2026 OASSA/OAESA ADMINISTRATIVE ASSISTANTS CONFERENCE

Eric Curts

Technology Integration Specialist, Google Certified Trainer and Innovator

Dr. Jennifer Schwanke

Superintendent, Dublin City Schools

This conference has become a highlight of our entire conference schedule. The two-day conference allows administrative assistants and central office staff to get a break from the day-to-day business and relax as they receive some exceptional professional development. Current administrators, OASSA legal counsel, representatives from the business community and fellow secretaries combine to present engaging and timely topics for these valuable employees. The reviews on this conference have been outstanding – please register your administrative assistants to attend!

Location: The Hilton Columbus at Easton

Dates: November 30, 2026 - December 1, 2026

Monday, November 30, 2026

TIME/LOCATION	PRESENTATION TITLE	PRESENTER
7:30 am - 8:00 am Regent Foyer	Tech Camp Registration	
8:00 am - 11:30 am Regent	Session #1: Tech Camp - Google for Administrative Assistants	Eric Curts, Technology Integration Specialist, Google Certified Trainer and Innovator
11:30 am - 12:00 pm Regent Foyer	Conference Registration (for non-tech camp attendees)	
12:00 pm - 12:45 pm Regent	Lunch	
12:45 pm - 12:50 pm Regent	Opening Remarks	Dr. Timothy Freeman, OASSA Executive Director & Dr. Becky Hornberger, OAESA Executive Director
12:50 pm - 2:15 pm Regent 3	Session #2: Keynote	Dr. Jennifer Schwanke, Superintendent, Dublin City Schools and Author
2:15 pm - 2:30 pm	Break	
2:30 pm - 3:30 pm Regent	Session #3: Sleep: Why We Need It & How to Get It	Emily Harmon, Director of Research & Development, Elevate
3:30 pm - 4:45 pm Regent	Session #4: Pause on Purpose: Reset and Reengage with Your Workday	Liz McClellan, Educational Consultant, Elevate
4:45 pm - 5:45 pm	Hospitality	

Tuesday, December 1, 2026

TIME/LOCATION	PRESENTATION TITLE	PRESENTER
7:30 am - 8:30 am Regent Foyer	Breakfast	
8:30 am - 9:45 am	Session #5: The Legal Fine Print at the Front Desk	Stacy Pollock, OASSA Attorney
9:45 am - 10:00 am	Break	
10:00 am - 11:30 am Regent	Session #6: What Would You Do? Office Edition	Dr. Timothy Freeman, OASSA Executive Director
11:30 am - 12:15 pm Regent	Session #7: That Email Doesn't Have to Ruin Your Day: Handling Difficult Communications as a School Leader	Dr. Dustin Miller: Associate Chair and Associate Professor of Clinical Educational Administration in the College of Education and Human Ecology at The Ohio State University
12:15 pm	Closing Comments & Adjournment	Dr. Timothy Freeman, OASSA Executive Director & Dr. Becky Hornberger, OAESA Executive Director

CONFERENCE DATES: November 30 - December 1, 2026

CONFERENCE SITE: The Hilton Columbus at Easton – 3900 Chagrin Drive, Columbus, Ohio 43219

COST: $299 including tech camp/$249 without tech camp

CONFERENCE REGISTRATION LINK: https://oassa.finalforms-amp.com/events

CONFERENCE REGISTRATION INSTRUCTIONS:
https://docs.google.com/document/d/1bTs9O6_wsLXC-6fAfgaaawhwPxHIVba7/edit?usp=sharing&ouid=116820356382790172297&rtpof=true&sd=true

HOTEL RESERVATION LINK: CLICK HERE

HILTON CONFERENCE RATE: $191/NIGHT