this link to book your room at the Hilton: https://www.hilton.com/en/hi/groups/personalized/C/CMHCHHF-SSA-20190426/index.jhtml?WT.mc_id=POG

Questions? Call the OASSA Office at 614.430.8311

OASSA - 8050 North High Street - Suite 180, Columbus, Ohio 43235
www.oassa.org • fax: 614.430.8315

OASSA Secretary Conference

Featuring keynote
speaker:
Eddie Slowikowski



3 minutes and 58 seconds. That is the amount of time it took Eddie Slowikowski to run the mile. Whether it's as a Gold Medal winner for the USA Track & Field Team, a 3-time NCAA All-American, or the world's most dynamic professional speaker, Eddie knows a thing or two about peak performance. Through years of training as an athlete and running his own speaking business, he knows what it takes to be elite. Eddie has always had the can-do spirit of an entrepreneur, in all walks of life. Best of all, Eddie can channel that sense of accomplishment through interactive storytelling to audiences everywhere. He can make you laugh, cry, dance and learn... all in one presentation. It's a roller coaster journey like no other, and Eddie's been doing it for over 24 years.

Throughout all the accomplishments and medals, Eddie sought to enrich his life with service and empowerment for himself and others. Through month-long service projects in Central America and helping the homeless in the city of Chicago, Eddie widened his world-view beyond the life of sports. Now a father of two, he proves that a successful balance of life and business can be attained.

Eddie speaks to tens of thousands of people year in and year out, utilizing a vast array of programs that are always customized to fit the needs of each audience. Whether it's for corporations or associations, Eddie's personally devised programs are ever changing, keeping his message on the cutting edge for audiences everywhere. His extraordinary rate of repeat business is a testament to his versatile talent. The one constant through it all remains his high-energy message and interactive style. With his own state of the art sound system, Eddie uses music, sound effects, dancing and audience interaction to bring his memorable presentations to life.

One thing is for sure: with Eddie Slowikowski, you'll learn how to energize your performance to get the best out of your ability.

GOOGLE Camp - NEW Format!

We are excited to have the tech team from Bryan City Schools this year for our Google Camp. The team will be providing training on the following Google Products (based on feedback from Ohio secretaries):

- 1) Google Forms
- 2) Google Slides
- 3) Google Sheets
- 4) Google Drive

The attendees will be divided into two groups (advanced and beginners) to ensure the level of training suits individual needs.

Google Camp is OPTIONAL - See the Registration Form for options.



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Schedule at a Glance

Tuesday, April 30, 2019

8:00 a.m. - 9:00 a.m.	Google Camp Registration
9:00 a.m. - 11:30 a.m.	Google Camp - New Format! IT team from Bryan City Schools
11:30 a.m. - 12:00 p.m.	Conference Registration (non-Google Camp attendees)
12:00 p.m. - 12:50 p.m.	Lunch (sit down lunch will be served at noon) sponsored by: Horace Mann
12:50 p.m. - 1:00 p.m.	Opening Remarks: Ken Baker, OASSA Executive Director
1:00 p.m. - 2:30 p.m.	General Session #1: Energize Your Performance (Sponsored by: Herff Jones) Eddie Slowikowski, World-Class Speaker and Entrepreneur
2:30 p.m. - 2:45 p.m.	Break
2:45 p.m. - 3:45 p.m. (choose 1 session)	Concurrent Sessions #1: Final Forms - Integration with DASL and Powerschool Clay Burnett, CEO and Founder, Final Forms Concurrent Sessions #2: Dealing with Difficult People J.D. Emmett, Curriculum Supervisor, South Central Ohio ESC and OASSA Board Member
3:45 p.m. - 4:00 p.m.	Break/Transition
4:00 p.m. - 5:00 p.m.	General Session #2: Women in Leadership Jennifer Britton, West Unit Principal, Kettering Fairmont High School and Shannon Williamson, Preschool Supervisor, Fairfield City Schools
5:00 p.m.	Networking Reception: Sponsored by: McGraw-Hill Education

Wednesday, May 1, 2019

7:30 a.m. - 8:30 a.m.	Breakfast Buffet - sponsored by: Final Forms
8:30 a.m. - 9:30 a.m.	Legal Update: Laura Anthony, Attorney, Bricker & Eckler
9:30 a.m. - 9:45 a.m.	Break/Transition
9:45 a.m. - 10:45 a.m. (choose 1 session)	Concurrent Sessions #3: How to Handle a Change in Building Leadership Speaker TBD Concurrent Sessions #4: School Safety and Online Threats Speaker TBD
10:45 a.m. - 11:00 a.m.	Break/Transition
11:00 a.m. - 11:15 a.m.	Presentation of the OASSA/Jostens' Secretary of the Year Award: Ken Baker, OASSA Executive Director and Jostens
11:15 a.m. - 12:15 p.m.	Closing General Session: Be The Best! Harvey Alston, Keynote Speaker, Founder of Best, Inc., and Coordinator of the Ohio High School Athletic Association Student Leadership Conferences
12:15 p.m. - 12:30 p.m.	Closing Comments/Adjournment



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April 30 - May 1, 2019 • The Hilton Columbus at Easton

Registration Form

(One registration form per person - Please print or type)

Name: _____ Position: _____

School: _____ School District: _____

County: _____

School Address: _____
Street City Zip

School Phone: (____) _____ E-mail Address: _____

Conference Fees & Payment Information

Conference Registration Fee - Including Google Camp: \$245
(Registration fee includes Google Camp, breakfast (day 2), program, materials, and lunch (day 1))

Conference Registration Fee - NO Google Camp: \$195
(Registration fee includes breakfast (day 2), program, materials, and lunch (day 1))

Google Camp Registration Fee ONLY: \$100
(Registration fee includes Google Camp and coordinating materials - MEALS ARE NOT INCLUDED)

- Payment or PO **MUST** be included with the registration form. Send completed registration form AND payment as follows (Make **checks payable to OASSA**):
 - 1) fax to OASSA at 614.430.8315
 - 2) email to Jeri Dill at [<JDILL@oassa.org>](mailto:JDILL@oassa.org)
 - 3) mail to OASSA at: OASSA, 8050 N. High Street, Suite 180, Columbus, OH 43235-6484

There is no reduced fee for persons who wish to attend only one day of the conference.

\$ _____ Amount Enclosed P. O. # _____

MC/VISA/DISCOVER (do not email credit card info for security purposes; phone or fax is acceptable)

Card # _____ Exp. Date _____ Amount \$ _____

Card Billing Address: _____
Street City Zip

Email receipt to: _____

Registrants who cancel at least three (3) workdays before the date of the conference will not be charged or may request a full refund. Registrants who cancel fewer than three (3) workdays will be charged food costs. No-shows and registrants who cancel the day of the conference will be charged the full registration amount.

_____ Check here if you are disabled or require special services or have dietary concerns. Please attach a description of your needs.