



AICUO

Executive Assistant Leadership Seminar

Thursday, November 5, 2026

Franklin University

Ross Auditorium

9:00 a.m. to 2:30 p.m.

9:00 a.m.	Registration (Light breakfast offered)
9:45 a.m.	Welcome
9:50 a.m.	Session 1: Overwhelming Ownership: Why You're Exhausted (and How to Stop Doing Everyone's Job) Jamie Lewis Smith, Ph.D., CEO // <i>Pixel Leadership Group</i>
11:20 a.m.	Break
11:30 a.m.	Session 2: Navigating Change: Leading from Where You Are Laney Preston Alexander, Executive Assistant to the President // <i>Capital University</i>
12:30 p.m.	Networking Lunch
1:00 p.m.	Wellness Exercise
1:10 p.m.	Session 3: AI In Action: Practical Tools Moderator: Lori Robbins, Head of AI Strategy // <i>Denison University</i> Panelists: • Erin Lovelien, Executive Assistant to the VP, Institutional Advancement // <i>Denison University</i> • Tara Canestraro, Executive Assistant to the President and Board of Trustees // <i>University of Mount Union</i> • Carrie Abahazi, Executive Assistant to the President // <i>Ohio Wesleyan University</i>
2:30 p.m.	Adjourn