

## A Message from the Conference Coordinator



On behalf of the North Carolina Association of Educational Office Professionals' Board of Directors and the 2021 Conference Committee, I want to personally invite you to attend the 2021 NCAEOP Annual Conference. It is a dynamic, challenging, and exciting time for education office professionals. With the impact of COVID-19 and a "new normal", school support staff are at the forefront of improving quality and safety of our students and families, and the needs of the broader education system. Our value proposition has never been greater and at no point in time has the need to be "virtually unstoppable" been more important. With that said, the **2021 NCAEOP Annual Conference is going virtual!** While we wish we could all be together, we believe this is the next best thing and we look forward to connecting with each one of you.

Although the virtual option is available, anyone wishing to attend in person can, with limited availability based on the gathering restrictions that may be in place at the time of the conference. The Hilton North Raleigh Midtown, 3415 Wake Forest Road, Raleigh NC, will remain the host site for our conference. Should you desire to attend in person and need lodging, rooms are still available! The code created for our group is **NCAOP**. Guests can also book reservations by calling the Hilton Worldwide reservations line at 919-872-2323, OPTION 1 or online at [www.northraleigh.hilton.com](http://www.northraleigh.hilton.com); by referencing the group code **NCAOP**, you will receive the group rate for the contracted dates. The cutoff date for reservations is February 14, 2021, and you can make reservations now.

Join us March 17-19, 2021, for three days filled with riveting general sessions, PSP credit hours, timely breakout sessions, networking opportunities with peers, speakers, and sponsors, and fun! Yes, FUN! We are planning to host a happy hour the Tuesday evening before the conference to introduce our platform and show you around. There will be an Event Game you can play throughout the conference to earn points! Join us Wednesday evening for Virtual Trivia! On Friday, we will announce Dollars for Scholars winners and door prizes, which will be awarded based on the number of points you have earned throughout the event!

If you have never attended a virtual conference before, don't worry. We will provide detailed instructions on how to navigate the platform and make the most out of your virtual experience - *be sure to join us for the Tuesday night Happy Hour when we will review the conference apps!* Some registration information is included here, but detailed information will be provided to you as soon as we are able to launch the app. The Board of Directors' decision to go virtual has introduced new processes and we are working through them as quickly as possible. You can email [conference\\_coordinator@ncaeop.net](mailto:conference_coordinator@ncaeop.net) with questions!

We are proud to offer enlightening and diverse sessions from national, regional, and state presenters crossing the auspices of our industry. I would like to thank each of you in advance for attending our virtual conference this year and for your engagement in this platform to bring us all together. The leadership, vision, along with your collective voice and experience, will help us continue to **Believe, Achieve**, and pivot to a future filled with opportunities to **Succeed**.

*Linda W. Mathis*

Linda Mathis, Conference Chair  
NCAEOP 2020-21 Board of Directors, NCAEOP Past President 1997-98



# \*\* Virtual Happy Hour and Platform Intro \*\*

## Tuesday, March 16 @ 7 PM

### SCHEDULE AT-A-GLANCE

WEDNESDAY, MARCH 17		THURSDAY, MARCH 18		FRIDAY, MARCH 19	
9:00-11:00am	2020-2021 Board of Directors Meeting	8:00-8:30am	<i>A Spark to Light the Way: Coffee Time with Our Past Presidents</i>	8:00-8:30am	<i>A Spark to Light the Way: Coffee Time with Our President-Elect &amp; 2021-22 Board</i>
				8:30-9:30am	2021-2022 Executive Board Meeting
12:30-1:30pm	Retirees Meeting	8:45-10:15am	<b>SECOND GENERAL SESSION – “Don’t Stop Believing”</b>	8:30-8:45am	NETWORKING: Membership, NAEOP, PSP Info
2:00–3:15pm	<b>WELCOME: <i>Denim &amp; Diamonds</i></b> Breakout: First Timers & Retirees, School Support, Central Office & Others	10:30am-12:00pm	<b>THIRD GENERAL SESSION – “Anything Is Possible”</b> Opening & Business Session	9:00-11:30am	SESSION C WORKSHOP: <i>Officer Training: Awaken the Greatness Within</i>
3:15-4:45pm	<b>FIRST GENERAL SESSION: “It Starts with Us”</b>	12:00-1:30pm	\$\$\$ for Scholars Special Projects Vendors/Sponsorship Virtual Hall	9:30-10:45am	SESSION D WORKSHOPS
6:00-8:00 pm	NETWORKING: Membership, NAEOP, PSP Info  \$\$\$ for Scholars Special Projects Vendors/Sponsorship Virtual Hall  Virtual Trivia	2:00-3:15pm	SESSION A WORKSHOPS	11:00am-12:50pm	\$\$\$ for Scholars Special Projects Vendors/Sponsorship Virtual Hall Raffle/Door Prize Drawings
		3:30pm-4:45pm	SESSION B WORKSHOPS	1:15-3:00pm	<b>FIFTH GENERAL SESSION – “Focus on The Future”</b> EOP and Administrator of Year Presentations 2021–2022 Officer Installation
		5:30pm-7:00pm	<b>FOURTH GENERAL SESSION – “Shoot for The Stars”</b> <i>Awards &amp; PSP Ceremony</i>		
		3:30pm	2021-2022 Board of Directors’ Meeting		

\*Schedule subject to changes.

## Registration Information

**Register! Registration is open until February 20, 2021. Everyone will register online.** You may pay online or mail payment.

**ONLINE REGISTRATION** is available at [www.ncaeop.net](http://www.ncaeop.net). The Registration fee can be paid with credit card online. If you do not use credit card, please remember that you must send in a copy of your registration form and payment (check or money order). If you have not paid your membership fee at the time you register, you must pay the *NON-MEMBER* registration fee. Registration will not be complete until payment is received.

**MAIL** registration form with payment to: **NCAEOP Conference Registration, c/o Susan Garren, 3841 Garren Dr., Hickory, NC 28601**. Mailed registration forms will not be processed without payment. Local units sending multiple registrations with one check must have registration forms for each person registering. PLEASE make sure each person is a current member. If membership is not already paid at the time of registration, that person should pay the NON-MEMBER registration fee and the correct amount should be sent. Membership will be verified, and this will delay completion of your registration if all names are not found.

**Cancellation Policy:** Registration is NON-REFUNDABLE. Please note that fees will be refunded only in the event of NCAEOP cancelling due to a catastrophic event. While it is not permissible for several individuals to share a registration, NCAEOP will be happy to accept substitutions after payment if notified of the change in writing prior to the start of the conference.

**Access:** Registrants will be provided with instructions on how to access and use the platform in advance of the conference. Access is granted to approved email addresses. **Registrations may not be shared** between registrants – the registration covers the access of only one email address. All materials, including handouts, will be made available in the conference app. Registrants will have access to on-demand content for 15 days following the conference.

### Registration Fees

*Registrations may not be shared. Registration is not complete until payment is received.*

Early Registration (On or BEFORE February 12)		Late Registration (February 13 or later)	
Active Member \$150	Retiree Member \$75	Active Member \$200	Retiree Member \$125
All Other Non-Member \$200	Retiree Non-Member \$75	All Other Non-Member \$250	Retiree Non-Member \$125

### Hotel Information

- The conference hotel is the **HILTON NORTH RALEIGH MIDTOWN**, 3415 Wake Forest Road, Raleigh NC.
- Hilton Rate: \$170 plus tax/night for 1 King or 2 Double Beds
- The cutoff date for hotel reservations is February 14, 2021.
- Group reservations can be booked by calling Hilton Worldwide reservations line at 919-872-2323, OPTION 1 or online at [www.northraleigh.hilton.com](http://www.northraleigh.hilton.com); by referencing the group code **NCAOP**, they will receive the group rate.