

* 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 Open Records, Cyber Security & Updates from the Comptroller's Office.

This conference also hosts the TAUD Administrative Professionals (TAP) program. This is a certification program for exceptional administrative personnel who have completed thirty (30) hours in the following categories: Internal Controls, Cyber Security, and Utility HR Panel Discussion.

For more information or to register, visit taud.org.



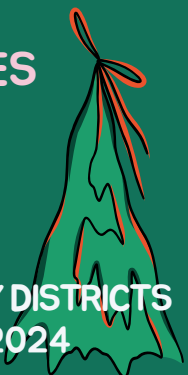
TAUD ROOM BLOCK

We encourage you to make reservations early, as the host hotel will fill up quickly! Mention TAUD when booking to receive the discounted rate.

AIRPORT EMBASSY SUITES

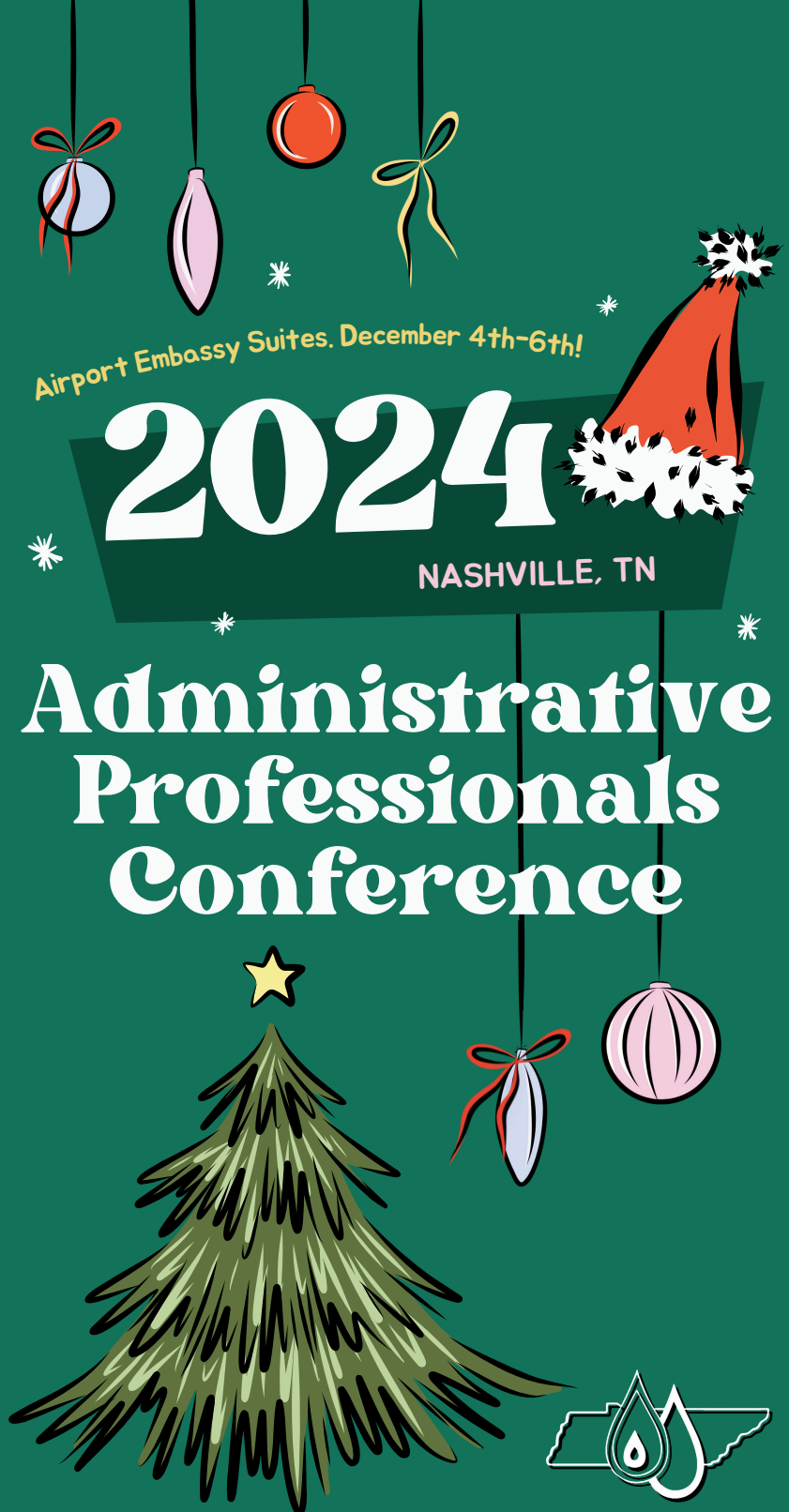
10 Century Blvd.
Nashville, TN 37214
615.871.0033

ROOM RATE: \$159.00 S/D
GROUP CODE: TN ASSOCIATION OF UTILITY DISTRICTS
RESERVATION DEADLINE: NOV. 15, 2024



Tennessee Association
of Utility Districts
Vital for Tennessee's future

P.O. Box 2529
Murfreesboro, TN 37133



Airport Embassy Suites. December 4th-6th!

2024

NASHVILLE, TN

Administrative Professionals Conference

Administrative Professionals Conference

DECEMBER 4TH-6TH

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: (_____) _____

Early
Registration
Deadline:
Nov. 22

REGISTRATION FEES

TAUD Member	BEFORE NOV. 22: \$230	AFTER NOV. 22: \$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: _____

City: _____ State: _____ Zip: _____

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.

Session schedule/speakers subject to change.

Session Schedule

EIGHT (8) HOURS OF TAP, MUNICIPAL UTILITY OFFICIAL & COMMISSIONER TRAINING CREDIT AVAILABLE.

WEDNESDAY, DECEMBER 4TH

3:50:00PM REGISTRATION

THURSDAY, DECEMBER 5TH

8:30AM OPENING COMMENTS

8:45AM Welcome Let's Talk TAUD

[Nick Newman, Executive Director, TAUD]

9:30AM Cybersecurity & Utilities -
Prepare for a Breach

[David Money, TAUD]

12:00PM LUNCH

1:15PM Common HR Practices & the
Difficulty It May Bring

[Leah Butler, FUD; Maggie Panter, HUD;
Melinda Willoughby, DUD]

3:15PM ARP Scorecard Update

[Ethan Carter, TAUD]

FRIDAY, DECEMBER 6TH

8:30AM Internal Controls

[Jean Suh, TN Comptroller's Office]

9:30AM Commissioner Terms & Vacancies

[Don Scholes, TAUD]

10:30AM Q&A with TAUD's General Counsel

[Don Scholes, TAUD]

11:30AM SESSIONS WRAP-UP



You may register online or send the enclosed form by mail or fax.

www.taud.org 615.898.8283

PO Box 2529, Murfreesboro TN 37133

615.900.1014 *Questions?*

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