



Executive PA
FORUM

**EXECUTIVE PA
FORUM**

ANNUAL MEMBERSHIPS



The Executive PA Forum and Executive PA Summit - founded by sisters Fiona & Aisling Kelly.



OUR PURPOSE

Is to champion and empower Executive & Personal Assistants and business support professionals



OUR PASSION

Lies in raising the profile of the profession, at home and abroad, and we believe strongly in the power of community to achieve this



OUR HOPE

Is that every EA, PA and business support professional has the opportunity and support to benefit from training and development, to connect with a growing community of professionals so together you can explore common challenges in a safe and supportive environment

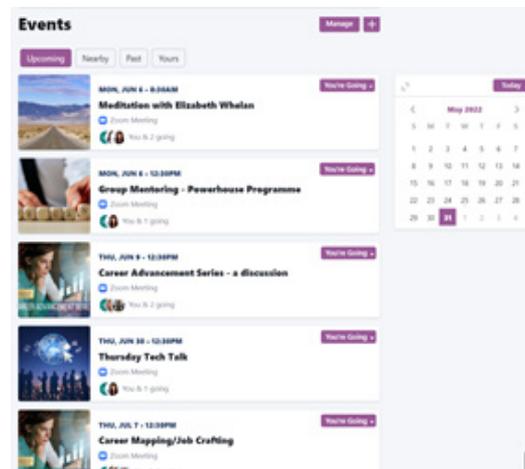
WHAT IS THE EXECUTIVE PA FORUM?

The Executive PA Forum is the ultimate community for Executive Assistants, PAs and business support professionals. It is a supportive environment where professional development, learning, connection and growth all thrive.

Our research-based approach - whereby we conduct extensive research via our own community members - ensures that we employ the right coaches, trainers and speakers to deliver compelling learning experiences that address challenges faced by the individual and the wider profession.

The Forum is a safe space where EAs, PAs and business support professionals can connect with each other, ask for advice and recommendations, and find out more about training and professional development opportunities.

It is designed for professionals who want to have a wider impact in the organisation and beyond, who are open to sharing their common experience, who will offer solutions to common challenges, and who will lean on others to give and receive support.



**Want to be a part of the Executive PA Forum?
Choose from 3 Membership options:**

ELEVATE MEMBERSHIP

RISE MEMBERSHIP

GATEWAY MEMBERSHIP

MEMBERSHIP OPTION 1: ELEVATE ANNUAL MEMBERSHIP



Our unique ELEVATE Membership takes you on a deeply transformational journey so that you can experience success breakthroughs in your career.

As an EA, PA or business support professional, you are at the beating heart of the organisation - delivering a fundamental function that drives organisational efficiencies - enabling the leader you support more time and headspace to focus on the bigger picture.

We understand the value you bring to your company and the economy, especially in recent times with ever changing demands on resources.

While you effectively ensure the wheels keep turning, it is important that you make sure you get as much out of your career as what you are putting in.

Over the years we have helped thousands of EAs and PAs progress in their role and career. We have seen the impact our conferences, training and events have had on the individual by bringing together thought leaders, and specialised trainers and coaches who champion the profession in Ireland and abroad.

We developed the ELEVATE Membership as an ongoing continuous learning and development programme that will help you expand your knowledge, focus on which direction you want your career to go, to set goals and keep on track in reaching them.

ELEVATE ANNUAL MEMBERSHIP IS PERFECT FOR YOU IF:

You have a strategic growth mindset and want to learn the right techniques to cultivate a fulfilling, successful and rewarding career. You will develop a resilient and powerful mindset, get clear on exactly where you want your career to go, and map out a strategic career pathway that will lead you to reaching your fullest potential.

WHY NOW?

There has never been a more important time for organisations to ensure you as an employee are working to your fullest potential. In the post-pandemic world where technical skills are essential, management are operating at maximum capacity, and reviewing each system investment and staff resource for the contribution they make to the organisation.

Every organisation needs to ensure the ROI on their management teams' salaries is maximised, and a career assistant with clear goals and objectives, coupled with opportunities for personal development and career progression will be best placed to achieve a strategically successful business partnership.

Defining performance expectations and exploring a strategic career pathway is an essential framework for any EA, PA or business support professional. To achieve your fullest potential, you should be merited the same level of investment in career development and progression as any other role in the organisation. This in turn will strengthen the relationship between you and your manager making the partnership a much more productive and collaborative one.

Understanding your manager's priorities, vision and goals enables you to find common alliance and lay the foundations for achieving solid partnership goals. If tied directly into performance, you can define your own career pathway and feel empowered to achieve excellence in your own right.



WHAT IS THE RETURN ON INVESTMENT FOR MY ORGANISATION?

As the ELEVATE Annual Membership includes an ongoing learning and development programme, you will be encouraged to create a continuous drive for success throughout your career.

This will in turn contribute to the success of the person(s) you support and the organisation.

- **BEST PRACTISE** - As Ireland's main provider of training and development opportunities for the business support community, we share best practice from top business support professionals to enhance your skills, knowledge and performance.
- **RESULTS-DRIVEN** - By setting achievable quarterly goals that work towards your overall career goals - supported by coaching, mentoring and your group - you will adopt new habits, routines and behaviours to help get you to the next stage in your career.
- **TRANSFORMATIONAL** - The Programme is structured in such a way that will help you transform from a support role to a strategic business partner role, helping your Executive be better prepared and consistently more productive.
- **EMOTIONAL INTELLIGENCE**- A savvy, emotionally intelligent Assistant is crucial to the Executive's productivity and ability to be 'in tune' with the wider organisation. The ELEVATE Membership enables you to develop your emotional intelligence, and you will adopt habits that increase your own effectiveness and productivity.
- **EMPOWERED GROWTH** - You will learn empowering techniques that ensure you develop a strong and resilient mindset with a clear focus on overcoming challenges - enabling you to become more competent and more confident in your role.
- **TAILORED** - Your role is unique, to you, your organisation and crucially - to the person(s) you support. The ELEVATE Membership is designed in such a way that you can explore best practice systems, tools and techniques that will work for you.
- **EXPERTISE** - Our mentors and coaches have worked in and excelled in their EA career - they have walked the walk and understand the demands of the role and what techniques work best to help you support your Executive effectively.

- **SOLUTIONS-DRIVEN** - The CPD-accredited 2 x day Executive PA Summit delivers training on the key skills and behaviours required for all business support professionals. You will learn to tackle the many challenges you face in your role with a clear solution for successful outcomes. The Summit will be recorded so you can watch back at your leisure.
- **COMMUNITY & CONNECTION** - You will learn insights into how others work and you will grow and excel alongside your peers who may be facing similar challenges, and together you can explore effective solutions
- **TIME-SAVING** - You may have an idea of what direction you want your career to go, but you don't know how or where to start. Although it is absolutely possible to take your career to the next level by yourself - we will help you to get there in a way that is faster, easier and more achievable than going it alone.
- **CONSISTENCY** - Where applicable for teams of EAs that enrol, the Elevate Membership Programme can develop core skills and consistency across EA teams, thereby creating a culture of high performance business support for your company.
- **DRIVING EFFICIENCIES** - Our premium Miss Jones directory drives greater efficiencies within the business support function, saving you on time, budget and headspace to concentrate on more important responsibilities - ultimately saving your Executive time. You will have the opportunity to receive service knowledge at your fingertips- an efficient time and energy saving tool.

YOU WILL ACHIEVE ALL OF THIS AS WE TAKE YOU ON A TRANSFORMATIONAL JOURNEY THROUGH OUR 5 STAGE POWERHOUSE PROGRAMME.

THIS IS A GAME-CHANGING PROGRAMME THAT WILL SUPPORT YOU TO CREATE LIFE-LONG STRATEGIES FOR YOUR CAREER SUCCESS.



ELEVATE MEMBER JOURNEY TO SUCCESS- YOUR TRANSFORMATION VIA OUR 5 STAGE POWERHOUSE PROGRAMME

GAIN ABSOLUTE CLARITY TO HELP REALISE YOUR VISION

You will name and claim the things that bring you a sense of meaning and purpose - you will feel excited and ready to take action.

IDENTIFY OBSTACLES AND RECALIBRATE TO OVERCOME CHALLENGES

You'll identify any obstacles keeping you from achieving your goals, become aligned to your purpose and career with less stress and more success, embracing a career that supports you and the life you want to live.



PATHWAY OF SELF- DISCOVERY TO LAY FOUNDATIONS FOR THE FUTURE

Explore what truly matters to you and use it to guide your choices - discover exactly what you want to achieve guided by your core values, beliefs and purpose.

BUILD MONUMENTAL MOMENTUM

You will set specific actionable goals to take yourself forward and create successful outcomes - learn the tools to develop a strong mindset, feel empowered and confident to progress.

REWARD YOUR ACHIEVEMENTS AND PREPARE TO LEVEL-UP

Understand why celebrating success leads to greater productivity and achieving your goals - once you have gone through the 5 Stage Powerhouse Programme, you will be primed to level-up in your career.

1.

EXPLORATIONS-PATHWAY OF SELF-DISCOVERY

Explore what truly matters to you and use it to guide your choices -

- ✓ Start building the foundation of your ideal career and life vision by helping you understand what your core values and purpose are.
- ✓ Discover your strengths, your passion and what gets you excited about what you do every day. Get clear on your priorities, and what motivates you.
- ✓ Define what a successful career and life looks like for you? What does a perfect day look like? How do you deliver value to those who you support. How do you contribute to the success of your organisation. How do you impact the world around you?

You'll discover exactly what you want to achieve guided by your core values, beliefs and purpose.

2.

VIVACIOUS VISION - GAIN ABSOLUTE CLARITY TO HELP REALISE YOUR VISION

Name and claim everything that brings you a sense of meaning and purpose -

- ✓ Get absolute clarity on your future career path and what your ideal career looks like. Understand that anything you put your mind to is achievable.

- ✓ Perform a Skills Gap analysis to define the skills you need to learn to achieve your goals. Identify the positive habits you want to adopt for the person you want to become.
- ✓ Define the positive people you must surround yourself with to progress. Identify negative people you will minimise spending your time with. Call out damaging behaviours and actions you wish to stop repeating.

You will feel motivated and ready to take action.

3.

STRATEGISE TO REVOLUTIONISE - BUILD MONUMENTAL MOMENTUM

You will set specific actionable goals to take yourself forward and create successful outcomes -

- ✓ Achieving your goals is the product of your skills and habits - you'll break your yearly goals into quarterly manageable milestones.
- ✓ You will analyse your reasoning behind each goal and using the SMART approach, break it down into objectives and actionable steps for each goal.
- ✓ You'll strategize to revolutionise - using your individual Planner Journal. You will set a clear plan with goals, actions, daily habits and rituals, as well as key markers to track your progress.

You'll learn the tools to develop a strong mindset, feeling empowered and confident.

4. ASSESS TO PROGRESS - IDENTIFY OBSTACLES AND RECALIBRATE TO OVERCOME CHALLENGES

You'll identify any obstacles keeping you from achieving your goals -

- ✓ You will banish self-doubt and self-limiting beliefs, breaking free of unhelpful behaviours and old habits that hold you back. You'll learn the right tools to manage emotional attachment to outcomes.
- ✓ You'll ask yourself key questions to honestly answer how you feel about your progress each month. You'll track lessons learned, where you are lacking and why, how you can improve and get back on track. Stay motivated through our Accountability Pods system (*optional).
- ✓ Reflect on your progress during our group monthly mentoring sessions - you'll have access to positive psychology journal prompts and coaching resources.

You'll feel aligned to your purpose and career with less stress and more success, embracing a career that supports you and the life you want to live.

5. CELEBRATE SUCCESS BREAKTHROUGHS - REWARD YOUR ACHIEVEMENTS AND PREPARE TO LEVEL-UP

Discover why celebrating success leads to greater productivity and achieving your goals -

- ✓ Acknowledge the many small steps you've taken to gain traction in the pursuit of your goals. Reward your achievements and celebrate.
- ✓ Make a commitment to your future goals, brainstorm ideas in a non-judgemental and supportive environment.
- ✓ Devise your own career-mapping strategy to get you to that next level in your career. You will review how you can employ everything you have achieved to level-up in your role.

Once you have gone through the 5 Stage Powerhouse Programme, you will be ready to truly level-up in your career.

BONUES FEATURES INCLUDED IN OUR 5 STAGE POWERHOUSE PROGRAMME

- Monthly group mentoring calls
- Quarterly individual coaching calls
- Opportunity to join Accountability Pods *optional
- Individual Planner Journal to track your progress
- Celebration of key milestones to further encourage and motivate

APPLY TODAY

ELEVATE MEMBERSHIP BENEFITS

- ✓ Enrollment in our Transformational 5-Stage Powerhouse Programme
- ✓ Registration for our annual 2 x day Executive PA Summit with CPD-certification*
- ✓ ELEVATE members-only business breakfast at the Executive PA Summit
- ✓ VIP pass for 2 x day Summit includes admission to post-conference evening event
- ✓ ELEVATE Powerhouse Package**
- ✓ 3 online events per month
- ✓ Quarterly individual coaching calls to keep on track
- ✓ Monthly group mentoring session with Vision & Leadership Coach
- ✓ Access to ELEVATE Members private networking group on our interactive community membership Forum
- ✓ Access to previously recorded training, events and blogs
- ✓ Peer-to-peer engagement
- ✓ Weekly group meditation
- ✓ Learn first about any of our in-person training and events, held in 4* and 5* venues, as well as virtually
- ✓ Premium membership access to suppliers' directory in partnership with Miss Jones Group with discounts, venue finding, preferential rates and rewards
- ✓ Opportunity to apply to attend complimentary FAM trips to 4* and 5* star venues, networking events and enter exclusive competitions
- ✓ Member perks throughout the year
- ✓ Discounts on all training courses listed on our Centre of Excellence
- ✓ Weekly bulletins
- ✓ Monthly newsletters
- ✓ 15% discount for IMAGE Business Club Subscription

**Our annual 2 x day conference-style event is now called the Executive PA Summit*

***ELEVATE Powerhouse Package includes 12-month journal planner, 365-day Executive PA Forum Desktop motivational guide, Rocketbook, and a range of gifts and accessories*

***FOUNDERS FEE €2499 annual membership investment (€249 per month if paying monthly)**

Founders fee applies to anyone who joins before September 1st 2022 - you will always pay this fee when you renew your membership in consecutive years



MEMBERSHIP OPTION 2: RISE ANNUAL MEMBERSHIP

RISE Membership offers you learning and networking opportunities so you can stay up to date with what is happening in the profession, while also expanding your knowledge.

This Membership includes registration at the CPD-certified Executive PA Summit, as well as your ticket to our post-conference networking event.

You will have access to a number of online learning and networking events throughout the year, as well as registration at our in-person networking events in partnership with Miss Jones.

RISE MEMBERSHIP INCLUDES

- ✓ Registration for our annual two day Executive PA Summit with CPD-certification*
- ✓ Admission to post-conference evening event
- ✓ Access to 4 x online learning and networking events per annum
- ✓ Access to quarterly careers advice seminars
- ✓ Membership of Executive PA Forum - interactive online community platform
- ✓ Access to previously recorded training, events and blogs
- ✓ Premium access to suppliers' directory in partnership with Miss Jones Group with discounts, venue finding, preferential rates and rewards
- ✓ 15% discount for IMAGE Business Club Subscription
- ✓ Apply to attend complimentary FAM trips to 4* and 5* venues
- ✓ Attend networking events, enter exclusive competitions
- ✓ Member perks throughout the year
- ✓ Discounts on all training courses listed on our Centre of Excellence
- ✓ Weekly bulletins
- ✓ Monthly newsletters

RISE MEMBERSHIP IS PERFECT FOR YOU IF:

You have a growth mindset and you value unique learning opportunities. You have a curiosity for expanding your knowledge, alongside networking and connecting with like-minded peers.

FOUNDERS FEE €999 annual investment (or €119 per month if paying monthly).

TOPICS TO BE DELIVERED AS PART OF THE ELEVATE & RISE MEMBERSHIPS AND AT THE 2022 EXECUTIVE PA SUMMIT

Navigating difficult conversations - how to resolve relationship challenges at work

Building resilience in the face of adversity

Coaching Vs Mentoring - the differences explained and where to start

How to re-energise or **rescue a challenging business relationship**

Tech Talk 2022 - useful tools for today's Assistant

Unconscious Bias - is it affecting your career?

From People Pleaser to Powerhouse Series - inspiring stories of success from executive support professionals around the world

Key trends in employee engagement - managing rewards, incentives, experiences and events for a hybrid workforce

Productivity clinic - instantly implement practical strategies and efficient tools to achieve more in less time

The Confident EA - incorporating honesty and bravery into the most trusted role in the organisation

Growth mindset - what is it and how does it apply to the executive support role?

ELEVATE Springboard series - motivational stories from inspiring humans

Learn how to set boundaries without ruffling feathers

Cultivating your emotional intelligence to handle difficult situations in the workplace

How to accelerate your capabilities in a high-performance workplace environment

The Transformational EA - what the executive support function requires in 2022 and beyond

Managing mission-driven company projects as an executive support professional

Finding your authentic voice to communicate effectively

Embrace positive conflict and build resilience

Learn how to prioritize and manage your time more effectively

Wellness warriors - choosing the right wellness programme for your organisation

Kindred Conversations - informal peer-to-peer learning and networking

MEMBERSHIP OPTION 3: GATEWAY ANNUAL MEMBERSHIP



GATEWAY Membership offers you Membership on our Executive PA Forum online community platform as well as **Premium Account** access to our brand new **Irish Venue & Supplier Directory**.

Our brand new online directory - in partnership with Miss Jones - is perfect for professionals who are responsible for booking Venues & Suppliers on behalf of their organisations.

We allow our members to discover and experience venues & suppliers directly through our site and concierge service, meet contacts to grow their Little Green Book, develop and grow their skill set and meet & network with like-minded individuals and influencers.

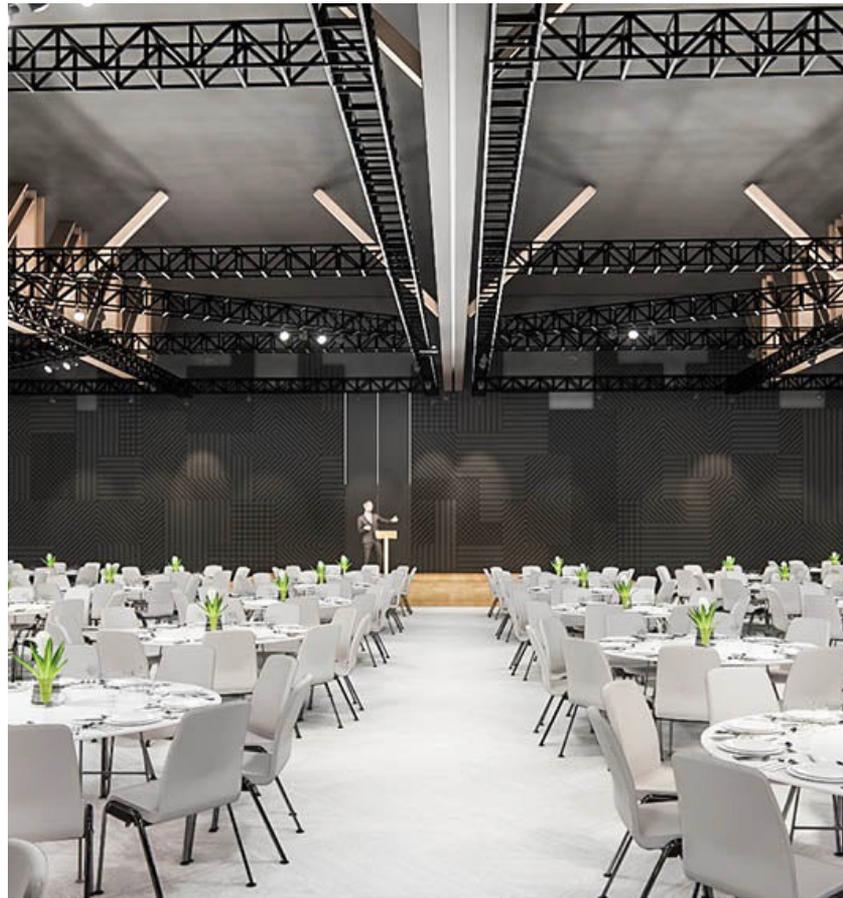
- ✓ Membership of Executive PA Forum online interactive platform
- ✓ Premium account access to our suppliers' directory in partnership with Miss Jones Group with discounts, venue finding, preferential rates and rewards
- ✓ Attend networking events, enter exclusive competitions
- ✓ 10% Discount on Executive PA Summit Registration
- ✓ 10% Discount on training courses listed on Executive PA Forum Centre of Excellence Training and Courses
- ✓ 15% Discount to IMAGE Business Club
- ✓ Access to library of on-demand training
- ✓ Invitation to exclusive private dining experiences
- ✓ Opportunity to attend FAM trips and visit luxury hotels
- ✓ Earn points every time you book products/services through the site
- ✓ Points are redeemable against luxury brand vouchers

FOUNDERS FEE 2022/2023 - €249 per annum

GATEWAY MEMBERSHIP IS PERFECT FOR YOU IF:

You want to connect with like-minded professionals, attend a number of social events per year and avail of rewards and perks available through our brand new online directory.

PLEASE NOTE THAT BOTH ELEVATE & RISE MEMBERSHIPS INCLUDE ALL THE BENEFITS OF THE GATEWAY MEMBERSHIP



The Executive PA Summit - Ireland's only CPD-accredited training event for business support professionals

Formally known as the Executive PA Forum before we launched our online membership platform, the Executive PA Summit is a fully immersive 2 x day learning, development and networking experience for Ireland's top EAs and PAs, and business support professionals.

Day 1 of the Summit delivers a wide range of topics relevant to the business support role while Day 2 - Workshop Day - offers more intensive learning and deep-dive development opportunities for attendees.

We prepare today's assistant for tomorrow's world by offering compelling learning experiences in a supportive community, equipping you with the skills needed to meet the demands of modern industry.

We have limited capacity at our in-person Executive PA Summit so our ELEVATE & RISE Members automatically secure their place as part of their membership.

We are proud that the Executive PA Summit is accredited by the CPD Standards Office, whose mission is to improve the quality of CPD activities in the market-place, and increase the individual professional's experience of CPD activities.

The specific remit of the Office is to independently accredit training and learning activities for CPD purposes. The Executive PA Summit is assessed in line with a robust and recognised learning structure, which ensures high quality professional development in-line with industry requirements.



The CPD Standards Office
INDEPENDENTLY ACCREDITED CPD
www.cpdstandards.com

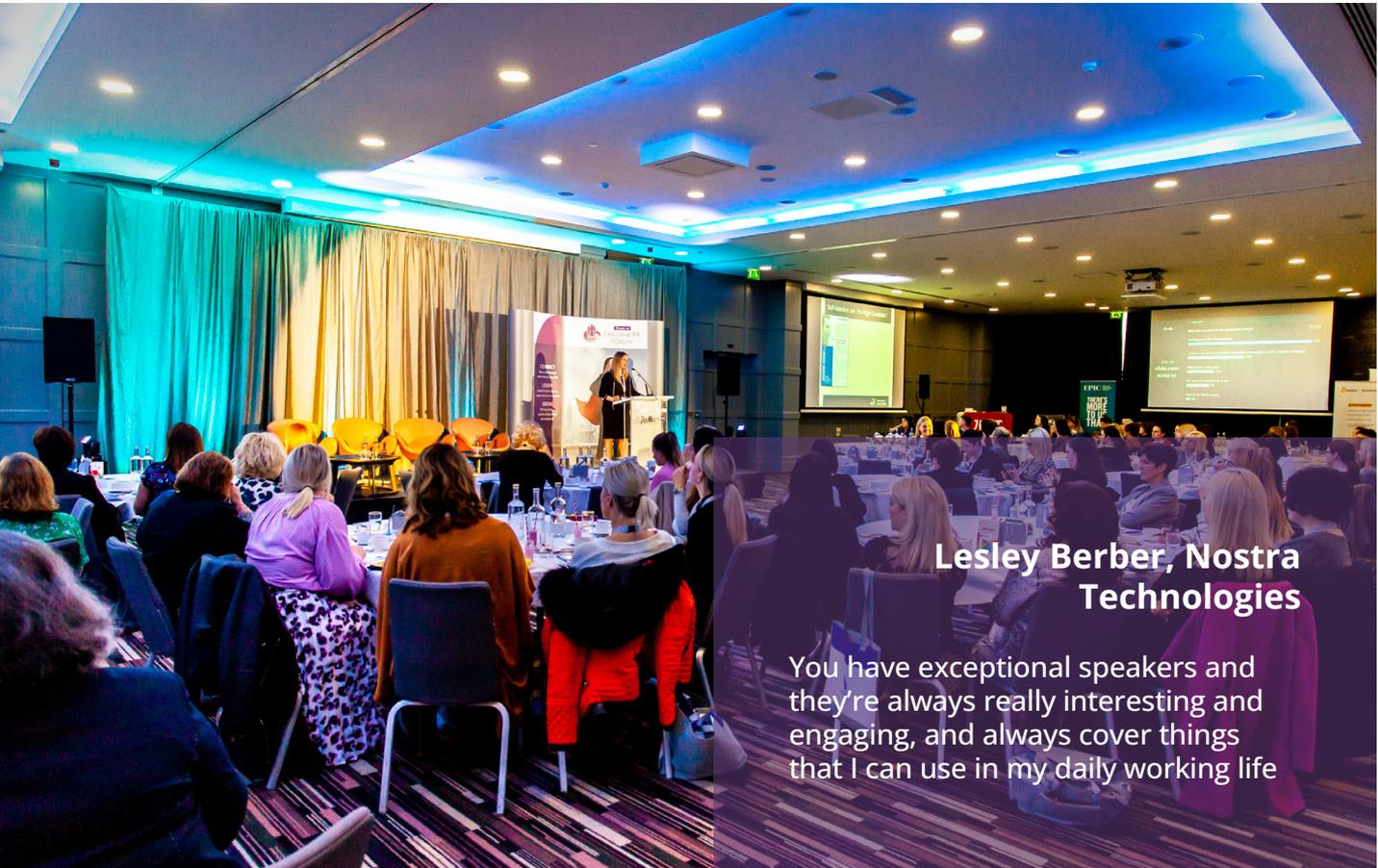


What does this mean for delegates who attend the Executive PA Summit?

As well as an assurance that the training and learning experience the Executive PA Forum offers you is of an exceptionally high standard, we can issue you with a certificate stating the number of points that you have earned by attending. You receive 1 CPD point for each hour of learning. The certificate can be used to demonstrate your individual commitment to CPD and proof of quality learning that has been undertaken.



A group of women are gathered together, smiling and hugging each other. They appear to be networking or celebrating at the event. The setting is a well-lit indoor space with tables and chairs.



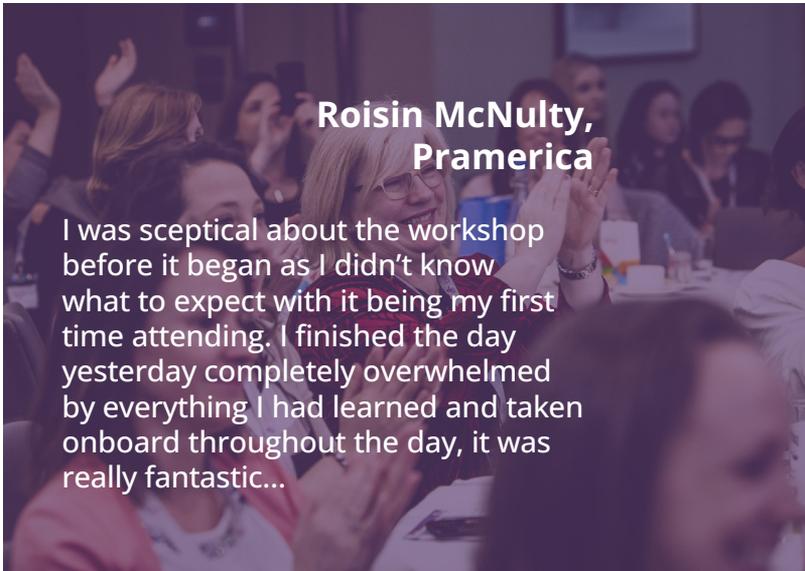
Lesley Berber, Nostra Technologies

You have exceptional speakers and they're always really interesting and engaging, and always cover things that I can use in my daily working life



**Leanne Venter,
Lazard**

The Executive PA Forum was fantastic, the content from all the speakers was so relevant and gave me clarity on the purpose of my role at my company



**Roisin McNulty,
Pramerica**

I was sceptical about the workshop before it began as I didn't know what to expect with it being my first time attending. I finished the day yesterday completely overwhelmed by everything I had learned and taken onboard throughout the day, it was really fantastic...

Due to the nature of the ELEVATE & RISE Annual Membership structure, we will have limited capacity for intake. Therefore we invite you to Request to Join via Members.ExecutivePAForum.com before places fill up.

Challenges facing today's business support professional

The role of the business support professional is diverse and varies according to the sector and to the manager's requirements. Key traits of an effective business support professional include honesty, reliability, discretion and confidentiality.

Practical skills inherent in the role include organisational skills, adaptability, communication, attention and time management, systems software and IT knowledge; while emotional intelligence, global awareness, cultural tact and diplomacy, negotiation, problem solving can all be attributed to the individual's own strengths.

Very often, business support professionals are likely to be responsible for miscellaneous tasks that support their managers and the organisation, but expectations around the delivery of these tasks can at times be unrealistic.

The World Administrators Alliance - a globally recognised framework - demonstrates in their recent Global Skills Matrix report that there is a lack of clarity when it comes to performance management of the business support function.

Indeed in our recent review within our own engaged network of 2,000+ we found the following to be the case:

42% feel overwhelmed, and under-valued, with little support from management.

58% feel there's a lack of understanding of the extent of their capabilities, leading to an under-utilisation of the employee's skillset.

48% feel isolated in the role.



29% are struggling with managing teams in the new reality of hybrid, WFH and RTO.

62% feel there's a lack of support, time and resources allocated for specialised training, learning and development opportunities in comparison to fellow colleagues and peers.

60% feel there is little or no opportunity for career progression or expansion within their current organisation.

Evidently, the resources allocated to the retention and development of a highly skilled and valuable business support professional is paramount to the success of the management team/executive function.

A lack of understanding of the depth of the business support role, which in turn leads to undervaluing their contribution in the organisation, means a general failure to make the most of the potential of the assistant.

Through the Executive PA Forum and the Executive PA Summit, we want to change these statistics so that every EA, PA and business support professional feels valued and is rewarded the same level of professional development opportunities as other functions in the business.

OUR STORY SO FAR

Fiona and Aisling Kelly founded the annual two day Executive PA Forum in 2010. Prior to this Fiona had worked in innovative conference production serving corporate learning and development in Sydney.

In the same year, Aisling graduated with a degree in Business, specialising in HR. She secured a role as an Assistant to the Director of Global L&D in a financial services firm, then Assistant to the Managing Director of a Training & Development firm.

Surprised at the lack of training, learning and development opportunities for EAs and PAs and the business support function, they pooled their skills, talent and resources to fill a gap. From speaking to many assistants

during those early days in business, it was evident that members of this group of professional felt undervalued and overlooked when it came to training – and the sisters were compelled on a mission to change that.

The Executive PA Forum offers a platform for knowledge-sharing, in a safe and supportive space. We are a trusted go-to provider with a host of renowned trainers, coaches, experts and thought leaders that form the basis for amazing learning experiences. We have also delivered 100s of learning and networking events for the profession over the years, along with masterclasses, webinars and strategic courses. We provide bespoke training in-house for some of Ireland's top 250 organisations.



FAQS

What level are the Memberships best suited to?

For the ELEVATE Membership it is structured in such a way that any EA, PA or professional in an administrative or business support role can join.

Within the group mentoring sessions we will group those of similar experience for any group exercises or breakout sessions.

RISE Membership offers learning and development opportunities for you no matter how many years experience you have.

GATEWAY Membership is suitable for anyone in a business support or administrative role.

Can anyone working in a business support role avail of this Membership?

In theory - yes! Results for the ELEVATE Membership will work best on those with a strategic growth mindset who are prepared to do the work' with 'who are ready to make changes in their life for a better future. The Programme will require effort as change does not happen on its own and you will be required to take action on the necessary steps to realise your fullest potential. You will need to be open to learning about yourself; supportive of others (supporting others comes naturally to you!), and determined to make the most of your Membership.

For RISE & GATEWAY Memberships, these are suitable for anyone in a business support or administrative role

Is the Membership completely online?

No. We are happy to announce that the Membership will offer a mix of online and in-person learning and professional development - as well as a plethora of networking opportunities. We have structured the ELEVATE Membership so you can expect 3-4 hours online learning each month, generally 1 hour per week.

Online webinars and events will be recorded so you can easily catch up. You will also get the chance to attend in-person breakfast meetings and evening networking events.

RISE & GATEWAY Members can expect a mix of online and in-person events.

The Executive PA Summit is a fully immersive two day in-person event - and the Summit Day will be recorded for you to watch back.

Can I join the Membership any time of the year?

RISE & ELEVATE Members can join anytime before September 1st 2022.

GATEWAY Members can join any time of the year.

Do I have to pay upfront?/ Do you offer a payment plan?

We have an option for 1 x annual upfront payment, or 12 x monthly payments for ELEVATE & RISE Memberships.

For GATEWAY Membership this will be a once-off annual payment.

Please note that once you have registered you must fulfill the obligations of the agreement.

Do you offer group discounts?

Yes we offer 10% off the standard fee for groups up to 10 from the same or sister organisations.

For numbers over 10 please contact Fiona@ExecutivePAForum.com to discuss a bespoke rate.

Can I share my membership with a colleague?

Due to the nature and structure of each of our Memberships it is not possible to share your Membership with a colleague - however, if for example, you can only attend 1 day of the Summit, it is possible to assign the second day to a colleague who is not a member.

Other registrations and attendances at events can only be used by the Member signed up.





THE EXECUTIVE PA FORUM
Preparing Today's Assistant for Tomorrow's Success
Radisson Blu Royal Hotel
November 3rd & 4th 2019



Executive PA
FORUM

For more information contact
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