

**NAPAHE 2019 Draft**  
**For Professionals Supporting Higher Education's Leaders**  
**March 8-10, 2019**  
**Philadelphia Marriott Downtown, Philadelphia, PA**

**Friday, March 8, 2019**

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| 8:00-9:00 a.m.                                     | <b>Conference Committee Work Session</b> ( <i>committee members only</i> )  |
| 9:00-12:00 p.m.                                    | <b>National Association of Presidential Assistants in Higher Education (NAPAHE) Board Meeting</b> ( <i>board members only</i> )                                     |
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| 12:45-1:45 p.m.                                    | <b>Conference Ambassador Training</b> ( <i>conference ambassadors only</i> )  |
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| 2:00-5:30 p.m.<br>2:00-2:30 p.m.<br>2:30-5:30 p.m. | <b>NAPAHE Registration Open</b><br><i>New Members/First Time Attendees</i><br><i>All Conference Participants</i>  |
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| 2:30- 3:30 p.m.                                    | <b>First-Time Attendee/New Member Orientation</b>   |
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| 3:30-3:45 p.m.                                     | <b>Beverage Break</b>   |
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| 3:45- 5:15 p.m.                                    | <b>Pre-Conference Sessions</b><br>1. Operational Programming<br>2. Chief of Staff Programing<br>3. Provost Office Programming<br>4. Board Professionals Programming |
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| 5:30-7:30 p.m.                                     | <b>Opening Networking Reception (TBD Offsite)</b>   |
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**Saturday, March 9, 2019**

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|----------------|--------------------------------------|
| 6:00-7:00 a.m. | <b>Walking Group</b><br><b>Zumba</b> |
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**Saturday, March 9, 2019**

7:30- 9:00 a.m.            **NAPAHE Registration Open**

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**Saturday, March 9, 2019**

7:30-8:00 a.m.            **Breakfast Buffet**

8:00-9:00 a.m.            **Roundtable Discussions**

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9:15-10:45 a.m.           **Welcome and Opening Session**

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10:45- 11:15 a.m.        **Beverage Break**

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11:15-12:15 p.m.        **Concurrent Sessions I**

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12:30-1:45 p.m.         **Networking Lunch**

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2:00-3:00 p.m.           **Concurrent Sessions II**

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3:00-4:00 p.m.           **Beverage/Snack Break and Sponsor Showcase**

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3:30-4:00 p.m.           **Spotlight Sessions I**

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4:15-5:15 p.m.           **Concurrent Sessions III**

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5:15 p.m.                  **Dinner (*Groups on your Own*)**

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7:00-10:00 p.m.         **Optional Activity: Tentative**

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**Sunday, March 10, 2019**

6:30-7:15 a.m.            **Walking Group**  
                                 **Zumba**

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8:00–8:45 a.m.            **Breakfast Buffet/Annual Business Meeting**

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9:00-10:00 a.m.           **Roundtable Discussions**

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10:15-10:45 a.m.        **Spotlight Sessions II**

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10:45-11:00 a.m.        **Beverage Break**

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11:00 a.m.-12:15 p.m.   **Closing Session/Plenary**

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12:00– 2:00 p.m.        **ACE Vendor Hall open for NAPAHE Attendees**

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12:30-1:30 p.m.        **Conference Committee Wrap-Up Meeting** (*committee members only*)

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