

Welcome to New Hampshire the Granite State



**NHAEOP and NAEOP - Northeast Area**

*presents*

**Edith E. Hammond & the Northeast Area Conferences**

**\$149\***

*May 1 - 3, 2024*

*North Conway Grand Hotel*

*North Conway, New Hampshire*

\* Conference price of \$149, Life-time members \$99 and Retirees \$50  
does not include Wednesday's Special Workshops or accommodations/meals.

\* Register for the conference at [NHAEOP May 2024 Conference Registration Form](#)

Make hotel reservations directly to North Conway Grand Hotel.

**Fax the attached hotel reservation form to (603-356-6028)**

If you choose additional night stays at the special rates, those rates do not include meals.

Keynote Speaker:

## **“Mental Focus in the Workplace”**

**Porter Knight, CPO**



The hours in a day are finite yet the demands on your time seem limitless. It's hard to effectively get your work done when you're pulled in so many different directions, and COVID has made it even harder. But by understanding the ways your brain can work for or against you, you can train yourself to keep your brain in the game even in stressful circumstances. This workshop will show you how to improve and protect your mental focus.

General Session:

## **“The Wizard of Us”**

**Pamela Stiles**



Educational Office Professionals play an incredibly important role in the lives of children, parents, and staff. The job is not an easy one and it's sometimes difficult to know if the contributions being made make a difference. As we travel together down a road that can sometimes be chilling, we'll use our hearts, heads, and a bit of courage to discover how we can (and do) make a difference for those around us. And don't be surprised when you learn just WHO is hiding behind the Curtain!

### **CONFERENCE INFORMATION**

*Registration links, workshop descriptions and other important information can be found at: [www.nhaeop.org](http://www.nhaeop.org)*

### **SCHOLARSHIP INFORMATION**

*Can be found at:  
<https://nhaeop.org/awards>*



### ***2024 NHAEOP Conference Community Project***

Our commitment to the needs of communities around the State of New Hampshire are paramount. We will be collecting **non-perishable items** which will be donated to the Vaughan Food Pantry in North Conway, NH.

- ❖ Can goods
- ❖ Dry goods
- ❖ Toiletries
- ❖ Toothpaste
- ❖ Deodorants
- ❖ Condiments
- ❖ Pillowcases
- ❖ Blankets
- ❖ Etc.



***Thank you for your donations.***

**Wednesday, May 1, 2024 – Special Workshops**

**Thursday, May 2, 2024 – General Session 9:00 am—10:30 am**

**Welcome’s from NHAEOP, NAEOP and NH Department of Education**

**NHAEOP Business Meeting**

**Keynote Speaker ~ “Mental Focus in the Workplace”, Porter Knight, COP**

**NAEOP Northeast Area Board Meeting**

**Friday, May 3, 2024 – Workshops, Spirit Luncheon**

*See more information about presenters and workshop descriptions on the website at [www.nhaeop.org](http://www.nhaeop.org)*



<b>Wednesday, May 1, 2024</b> 12:30 pm –2:00 pm 2:15 pm – 3:45 pm	Choose two <b>Special Workshops</b> for an additional cost of \$50 per person Advanced Excel & Excel Marcros ( <u>Double Session</u> ) Connie Hyslop Being Adaptive in Order to Thrive in Our Ever-changing World ~ HealthTrust/ComPsych Balancing Work and Life ~ HealthTrust/ComPsych
<b>Thursday, May 2, 2024</b>  Session 1 1:30 pm – 3:00 pm	D-I-G – Dream, Inspire, Grow ~ Teresa Himmelberger, CEOE, NAEOP President Giving Effective Feedback in Personal or Work Situations ~ HealthTrust/ComPsych Microsoft Office Pre-fillable ~ Connie Hyslop, Hyslop & Associates Cybersecurity ~ Pamela McLeod, ACT Director of Cybersecurity PSP – What is in it for me? ~ Bonnie J. Miller, CEOE, Immediate Past NAEOP President Human Trafficking ~ Meg Chant, Program Director, NHCADSV
<b>Thursday, May 2, 2024</b> Session 2 3:15 pm – 4:45 pm	General Session – “ <b>The Wizard of Us</b> ” ~ Pamela Stiles
<b>Friday, May 3, 2024</b>  Session 3 9:00 am – 10:30 am	The Importance of Play ~ HealthTrust/ComPsych Using Digital Photography in School Communications and Marketing ~ Christy Prosser Artificial Intelligence (AI) ~ Pamela McLeod, ACT Director of Cybersecurity Conflict Management ~ Nicole Armaganian, Risk Management Consultant, Primex <sup>3</sup> Google 101: Working with Google Apps ~ Matthew Dumond, Director of Technology, SAUs 72, 86 & 301 Aging Gracefully Through Exercise ~ Scott Pettey, SRA Training Systems, LLC
<b>Friday, May 3, 2024</b>  Session 4 10:45 am – 12:15 pm	Audit Readiness ~ Sheryl Pratt, CPA, Plodzick and Sanderson Using Digital Photography to School Communications and Marketing ~ Christy Prosser Transitions Moving Forward ~ Katherine Reichley, CEOE, Northeast Area Director Google 102: Advanced Google Apps. ~ Matthew Dumond, Director of Technology, SAUs 72, 86 & 301 Healthy Eating Made Simple ~ Scott Pettey, SRA Training Systems, LLC Canva and much more in the school setting ~ Natalie Gehrig

*The workshop descriptions and presenter’s bios can be found at [www.nhaeop.org](http://www.nhaeop.org)*

**Accommodations at the North Conway Grand Hotel pricing are as follows:**

**2 Night Package (per person): Single: \$399.00, Double: \$299.00, Triple: \$286.00, Quad: \$274.00 includes 6 meals**

**1 Night Package (per person): Single: \$248.00, Double: \$191.00, Triple: \$181.00, Quad: \$175.00 includes 4 meals**

**Day Tripper(s) meal pricing:**

**Breakfast \$26 - Lunch \$31 - Dinner \$47**

**\*Please note:**

*Rates are inclusive of NH State Room Tax and Housekeeping Fees/Services.*

**A credit card will be required at the time registration. The hotel will hold \$50 per person for incidentals whether used or not and will be released at checkout. Fax reservation form to (603) 356-6028.**

## **CONFERENCE REGISTRATION**

To register for the conference, go to [NHAEOP May 2024 Conference Registration Form](#). When completing the Google registration form, designate two preferred workshops from each session.

## **TRANSPORTATION INFORMATION**

There are many ways to get to the NHAEOP/Northeast Area Conference in May 2024!

If you have any questions on the information here, please reach out to Vivian Champagne, CEOE, at email: [vivianchampagne@gmail.com](mailto:vivianchampagne@gmail.com) or cell phone: (207) 399-7344 (I love getting texts!)

We have a couple of volunteers that will transport from Airport/Train/Bus Stations to North Conway if we know when you will be flying in!

### **Plane:**

- A. Portland International Jet Port (PWM) - <https://portlandjetport.org/>
  - a. 50 Miles from North Conway, NH
  - b. Options to get from airport to Conference
    - i. Call Vivian to set up a ride
    - ii. Rent a car
- B. Manchester, NH (MHT) - <https://www.flymanchester.com/>
  - a. 80 Miles from North Conway, NH
  - b. Options to get from airport to Conference
    - i. Call Vivian to set up ride
    - ii. Rent a car
- C. Boston, MA (BOS)- <https://www.massport.com/logan-airport>
  - a. 120 Miles from North Conway, NH
  - b. Options to get from Boston to Conference
    - i. Take a bus - One trip daily from Boston to North Conway
      - 1. [North Conway, NH Bus Stop | Concord Coach Lines](#)
      - 2. Let Vivian know so she can make arrangements to get from drop off point to conference.
    - ii. Rent a car



**Trains** - no direct routes for the Amtrak to North Conway, NH - Sorry

### **Bus -**

- A. Greyhound - <https://www.greyhound.com/bus-routes>
  - a. Nearest bus stop is 2 hour drive
    - i. Please let Vivian know if you need a ride
- B. Concord Bus Lines - <https://concordcoachlines.com/bus-routes/>
  - a. Nearest Bus stop is minutes away from the Conference
    - i. Please let Vivian know if you need a ride



### **Automobile -**

The address for the North Conway Grand Hotel

North Conway Grand Hotel  
72 Common Court  
North Conway, NH 03860

Looking for something to do while in the North Conway area? Check out the Visitor's Guide online at

<https://view.publitas.com/visit-nh/officialnhvisitorsguide/page/1>



*New Hampshire Association of Educational Office Professionals*  
**North Conway Grand Hotel, North Conway NH May 1-3, 2024**

**Reservation Deadline: April 14, 2024 to receive group rate. Be sure to mention NHAEOP!**

MAIL or FAX this form with deposit to: North Conway Grand Hotel – Attn: Sales  
72 Common Court, North Conway, NH 03860 ~ Fax: 603-356-6028 ~

**If interested, extended rates are available for: Tuesday, April 30 (\$99) and/or Friday, May 3 (\$129) plus taxes.  
Guestrooms are subject to availability.**

**Package #1 / 2 Night Package\*** = Wednesday and Thursday overnight accommodations with 6 meals (Wednesday dinner, Thursday breakfast, lunch, and dinner, and Friday breakfast and lunch)

- \_\_\_\_\_ Single Occupancy = \$399.00 per person
- \_\_\_\_\_ Double Occupancy = \$299.00 per person
- \_\_\_\_\_ Triple Occupancy = \$286.00 per person
- \_\_\_\_\_ Quad Occupancy = \$274.00 per person

**Package #2 / Thursday Night Package\*** = Thursday overnight accommodations with 4 meals (Thursday lunch and dinner, and Friday breakfast and lunch)

- \_\_\_\_\_ Single Occupancy = \$248.00 per person
- \_\_\_\_\_ Double Occupancy = \$191.00 per person
- \_\_\_\_\_ Triple Occupancy = \$181.00 per person
- \_\_\_\_\_ Quad Occupancy = \$175.00 per person

**Day Tripper (Meals Only) Rates\*** (for 'meals only', please contact Gretchen Drost – 603-755-1402, [gramgretch52@gmail.com](mailto:gramgretch52@gmail.com) or [info@nhaeop.org](mailto:info@nhaeop.org) ~ Breakfast = \$26.00; Lunch = \$31.00; Dinner = \$47.00

**\*Please note: rates are inclusive of NH State Room Tax and Housekeeping Fees/Services.**

**IF SHARING A ROOM, PLEASE FILL OUT ONE REGISTRATION FORM PER ROOM, NOT PER GUEST**

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Name of Person(s) Sharing Room: \_\_\_\_\_

Your Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**A deposit in the full amount of the package price is due at time of booking.** Deposits will be accepted by check or major credit card (to be processed upon receipt of reservation form). Please make checks payable to: North Conway Grand Hotel. **Please note that a valid credit card is required at check-in, regardless of payment type. An incidental hold of \$50 per night, per room will be authorized at check-in.** Authorizations will be released within 48 hours of departure. Any outstanding balance of each room is required at departure.

If more than one card will be charged; (i.e. for double occupancy), please fill in amount to charge and credit card information below:

Amount: \$ \_\_\_\_\_ Check \_\_\_ MC \_\_\_ VISA \_\_\_ AMEX \_\_\_ DISCOVER \_\_\_

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Credit Card (include name of town, if town card): \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Check \_\_\_ MC \_\_\_ VISA \_\_\_ AMEX \_\_\_ DISCOVER \_\_\_

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Credit Card (include name of town, if town card): \_\_\_\_\_

For refund of deposit, less a \$25 processing fee, notification must be received at least 15 days prior to the scheduled arrival date. A 50% deposit refund, less a \$25 processing fee, will be given for a 3-14 day cancellation. No refunds given with a notification of 0-2 days. Early departure or "No Show" will be billed for full reserved stay.

**CHECK-IN TIME = 4:00pm**

**CHECK-OUT TIME = 11:00am (no late departures)**

**Guest Signature:** \_\_\_\_\_

**Credit Card Signature (if different):** \_\_\_\_\_

Things to do while visiting the North Conway area!



Cathedral Ledge

Franconia Notch

Main Street Stores

North Conway Aerial Picture



  
JULY 14-17  
2024

**NAEOP**  
**Annual**  
**Conference**

**2024**

*Double Tree Downtown  
Little Rock, Arkansas*

Affiliation of the NAEOP  
National Association of Educational Office Professionals  
Website: [www.naeop.org](http://www.naeop.org)



Conference Questions:

Email: [info@naeop.org](mailto:info@naeop.org)

Phone: 603-755-1402

Gretchen Drost, President