

# About the Conference

The Administrative Professionals conference is an opportunity for utility office personnel to learn about valuable skills that benefit today's workplace. Utility administrators work extensively with others during their day-to-day duties, including coworkers, customers, and commissioners. This conference aims to address topics ranging from health insurance to tracking Commissioner

Training to the hottest topic of 2020 - the COVID-19 pandemic. Another key session featured this year is the open-forum Q & A with TAUD's General Counsel and the Comptroller's Office.

This conference also hosts the TAUD Administrative Professionals (TAP) program. The TAP program is a certification program for exceptional administrative personnel who have completed thirty (30) hours in the following categories: Office Management, Financial Administration, Personal Development, Legal & Personnel Issues, and On-Site Systems Operations.

For more information or to register, visit [taud.org](http://taud.org).

## Hotel Information

### Airport Embassy Suites

10 Century Blvd.

Nashville, TN 37214

(615) 871-0033

ROOM RATE: \$153 S/D

RESERVATION DEADLINE: November 13

BOOK ONLINE: <http://group.embassysuites.com/AUD>

We strongly encourage attendees to make reservations as early as possible. Room availability at the host hotel cannot be guaranteed after TAUD's room block cut-off date has passed.

**Questions? Contact us:**

(615) 896-9022 | [taud@taud.org](mailto:taud@taud.org)



P.O. Box 2529  
Murfreesboro, TN 37133

DECEMBER 2-4 · NASHVILLE



# 2020 Administrative Professionals Conference

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DECEMBER 2-4, 2020

Airport Embassy Suites | 10 Century Blvd. | Nashville, TN 37214

Utility/Company: \_\_\_\_\_

Registrant 1: \_\_\_\_\_

Registrant 2: \_\_\_\_\_

Registrant 3: \_\_\_\_\_

Registrant 4: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business E-mail: \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

## REGISTRATION FEES

	before Nov. 20:	after Nov. 20:
TAUD Member	\$230	\$255
Non-Member	\$415	\$440
One Day Only	\$125	\$225

Please make checks payable to TAUD.

If preferred, you may use a Master Card, Visa, American Express, or Discover card.

Only provide credit card information on forms that are to be **direct mailed or faxed**.

We **cannot** accept credit card information via e-mail, including attachments.

Card Number: \_\_\_\_\_ Expires: \_\_\_\_\_ Amount: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_

E-mail (for receipt): \_\_\_\_\_

Submit completed form to:

TAUD

P.O. Box 2529

Murfreesboro, TN 37133

Fax: (615) 898-8283

**TAUD Refund Policy:** All cancellations must be received in writing. A full refund will be issued (less a \$50 processing fee) if cancellation is received at least 15 working days prior to the conference. Cancellations received between 5 & 14 business days prior to the conference are eligible to receive a half refund. No refunds will be issued if cancellation notice is received less than 5 business days prior to the conference. Substitutes are always welcome.



## Sessions Schedule

Nine (9) hours of TAP and six (6) hours of Municipal Utility Official & Commissioner Training credit available.

### WEDNESDAY, DECEMBER 2

- 10AM TAP EXAM CRAM SESSION
- 1:00PM TAP Exam (Pre-Conference Application Required)
- 3-5PM CONFERENCE REGISTRATION

### THURSDAY, DECEMBER 3

- 8:30AM OPENING COMMENTS
- 8:45AM *Health Insurance, Another Option for Your Employees*  
[Melissa McDonald, State of TN Health Insurance Program]
- 9:45AM *Living in Uncertain Times During COVID-19*  
[Employee Assistance Program, State of TN Group Health Insurance Program]
- 10:45AM *Session TBA*
- 12:00PM LUNCH
- 1:00PM *Necessary Tools for Protection During COVID-19*  
[Brad Wilkinson, MISCO]
- 2:15PM *COVID-19: Utility Employer Issues & Considerations*  
[Don Scholes, TAUD]

### FRIDAY, DECEMBER 4

- 8:30AM *Tracking Utility District Commissioner Training: How & Why*  
[John Greer, TN Comptroller's Office; Don Scholes, TAUD]
- 10:30AM *Q & A w/TAUD's General Counsel & Comptroller's Office Utility Specialists*  
*You Ask the Questions, Any Subject*  
[Don Scholes, TAUD; John Greer & Ross Colona, TN Comptroller's Office]
- 11:30AM CLOSING REMARKS

*Session schedule/speakers subject to change.*

To register, complete the enclosed form & submit via mail or fax.  
You may also register online at [taud.org](http://taud.org).