Our 25th conference promises to be a celebration of learning, connecting, & growing for you, the educational office pro. We’ll start off the day learning about positivity. Dr. Paul Jenkins says, “keeping a positive perspective through the challenges we encounter on a regular basis is essential to our mental health and sense of happiness. Positivity allows us to see life’s challenges in a different light, which opens up possibilities for what we can do with them.” Even if you normally see the glass half full, you can expand your horizon and broaden your perspective.

The morning continues with a variety of workshops from which you will be able to choose two – PSP, Office 365, Excel, Sway, Healthy Lunches, Money, Sleep, as well as the opportunity to take a Certiport Microsoft Office Specialist test. After lunch, we’ll have an assortment of networking sessions, including one presented by the National AEOP President, Lisa Morehouse. Networking is an essential part of our jobs…helping to find opportunities, building relationships, and leading to success.

Notes…

- The first 50 to register will receive a free Certiport voucher and Gmetrix practice software for Microsoft Office Specialist certification testing!
- Breakfast & lunch are included with your conference registration.
- Registration, Membership, Optionals, etc.
  - This year we are using Eventbrite for registration.
  - The ticket screen is itemized.
  - You can choose combinations of conference and membership or à la carte.
  - In addition to paying for conference registration and membership, we’ve also listed optional items such as Ways & Means and the Service Project. Unfortunately there is not a way to pay with multiple credit cards so if your educational institution is paying for registration and you want to pay for membership or optional items, you will need to do two separate transactions. If you do this, the system will ask for required information (job, title, addresses, classes, etc.) again. We will be able to delete the duplicate information.
  - Optional items may be purchased at the conference with cash or check.
  - A nominal service fee will be added to the conference & membership items.
  - Payment by credit card or electronic check is preferred. If you need to pay by check, select “Pay by Invoice” as Payment Method. The registration will be submitted once you press “Send Invoice” at the bottom of the page.
  - If you’re unable to attend conference – you can still pay your 2018-19 membership dues and make donations online. Contact Andrea or Sherry (info below) for instructions.

If you have any questions or need technical help, please don’t hesitate to contact Andrea Curtin (801.538.7865) or Sherry Wilson (385.646.4497)

Whether this is your 25th conference, your first, or one in between, we look forward to you helping us celebrate our silver anniversary!
Our Keynote Speaker

“How to Become Pathologically Positive”
~Presented by Dr. Paul Jenkins

Dr. Paul Jenkins is the positivity psychologist. His presentation increases engagement, productivity, and happiness. We are about to hear from a speaker who knows the science, and presents it in an engaging and fun way. Prepare to get an iron grip on powerful psychological principles that make an immediate difference in our personal, family, and professional lives. It is like having an owner’s manual for your brain – one you can actually read, understand, and apply.

- 20+ Years Experience as a Professional Psychologist
- Author, Speaker, Positivity Expert, Personal Development Coach
- Past President of the National Speakers Association, Mountain West
- Host of “Live On Purpose Radio” since 2007
- Featured on “Live On Purpose TV”
- Multiple Radio and TV Appearances

Signed copies of Pathological Positivity and its pocket-sized companion Portable Positivity will be available at our conference at special event pricing.
www.PathologicalPositivity.com
www.PortablePositivity.com
www.drpauljenkins.com

Conference Schedule

Friday, March 9, 2018
4:00 - 6:00 pm Executive Board Meeting

Saturday, March 10, 2018
7:00 - 8:00 am Registration & Continental Breakfast
Basket & 50/50 Ticket/Candy Sales
8:00 am Opening Session
Welcome / Introductions
Pledge of Allegiance
Inspiration
Greetings
UAEOP Business Meeting
Keynote Presentation
~ Dr. Paul Jenkins
“How to Become Pathologically Positive”
9:40 - 10:40 am Workshop - Session 1
10:50 - 11:50 am Workshop - Session 2
12:00 - 1:00 pm Luncheon
PSP Recognition
UAEOP Scholarship Recipient
UAEOP Awards
Introduction of 2017-2018 Officers
1:00 - 2:30 pm Networking Mini-Sessions
2:40 - 3:40 pm Nifty Networking
~ Lisa Morehouse, CEOE, NAEOP President
3:40 - 4:00 pm Wrap Up & Door Prizes
(must be present to win)

UAEOP Service Project

We have chosen the Utah Food Bank for our service project this year.

The Utah Food Bank works tirelessly with community partners and volunteers to continue making an impact and fulfilling their mission of Fighting Hunger Statewide. One in 6 children in Utah face the pain and stress of hunger. Food deprived children not only feel the physical pain of an empty tummy, but when an empty tummy makes it hard to concentrate in school, it hurts their future too. Hungry children are more likely to be chronically absent from school, and when they do attend, they have a hard time concentrating. These children often feel powerless, afraid and hopeless, and all too often what little food they can access isn’t enough to provide the nutrition their developing bodies need.

Our monetary donations, no matter how large or small, can help change this. For every $1 donated, the Utah Food Bank can provide $7.81 in goods and services. You can either donate at the time of registration or bring your donation to the conference. (If you want to use your donation for income tax purposes, bring your check, made out to the Utah Food Bank and we will mail it with the monies we collect as a group).
Workshop Session 1

The PSP Puzzle
~ presented by Lisa Morehouse, CEOE & Raimee Hunt, CEOE

NAEOP offers members the opportunity to develop professional skills and grow as leaders through a prescribed regime of experience, education, in-service and association responsibility requirements. Putting all these pieces together is truly a puzzle we can help you with! When you choose to pursue your PSP certification you are making a statement that professional development is important to you, both professionally and personally. Join me as we sort the pieces, line up the edges, fill in the middle and piece together the PSP Puzzle of Professional Certification! Bring your own paperwork and get hands on help with the PSP process.

Achieve More with Office 365
~ presented by Patrick Mendez & Justin Lee

Achieve more with Office 365 in your school and collaboratively with your team! In this workshop, you will learn more about the latest Office features including Teams, Sway, OneNote, and Forms.

If, Ands and Buts of Excel
~ presented by Adam Little, IT Analyst, USBE

This course will help users develop and understand functions in Excel. The course will cover a variety of functions that will help improve your knowledge and skill level in Excel.

Healthy Lunches that WORK
~ presented by Maria Givler, M.Ed., R.D., PEHP Dietitian

Learn about the healthy eating guidelines and how to apply them in your work environment. Explore common barriers that impact our ability to eat healthfully at work and how to overcome barriers. This seminar comes complete with easy and healthy lunch ideas and recipes.

Certiport Microsoft Office Specialist Test
~ presented by Sara Cox, Deployment Manager, Certiport

There are a limited number of testing opportunities at the conference. Sign up through the registration process. Take a MOS test to increase your resume, prove your knowledge, check off a performance objective, and realize your potential. Learn more at: http://www.certiport.com/portal/desktopdefault.aspx?page=common/pagelibrary/mos2016/mos-2016/whats-new.html

Workshop Session 2

Create Unique Presentations with Sway
~ presented by Patrick Mendez & Justin Lee

Sway is a free, new Microsoft online product that will bring out your creative side. From newsletters to training, creating presentations can be a long and sometimes difficult process. In this workshop, you will be introduced to Sway, an incredible, easy to use presentation application that works on any device! As part of Office 365 Sway makes creating your next presentation easy and interactive with your audience.

Excel with Data
~ presented by Adam Little, IT Analyst, USBE

This course will help users develop advanced skills in Excel. The course will cover a focus on creating and manipulating pivot tables.

The Game of Money - An Adventure in Growing Up
~ presented by Kimberly Boettcher

To learn about life as an adult, we have to help our kids experience their own big adventure! In this session you will learn about practical and creative methods to help them move toward a positive financial path.

Sleep From A to Zzzz
~ presented by Jody Treu, PEHP Healthy Utah Specialist

Sleep is a basic necessity of life, as important as air, food, and water. It determines if we wake up feeling refreshed, alert, and ready for the day or if our jobs, relationships, productivity, health, and safety suffer. If you are one of the 74% of Americans who experience sleep problems a few nights a week, then this seminar is for you. This seminar will cover general information and myths about sleep, as well as how sleep affects your health and fitness goals. You will leave with practical, healthy sleep tips and relaxation techniques that can be used to get a better night's sleep.

Certiport Microsoft Office Specialist Test
~ presented by Sara Cox, Deployment Manager, Certiport

There are a limited number of testing opportunities at the conference. Sign up through the registration process. Take a MOS test to increase your resume, prove your knowledge, check off a performance objective, and realize your potential. Learn more at: http://www.certiport.com/portal/desktopdefault.aspx?page=common/pagelibrary/mos2016/mos-2016/whats-new.html
Registration Information

Conference Registration
(includes Saturday keynote, workshops, breakfast & lunch)
- Member (UAEO & USEA) $80.00
- Member (Retired) $50.00
- Non-Member $105.00
- Late Fee $10.00
  (after February 9, 2018)

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Lodging Information

Home2Suites by Hilton is a hip, casual hotel in a contemporary and inviting environment. Some of the amenities include:
- Flexible standard studio suites with fully equipped kitchens
- Free inspired continental breakfast daily
- Complimentary high-speed internet access
- Hilton HHonors where guests earn both Points & Miles
- Satisfaction guaranteed - if you aren’t completely satisfied, let us make it right or that night’s on us.

The hotel is located 3.6 miles south of the GEC. In order to take advantage of the special UAEO rate of $92 plus tax for a Double Queen, you must make your reservation before February 9, 2018. Call the hotel directly to make your reservation. Use code UAEO.

Cancellation within 48 hours before arrival date 100% of total room revenue.

Home2Suites
4927 S State Street
Murray, Utah
801.288.1234

Ways & Means

Every year at conference we raise funds so UAEO can provide services to the members. You can help by purchasing tickets/candy for $1.00 each or 6 for $5.00. Then you can choose which of the several donated baskets to put your ticket into with the hope of taking that basket home!

In addition, we have our 50/50 drawing where half of the money donated goes toward our Student Scholarship and other half goes to you—if you have the winning ticket!

New this year, you can prepay for your tickets/candy when you register...they will be ready and waiting for you in your registration packet the day of conference. You can also buy them the day of conference.

If you would like to donate a basket, please contact Marlene Wilson at 435.793.2135.