








 <p>All Keynote sessions are free to attend without reservation</p>	<p><b>The PA Club Breakfast</b> Private Networking session</p> <p><b>08:45 - 09:50</b></p>	<p><b>Jade Burke, Shelley Brady, Mark McCullum, Margaret Young &amp; Mark Wilson</b> <b>PA LIFE Panel</b> What impact will Brexit have on business travel?</p> <p><b>10:45 - 11:45</b></p>	<p><b>IMA</b> Private Networking Session</p> <p><b>12:00 - 12:50</b></p>	<p><b>Lucy Brazier</b> So you want to be a Strategic Business Partner?</p> <p><b>13:00 - 13:50</b></p>	<p><b>Elizabeth Da Silva</b> PA LIFE Networking</p> <p><b>14:30 - 15:20</b></p>	<p><b>Catherine Mayer</b> Daring to Lead</p> <p><b>15:30 - 16:20</b></p>	<p><b>pa-assist</b> <b>Members Voice Awards</b></p> <p><b>16:30 - 17:15</b></p>
 <p>PA Life master classes. Pre book to attend</p>	<p><b>Joanna Gutmann</b> SpeedReading</p> <p><b>9:45 - 10:45</b></p>	<p><b>Paul Pennant</b> Magic moments with Microsoft</p> <p><b>11:30 - 12:30</b></p>		<p><b>Joanna Gutmann</b> Matter of Minutes</p> <p><b>12:45 - 13:45</b></p>	<p><b>Lindsay Taylor</b> How not to communicate</p> <p><b>14:15 - 15:15</b></p>	<p><b>Paul Pennant</b> Save 90 minutes a day using Outlook</p> <p><b>15:30 - 16:30</b></p>	
 <p>PA Life master classes. Pre book to attend</p>	<p><b>Paul Pennant</b> Managing your manager, interruptions &amp; stress</p> <p><b>10:00 - 11:00</b></p>	<p><b>Rosemary Parr</b> From Executive PA to Management; climbing the ladder</p> <p><b>11:15 - 12:15</b></p>		<p><b>Abigail Jones</b> How to let other people know you are an amazing Admin Professional, and get the recognition you deserve!</p> <p><b>13:00 - 14:00</b></p>	<p><b>Heather Baker</b> Benefit From change</p> <p><b>14:30 - 15:30</b></p>	<p><b>Dani Littlejohn</b> Taking control of the perception others have of you</p> <p><b>15:45 - 16:45</b></p>	
 <p>PA Life master classes. Pre book to attend</p>	<p><b>Diana Brandl</b> The evolving executive assistant in the digital age</p> <p><b>10:15 - 11:15</b></p>	<p><b>David Clubb</b> The rapidly changing role of the PA/EA</p> <p><b>11:45 - 12:45</b></p>		<p><b>Catherine Arden</b> Beyond #Metoo and #Timesup - the role of men and women in the workplace.</p> <p><b>13:15 - 14:15</b></p>	<p><b>Jo Parkin</b> How to raise your profile as a PA/EA</p> <p><b>14:45 - 15:45</b></p>	<p><b>Elizabeth Wakeling</b> Learning to lead</p> <p><b>16:00 - 17:00</b></p>	
 <p>PA Life master classes. Pre book to attend</p>	<p><b>BEYOND events</b> Pulling off an event like an Event Prof - from initial brief to live event (while doing your day job too!)</p> <p><b>9:45 - 10:45</b></p>	<p><b>David Lovett-Hume</b> The PA as an Event Organiser</p> <p><b>11:15 - 12:15</b></p>	<p><b>Dan Stevens</b> Inspire your audience with engaging events</p> <p><b>12:45 - 13:45</b></p>		<p><b>Mehram Sumray-Roots</b> How to choose the right technology to manage your event</p> <p><b>14:45 - 15:45</b></p>	<p><b>Kasper Larsen</b> Introducing a more efficient way to help you plan and book your corporate event</p> <p><b>16:00 - 16:50</b></p>	

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 <p>PA Life master classes. Pre book to attend</p>		<p><b>Paul Pennant</b> Save 90 minutes a day using Outlook</p> <p><b>09:45 - 10:45</b></p>	<p><b>Shelley Fishel</b> Create Excel-lent Spreadsheets</p> <p><b>11:15 - 12:15</b></p>		<p><b>Melissa Esquibel</b> How to get your head around Office 365</p> <p><b>12:45 - 13:45</b></p>	<p><b>Lizebeth Koloko Green</b> Become a OneNote ninja in one hour</p> <p><b>14:15 - 15:15</b></p>	<p><b>Catherine Hennessy</b> Refuse to waste peoples time, meetings that get results</p> <p><b>15:30 - 16:30</b></p>	
 <p>PA Life master classes. Pre book to attend</p>		<p><b>Rosemary Parr</b> The healthy, happy &amp; effective PA</p> <p><b>10:00 - 11:00</b></p>	<p><b>Andrew Jardine</b> Conflict at work</p> <p><b>11:15 - 12:15</b></p>	<p><b>Candy Bowman</b> Empathetic listening and positive communication</p> <p><b>12:30 - 13:30</b></p>	<p><b>Nick Bishop</b> Understand your mind to achieve your Peak Performance</p> <p><b>13:45 - 14:45</b></p>	<p><b>Paul Pennant</b> Gaining confidence at work by being more assertive</p> <p><b>15:00 - 16:00</b></p>	<p><b>Ian Caldecourt</b> Delivering the Difficult Message Confidently</p> <p><b>16:15 - 17:15</b></p>	
 <p>PA Life master classes. Pre book to attend</p>		<p><b>Yvette Pearson</b> transferable skills for PAs</p> <p><b>10:15 - 11:15</b></p>	<p><b>Hana Gray</b> Your office Health &amp; Safety check-up</p> <p><b>11:45 - 12:45</b></p>		<p><b>Sarah Hopwood</b> how to use Emotional Intelligence to future proof your job as AI becomes more valuable</p> <p><b>13:15 - 14:15</b></p>	<p><b>Sally Norman</b> HR for non-HR staff</p> <p><b>14:45 - 15:45</b></p>	<p><b>Joanna Gaudoin</b> Political intelligence; essential for career success</p> <p><b>16:00 - 17:00</b></p>	
 <p>From #VA to #AI - Are all Virtual Assistants going to be Digital Nomads?</p>	<p><b>The VA Conference</b> Private Networking Breakfast</p> <p><b>08.30 - 09.00</b></p>	<p><b>Lina Bourdon, Amanda Johnson, Catherine Gladwyn, Felicity Webb</b> Can anyone start and grow a successful VA Business?</p> <p><b>09:00 - 09:45</b></p>	<p><b>Jane Cattermole, Joanne Munro, Rebecca Newnham</b> What should my VA business model be?</p> <p><b>10:15 - 11:05</b></p>	<p><b>Caroline Wylie</b> Skill or Scam? Everyone's sharing and collaborative, aren't they?</p> <p><b>11:15 - 12:05</b></p>	<p><b>Ami Copeland, Henry Herbett, Janthana Kaenprakhamroy</b> Opportunity or Risk? Keys areas to consider for the future of a VA business</p> <p><b>12:15 - 13:05</b></p>	<p><b>Alexandra Galviz</b> Liking the look and latest moves of LinkedIn?</p> <p><b>13:45 - 14:35</b></p>	<p><b>UK VA Awards</b> Announcements and Presentations</p> <p><b>14:45 - 15:35</b></p>	<p><b>Joanne Hawkins, Amanda Johnson, Caroline Wylie, Gwen Backhouse, Joanne Munro</b> #MyVAvision: shaping your strategy for your VA business</p> <p><b>15:30 - 16:20</b></p>