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 Public Record Request, Audit Findings, Customer Service, Conflict Management, TCRS Updates, & Q&A with TAUD's General Counsel.

This conference counts hours toward 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: Office Management, Financial Administration, Personal Development, Legal & Personnel Issues, and On-Site Systems Operations. TAP Exam to be held February 4th, 2027, TAUD Office.

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
NashvilleAirport.EmbassySuites.com



ROOM RATE: $149.00 S/D
GROUP CODE: TAD
RESERVATION DEADLINE: NOV. 13

Tennessee Association of Utility Districts
Vital for Tennessee's future
P.O. Box 2529
Murfreesboro, TN 37133

Administrative PROFESSIONALS Conference



DECEMBER 3-4
NASHVILLE, TN

2026

ADMINISTRATIVE PROFESSIONALS *Conference*

DECEMBER 3RD-4TH

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 Dealine Nov. 20

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: _____

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.



Questions?

615.900.1014
bethhardiman@taud.org

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



Friday, December 4th

8:30AM Retire Ready TN, TCRS, TN State 401K & 457b [Drew Freeman & James Armistead, State of TN]

10:15AM Q&A with TAUD's General Counsel [Don Scholes & Ethan Carter, TAUD]

11:30AM SESSIONS WRAP UP

Thursday, December 3rd

8:30AM OPENING COMMENTS [Nick Newman, TAUD Executive Director]

8:45AM Public Record Request [Elizabeth McCabe, TN Comptroller's Office]

10:00AM Audit Findings, What Now! [Melanie Sain & Ethan Carter, TAUD]

11:45 AM LUNCH

1:00PM Superior Customer Service [Joel Cullum, SESCO Management Consultants]

2:45PM Conflict Management [Joel Cullum, SESCO Management Consultants]

Wednesday, December 2nd

3:00PM REGISTRATION

Eight (8) hours of TAP, Commissioner Training, & Utility Municipal Officials credit available.

