

# 2019 Administrative Professionals Conference



December 5-6 | Airport Embassy Suites Hotel | 10 Century Blvd. | Nashville, TN | (615) 871-0033



TAUD's Administrative Professionals Conference is an opportunity for administrative personnel to learn valuable skills that benefit today's workplace. Administrators interact extensively with people daily and this conference aims to address topics such as customer service, human resources, and utility policies. It is also host to the TAUD Administrative Professionals (TAP) program.

The TAP program was designed to promote and educate those striving for administrative excellence. Requirements for the program cover a series of topics relevant to the skills necessary to become a certified Administrative Professional in the utility industry. The program requires completion of thirty (30) hours of course work in office management, financial administration, legal and personnel issues, personal development, and on-site system evaluation (applicable to your specific utility).

To register, please fill out the form on the opposite page and submit with your payment to the address provided. You may also register online at [taud.org](http://taud.org).

For more information about this conference or to request an application for the TAP program, contact Beth Hardiman at (615) 900-1014 or by e-mail at [bethhardiman@taud.org](mailto:bethhardiman@taud.org).

## HOTEL INFORMATION

### Airport Embassy Suites Hotel

10 Century Blvd., Nashville, TN 37214

(615) 871-0033

Room Rate: \$149

**Reservation Deadline: Nov. 15**

*We strongly encourage attendees to make reservations as soon as possible. Room availability cannot be guaranteed after the TAUD room block cut-off date has passed.*

## CONFERENCE SCHEDULE

Nine (9) Hours of TAP & six (6) hours of Commissioner Training Available!

### THURSDAY, DECEMBER 5

8:00AM - 9:00AM Breakfast & Registration

9:00AM - 12:00PM Sessions

12:00PM - 1:00PM Lunch

1:00PM - 4:00PM Sessions

### FRIDAY, DECEMBER 6

7:30AM - 8:30AM Breakfast

8:30AM - 11:30AM Sessions

# REGISTRATION FORM

Please make copies of this form for more than 4 registrants

*please print*

Administrative Professionals Conference | December 5-6, 2019

Airport Embassy Suites Hotel | Nashville, TN

You may also register online at [www.taud.org](http://www.taud.org)

REGISTRANT 1: \_\_\_\_\_

REGISTRANT 2: \_\_\_\_\_

REGISTRANT 3: \_\_\_\_\_

REGISTRANT 4: \_\_\_\_\_

UTILITY/COMPANY: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## REGISTRATION FEES:

### By November 22, 2019

		Number of Registrants
TAUD Member	\$230	x_____
Non-Member	\$415	x_____
One day only	\$125	x_____

### After November 22, 2019

		Number of Registrants
TAUD Member	\$255	x_____
Non-Member	\$440	x_____
One day only	\$225	x_____

Total Amount Due: \$\_\_\_\_\_

Please make checks payable to TAUD. If preferred, you may also pay by credit card.

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

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

CREDIT CARD NUMBER: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

CARD HOLDER NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL FOR RECEIPT: \_\_\_\_\_

Send completed form(s) & payment to:

TAUD

P.O. Box 2529

Murfreesboro, TN 37133-8041

Fax: (615) 898-8283 | Questions? (615) 896-9022

**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.