

AdminsRise 2023 – AAP National Conference

Date: Thursday, June 1, 2023

Location: Westin Harbour Castle, Toronto, Ontario

[AdminsRise 2023](#)

Lessons, Leverage & Leadership – Training and Development for today's Admin Professional

The Association of Administrative Professionals (AAP) will be hosting the 2023 National Conference on Thursday, June 1, 2023 in Toronto, Ontario. Administrative professionals from across the country will be participating in this one-day learning opportunity that will focus on three key core concepts: Lessons, Leverage and Leadership. The event will bring forth a concept of shared ideas, networking, business opportunities and social influences pertinent in today's work environment.

We are looking for the **best** speakers to motivate our community through amazing content that is both engaging and interactive. Our speakers will share our passion for continuous learning and are keen on promoting their sessions on both social and traditional platforms.

Session Themes:

1. Lessons – Storytelling at its finest! This theme will focus on shared experiences, best practices and interactions as an administrative professional. We are looking for speakers willing to share their stories when it comes to overcoming adversity and getting out of one's comfort zone to try something new.
2. Leverage – Technology is at the core of our learning. This theme will focus on new technologies for today's administrative professionals. We are looking for technical training in the areas of Microsoft Office, Cloud Applications, Social Media and Business Writing.
3. Leadership – Growth is one of the key cornerstones of AAP. This theme will focus on growth as an administrative professional through influence, communications and strategy. We are looking for sessions that provide our attendees the golden "nuggets" when it comes to the art of leadership and how to grow as a strategic business partner.

Our sessions will be focused on 4 key principles:

1. The Learning Module – Sessions highlight best practices or provide a learning application style format.
2. Key Takeaways – We want to ensure that our participants have key takeaways after your session. A minimum of 3 key takeaways will be provided to each attendee.

3. Timing – Each Session will be one hour in length, which will include a 60-minute presentation + 10 minute Q&A.
4. Themes – Each session will focus on one (or more) of our key themes.

All submissions must be completed and sent electronically to Katherine Vaillancourt at: aap.national.pastpresident@canadianadmin.ca by **September 21st, 2022.**

PROPOSAL ELEMENTS

If you would like to submit a proposal, please include the following information with your speaker proposal:

- First Name
- Last Name
- Organization
- Job Title
- Email
- Mobile Number
- Brief biography

The event will feature one of the 3 topics. Please indicate which major topic you will cover:

- Lessons & Storytelling
- Leveraging Technology
- The Art of Administrative Leadership

Title of Your Presentation(s):

Abstract of Your Presentation(s) (max 150 words):

Please indicate 3 key takeaways that the attendees will derive from your presentation:

Cost: As AAP is a volunteer-run non-profit organization, we are looking for the most cost-effective proposals submitted. Should you wish to discuss sponsorship opportunities in order to take advantage of higher visibility and additional promotion at the event, please let us know within your proposal. Sponsoring speakers will be given priority on available slots.

We will be reviewing proposal submissions following the deadline. We will inform you of the status of your submission by September 30th, 2022.