

# 2020 ADMINISTRATIVE PROFESSIONALS CONFERENCE

AIRPORT EMBASSY SUITES HOTEL  
10 CENTURY BLVD • NASHVILLE, TN

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).

**For more information about this conference or to request an application for the TAP program,** contact Beth Hardiman at 615.900.1015 or by e-mail at [bethhardiman@taud.org](mailto:bethhardiman@taud.org).

## EVENT SCHEDULE

9 hours of TAP & 6 hours of Commissioner/Municipal Utility Official training available!

### THURS DECEMBER 3

8:00 - 9:00AM Breakfast & Registration  
9:00am - 12:00PM Sessions  
12:00 - 1:00PM Lunch  
1:00 - 4:00PM Sessions

### FRI DECEMBER 4

7:30 - 8:30AM Breakfast  
8:30 - 11:30AM Sessions

## HOTEL INFO

*We encourage you to make reservations early as all accommodations are first come, first serve. Room availability cannot be guaranteed once TAUD's room block cut-off date has passed.*

### Airport Embassy Suites Hotel

10 Century Blvd.  
Nashville, TN 37214  
615.871.0033

**Room Rate:** \$153 per night  
**Reservation Deadline:** November 20

## BOOK ONLINE!

<https://bit.ly/31uFixZ>



## QUESTIONS?

615.896.9022 • [taud@taud.org](mailto:taud@taud.org)



# ADMINISTRATIVE PROFESSIONALS CONFERENCE REGISTRATION

AIRPORT EMBASSY SUITES NASHVILLE

# DEC 3-4

PLEASE MAKE COPIES OF THIS FORM FOR MORE THAN 4 REGISTRANTS OR REGISTER ONLINE AT WWW.TAUD.ORG

REGISTRANT 1

REGISTRANT 2

REGISTRANT 3

REGISTRANT 4

UTILITY/COMPANY

MAILING ADDRESS

CITY

STATE

ZIP

UTILITY PHONE NUMBER

POINT OF CONTACT E-MAIL

## REGISTRATION FEES

### BY 11.20.2020

- TAUD MEMBERS
- NON-MEMBER
- ONE DAY ONLY

\$230  
\$415  
\$125

## NUMBER OF REGISTRANTS

\_\_\_\_\_

\_\_\_\_\_

= \$ \_\_\_\_\_  
= \$ \_\_\_\_\_  
= \$ \_\_\_\_\_

### AFTER 11.20.2020

- TAUD MEMBERS
- NON-MEMBER
- ONE DAY ONLY

\$255  
\$440  
\$225

\_\_\_\_\_

\_\_\_\_\_

= \$ \_\_\_\_\_  
= \$ \_\_\_\_\_  
= \$ \_\_\_\_\_

## PAYMENT INFORMATION

Please send payment information or check to:

**TAUD · P.O. Box 2529 · Murfreesboro, TN 37133**  
**Fax: 615.898.8283**

PAYMENT ENCLOSED

PLEASE INVOICE

CARD NUMBER

EXP. DATE

AMOUNT DUE

NAME ON CARD

SIGNATURE

BILLING ADDRESS

ZIP

EMAIL FOR RECEIPT

Please make checks payable to TAUD. If preferred, you may pay by Master Card, American Express, Discover or Visa. Only provide your credit card information on forms that are to be direct mailed or faxed. **WE CANNOT ACCEPT credit card information on forms that are submitted via email, even if sent as an attachment.** **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.