

Day 1 | Sunday, February 23

7:30am	Registration Opens	Wolfe University Center Lobby
8:40am	Welcome by AEP Chair	Wolfe Theater
9:00am	Keynote Presentation Protocol Fundamentals when Elected and High-Appointed Officials Visit Robert Hickey, Deputy Director/Senior Master Trainer, The Protocol School of Washington	Wolfe Theater
10:00am	Break – Move to Breakout Session 1 & Meet with Sponsor Exhibitors	Wolfe University Center Lobby (Balcony)
10:15am	Breakout Session 1	Room 155
	1A Bridging Tradition and Innovation: A Presidential Inauguration for Missouri State Stephanie Smith, Missouri State University & Kelsey Menefee, Missouri State University	Room 223
	1B Eliminating Mediocre Experiences, One Event at a Time Matt Thomson, Ohio University	Room 221
	1C Sustainably Smart Events – Reduce, Reuse, Recycle... Secrets of the Bottom Line Carrie Fox, University of the Pacific	
11:15am	Break – Move to General Session & Meet with Sponsor Exhibitors	Wolfe University Center Lobby (Balcony)
11:30am	General Session It Starts With...Creating an Immersive Landmark Experience Jim Hooker, AEP Chair/The Special Event Company & Rich Davies, DRPG	Wolfe Theater
12:30pm	Lunch	2nd Floor Grand Ballroom
1:30pm	Breakout Session 2	Room 155
	2A Unleash Your Dream Team: Transform Students into Powerhouse Ambassadors! Jihan Lang, Spelman College	Room 223
	2B Sponsor Discovery – A Deep Dive into Products that Shape Academic Events	Room 221
	2C Golden Gala: Crafting a Multi-Faceted Celebration of Ginger Rogers Kyla Dunn, University of Missouri	
2:30pm	Break – Move to Breakout Session 3 & Meet with Sponsor Exhibitors	Wolfe University Center Lobby (Balcony)
2:45pm	Breakout Session 3	Room 155
	3A Project Blank Space: The Eras Tour of Women in STEM Matt Sampson, Purdue University	Room 223
	3B Breaking Down Silos: Elevating Events through Strategic Collaboration Sara Freeman, Rowan University	Room 221
	3C Storytelling Through Technology Rich Davies, DRPG	
3:45pm	Break – Move to Institution Breakouts & Meet with Sponsor Exhibitors	Wolfe University Center Lobby (Balcony)
4:00pm	Breakout Session 4 for Institution-Sized Open Discussion	Room 155
	4A Small Institutions (Up to 6000 students) Carrie Fox, University of the Pacific & Matthew Regan, Emerson College	Room 223
	4B Medium Institutions (6000 to 20,000 students) Andrea Elaver, Appalachian State University & Jennifer O'Sheal, Seton Hall University	Room 221
	4C Large Institutions (20,000+ students) Jill Townsend, University of California, San Diego & Meg Umlas, Boston University	Wolfe Theater
	4D C-Suite (For event managers/directors with 8+ years' experience)	
5:00pm	Reception	

Day 2 | Monday, February 24

8:30am	Breakfast Meet with Sponsor Exhibitors	2nd Floor Grand Ballroom
9:30am	Breakout Session 1 1A Introducing a University-wide Centralized Process for Events Vanessa Vasquez, Florida International University	Room 155
	1B Sponsor Discovery – A Deep Dive into Products that Shape Academic Events	Room 223
	1C Building Bridges: Collaborative Strategies for Alumni and Donor Engagement Nancy Huemer, Barnard College & Angela Lamon, Barnard College	Room 221
10:30am	Break – Move to General Session Meet with Sponsor Exhibitors	Wolfe University Center Lobby (Balcony)
10:45am	General Session Security Threats: Risk and the Unexpected at Academic Events Police Chief Alexander Casas, Florida International University Jehnnny Rivera, Florida International University	Wolfe Theater
11:45am	Idea Gallery	Wolfe University Center Lobby
12:00pm	Lunch	2nd Floor Grand Ballroom
1:00pm	Breakout Session 2 for Institution-Sized Open Discussion 2A Small Institutions (Up to 6000 students) Carrie Fox, University of the Pacific & Matthew Regan, Emerson College	Room 155
	2B Medium Institutions (6000 to 20,000 students) Andrea Elaver, Appalachian State University & Jennifer O’Sheal, Seton Hall University	Room 223
	2C Large Institutions (20,000+ students) Jill Townsend, University of California, San Diego & Meg Umlas, Boston University	Room 221
	2D C-Suite (For event managers/directors with 8+ years’ experience)	Wolfe Theater
2:00pm	Break – Move to Breakout Session 3 Meet with Sponsor Exhibitors	Wolfe University Center Lobby (Balcony)
2:15pm	Breakout Session 3 3A From Idea to Execution: Team Dynamics in Event Project Management Rachel Janicki, Illinois State University & Tamanna Tasmin, Illinois State University	Room 155
	3B Trusting Your Catering Partner: Understanding the Why, What and How? Bill Hansen, Chaplin School of Hospitality and Tourism Management, Florida International University Dewey Losasso, Bill Hansen Catering	Room 223
	3C Academic Event Protocol: What You Should Know Melissa Goitia, Arizona State University & Jehnnny Rivera, Florida International University	Room 221
3:15pm	Break – Move to General Session Meet with Sponsor Exhibitors	Wolfe University Center Lobby (Balcony)
3:30pm	Experts Panel General Session Jill Townsend, University of California, San Diego Lance Connolly, Purdue University Monica Glover, Elon University Matthew Regan, Emerson College Hayley Houston, Boston University	Wolfe Theater
4:45pm	Closing Remarks by AEP Chair	Wolfe Theater
5:00pm	2025 AEP Conference Concludes	