



**Leadership Conference  
Fall Meeting  
September 17, 2019  
Tulsa, OK  
AGENDA**

<b>TIME</b>	<b>AGENDA ITEM</b>	<b>DISCUSSION LEADERS</b>
<b>1:00</b>	<b>Welcome and Introductions Antitrust Statement First Timers Recognition</b>	<b>Tammy Miller-Davison</b>

<b>1:15</b>	<b>Standing Committee and Society Leader Calendars</b>	<b>Carolyn Szczepanski</b>
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This session will focus on providing useful tools and tips for meeting deadlines and preparing data.

**Learning Objectives**

By the end of this session you will be able to:

- List some of the deadlines for society leaders and committee chairs.
- Discuss with members of your committee/society the process to ensure no deadlines are missed.
- Apply methods to your society for record keeping and transition of chairs/board members.

Program Level: Basic

Pre-requisite: Some familiarity with COPAS

Advance Preparation: None

Delivery Method: Group Live

Field of Study: Business Management & Organization

CPE Credits: 1

<b>2:15</b>	<b>Networking – Working the Room</b>	<b>Dan Triezenberg</b>
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This session will focus on providing useful tools and tips on developing your Knowledge Network and networking/working the room at formal meetings and also at the hospitality suite.

### **Learning Objectives**

By the end of this session you will be able to:

- Describe and list the benefits of networking
- List ways you can increase your “knowledge network”
- Discuss ways to network and “work the room”

Program Level: Basic

Pre-requisite: Some familiarity with COPAS and networking

Advance Preparation: None

Delivery Method: Group Live

Field of Study: Personal Development

CPE Credits: 1

### **Break**

**3:30**

### **COPAS Updates**

**APA® Pilot Program and Review Course Update (30 min)**

**Meeting Hosting Update (30 min)**

**CPE Reminders and Updates (30 min)**

**Tom Wierman**

**Kim Peyton**

**Vanessa Galindo**

This session will focus on updates and reminders related to the APA® program, hosting a meeting and CPE requirements.

### **Learning Objectives**

By the end of this session you will be able to:

- Discuss the status of the APA® program and the Review Course
- List what is needed and available for your Society to host a meeting
- Identify what qualifies for CPE and list the documents you need to submit for approval

Program Level: Basic

Pre-requisite: Some familiarity with COPAS

Advance Preparation: None

Delivery Method: Group Live

Field of Study: Business Management & Organization

CPE Credits: 1.5

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