SUNDAY SCHEDULE

Time 🕐	Activity 🏃
1:00 p.m. - 6:00 p.m.	Registration open
2:00 p.m. - 5:00 p.m.	Pre-Conference Presentation: Business Writing and AI (ALL)
6:00 p.m. - 7:30 p.m.	Welcome dinner
7:30 a.m. - 9:00 p.m.	Networking and hospitality

MONDAY SCHEDULE

Time 🕐	Activity 🏃
6:00 a.m. - 10:00 a.m.	Breakfast for hotel guests
6:30 a.m. - 5:00 p.m.	Registration open
7:30 a.m. - 8:20 a.m.	KTAP (Years 1, 2, & 3)
8:30 a.m. - 11:50 a.m.	Myers-Briggs Type Indicator (Year 1)
8:30 a.m. - 11:50 a.m.	The Self-Care Prescription (Years 2 & 3)
Noon - 1:00 p.m.	Lunch
1:10 p.m. - 5:30 p.m.	(Cont.) Myers-Briggs Type Indicator (Year 1)
1:10 p.m. - 3:00 p.m.	Got a Minute? A Training Adventure for City Clerks (Years 2 & 3)
3:10 p.m. - 4:20 p.m.	How to Surf the Digital Wave Without Crashing (Years 2 & 3)
4:30 p.m. - 5:30 p.m.	Ethics and Human Relations (Years 2 & 3)
	Dinner on own

TUESDAY SCHEDULE

Time 🕐	Activity 🏃
6:00 a.m. - 10:00 a.m.	Breakfast for hotel guests
7:30 a.m. - 5:00 p.m.	Registration open
7:30 a.m. - 8:20 a.m.	Clerk Roundtable (Years 1 & 3)
7:30 a.m. - 9:50 a.m.	Team Building (Year 2)
8:30 a.m. - 9:50 a.m.	Creative Problem-Solving and Decision-Making (Year 3)
8:30 a.m. - 11:50 a.m.	Role of the Clerk (Year 1)
10:00 a.m. - 11:50 a.m.	(Cont.) How to Surf the Digital Wave Without Crashing (Years 2 & 3)
Noon - 1:00 p.m.	Lunch
1:10 p.m. - 2:00 p.m.	KTAP (Years 1, 2, & 3)
2:10 p.m. - 3:00 p.m.	Ethics and Human Relations (Year 3)
2:10 p.m. - 4:30 p.m.	Parliamentary Procedures (Year 1)
2:10 p.m. - 5:30 p.m.	Records Management Field Trip (Year 2)

TUESDAY SCHEDULE

Time 🕐	Activity 🏃
3:10 p.m. - 4:30 p.m.	(Cont.) Creative Problem-Solving and Decision-Making (Year 3)
4:40 p.m. - 5:30 p.m.	Election Administration (Years 1 & 3)
5:30 p.m. - 7:30 p.m.	Exhibits open (5:30-7:30 p.m. reception; 6:30 p.m. prize drawing)

WEDNESDAY SCHEDULE

Time 🕐	Activity 🏃
6:00 a.m. - 10:00 a.m.	Breakfast for hotel guests
7:30 a.m. - 5:00 p.m.	Registration open
7:30 a.m. - 8:20 a.m.	KTAP (Years 1, 2, & 3)
7:30 a.m. - 8:20 a.m.	Fact or Crap (Academy)
8:30 a.m. - 9:50 a.m.	Thinking Critically at Work (Year 1)
8:30 a.m. - 10:30 a.m.	Getting a Seat at the Table (Academy)
8:30 a.m. - 11:50 a.m.	Public Speaking (Years 2 & 3)
10:00 a.m. - 11:50 a.m.	FOIA and OMA (Year 1)
10:40 a.m. - Noon	Document Accessibility (Academy)
Noon - 1:00 p.m..	Lunch
1:10 p.m. - 2:00 p.m.	Motor Fuel Tax (ALL)
2:10 p.m. - 5:30 p.m.	New Laws, Conflicts, and Trends (ALL)

WEDNESDAY SCHEDULE

Time 🕐	Activity 🏃
5:30 p.m. - 6:00 p.m.	Photos
6:00 p.m. - 7:30 p.m	Annual Meeting
7:30 p.m. - 9:00 p.m	Networking and hospitality
	Dinner on own

THURSDAY SCHEDULE

Time 🕐	Activity 🏃
6:00 a.m. - 10:00 a.m.	Breakfast for hotel guests
7:30 a.m. - 10:20 a.m.	(Cont.) Role of the Clerk (Year 1)
7:30 a.m. - 10:20 a.m.	MCI Session (Years 2, 3, & Academy)
10:30 a.m. - 11:50 a.m.	Budgeting (ALL)
Noon - 1:00 p.m.	Lunch (Years 1, 2, & 3)
Noon - 1:30 p.m.	Lunch (Academy)
1:10 p.m. - 2:20 p.m.	KTAP (Years 1, 2, & 3)
1:40 p.m. - 2:30 p.m.	Data Management Tools (Academy)
2:30 p.m. - 3:20 p.m.	IML Update (ALL)
3:30 p.m. - 5:30 p.m.	Succession Planning (ALL)
6:00 p.m. - 9:00 p.m.	Banquet

FRIDAY SCHEDULE

Time 🕐	Activity 🏃
6:00 a.m. - 10:00 a.m.	Breakfast for hotel guests
8:30 a.m. - 10:50 a.m.	Keynote: Dream to Do (ALL)
11:00 a.m. - Noon	KTAP (Years 1, 2, & 3)
11:00 a.m. - Noon	Academy Roundtable (Academy)
Noon	Adjourn