



The EA Campus Conference

22–24th April 2026

Programme

Wednesday 22nd April 2026

ISH Venue, London

2:00pm–3:30pm: Copilot Masterclass

Led by Microsoft Copilot expert Lauren Hughes, this practical masterclass shows Executive Assistants how to use Copilot confidently across Microsoft 365. The session focuses on real EA workflows and how to get more value from the tools many Assistants already use every day.

Lauren will demonstrate how Copilot works in everyday scenarios across Outlook, Teams, Word, Excel, and PowerPoint. You will see how to summarise emails and meetings, analyse documents and data, prepare reports, and support your Executive more effectively.

Through live demonstrations and practical examples, the session also explores how to write better prompts, where Copilot is most useful, and how to apply it in ways that genuinely support the EA role. Expect clear guidance and practical ideas you can take straight back into your workday.

Masterclass with Lauren Hughes, Microsoft Specialist with Cloudshed Training

3:30pm–5:00pm: AI, ChatGPT & Tech Tools Masterclass

This practical masterclass explores how Executive Assistants can use ChatGPT and everyday tech tools to work more effectively and with greater confidence. Designed to complement the Copilot session, it focuses on AI tools you can use independently and how they fit into real EA workflows.

Together, we will explore how ChatGPT can support tasks such as inbox triage, meeting preparation, research, travel planning, and drafting professional communications. The session also covers how to write effective prompts, guide ChatGPT to understand your role and tone, and refine outputs so they become genuinely useful in day-to-day work.

You will also see practical examples of tools that support organisation, meetings, and task management without adding unnecessary complexity to your workflow.

Masterclass with Nicky Christmas, Founder of The EA Campus

Thursday 23rd April 2026

ISH Venue, London

9:15am–9:50am: Registration, Coffee & Connections

Welcome to day one of the conference. We have coffee and good conversations before we get started.

9:50am–10:00am: The EA Role in 2026 and Beyond

We begin the conference by exploring where the Executive Assistant role is heading and the shifts already shaping how Assistants work today. In this opening session, Nicky Christmas sets the scene for the conversations that will unfold throughout the programme.

Led by Nicky Christmas, Founder of The EA Campus.

10:00am–10:40am: Champions of Change. Leadership and Culture in the Age of AI

As AI and digital technologies reshape how organisations operate, successful transformation depends on more than new tools. Leadership, culture, and collaboration play a critical role in how change is adopted across teams.

In this keynote, Paul Spiers invites Executive Assistants to consider the role they play in supporting communication, coordination, and leadership during periods of organisational change. In this session, we will explore:

- How leadership and organisational culture shape successful transformation
- Why roles often evolve alongside new technologies and ways of working
- The growing importance of intrapreneurial thinking across organisations

Delivered by Paul Spiers, Global keynote speaker on Leadership, Culture & Curiosity in the Age of AI

10:40am–10:55am: Morning break

10:55am–11:25am: The Future of Work Is Here

What does AI transformation look like inside organisations building the technology shaping the future? In this practical conversation, two Administrative Business Partners from Google DeepMind share their experience working in one of the world's most advanced AI environments.

The discussion explores how AI and automation influence the day-to-day work of Assistants and how the role continues to evolve in fast-moving, technology-driven organisations. In this session, we will explore:

- What AI and automation look like in practice for Administrative Business Partners
- How the EA role evolves in highly technical organisations
- How Assistants can contribute to conversations about technology and transformation

Featuring: Roxanne Smith, E/ABP Community Partner, Google DeepMind, and Chloe Thornton, Administrative Business Partner, Google DeepMind

11:25am–11:55am: Speak Up and Stand Out. Communication Skills for Visibility and Impact

Strong communication sits at the centre of the Executive Assistant role. From contributing ideas in meetings to influencing decisions and navigating complex conversations, how we communicate shapes how our work is understood across the organisation.

In this interactive session, Jasmine Mbye shares practical techniques to help Executive Assistants communicate with clarity, presence, and confidence in everyday workplace situations. In this session, we will explore:

- How to communicate ideas clearly and confidently in professional settings
- Ways to increase your visibility in meetings and discussions
- Practical techniques for influencing conversations and decisions

With Jasmine Mbye, Award-winning TEDx International Leadership Development Keynote Speaker & Corporate Trainer

12:00pm–12:50pm: The EA Industry Update. Hiring, Skills, and the Changing Role of the Assistant

The Executive Assistant profession continues to evolve as organisations rethink leadership, team structures, and digital ways of working. In this open panel discussion, recruitment specialists share what they are seeing across the EA hiring market.

Together, the panel will explore how expectations of the EA role are changing across industries and what this means for Assistants developing their careers. In this session, we will explore:

- Key trends recruiters are seeing across the EA hiring market
- Skills and experience organisations increasingly prioritise
- Practical ways to remain adaptable and visible as the role evolves

With Gemma Osula, Managing Director at Pickle (formerly FYXER), and Alicia Fairclough, Founder of EA How To

12:50pm–2:00pm: Lunch

2:00pm–2:30pm: EA Trailblazers. Career Journeys and New Directions

Every Executive Assistant career develops in its own way. Opportunities, industries, and professional choices can shape the direction of the role over time.

In this engaging conversation, Abigail Jones and Alicia Fairclough share their career journeys and the experiences that have influenced their paths within the EA profession. In this session, we will explore:

- Different career paths available within the EA profession
- The role of networking, learning, and professional visibility
- Insights and reflections from two respected voices in the EA community

Featuring: Abigail Jones, Career EA at Spotify, and Alicia Fairclough, Founder of EA How To

2:35pm–3:25pm: Choose Your Workshops

Calm in the Chaos. Systems That Help EAs Stay One Step Ahead

The EA role involves managing priorities, coordinating across teams, and responding to constant requests. Without clear systems, the day can quickly become reactive rather than structured.

In this practical session, Holly Copsey shares simple systems that bring clarity and organisation back into the EA workday, helping Assistants manage priorities and support their Executive more effectively. In this session, we will explore:

- Simple systems that bring structure to busy EA workdays
- Practical ways to organise workflows, communication, and priorities
- Strategies to stay proactive while managing competing demands

With: Holly Copsey, Founder, Virtually Priceless and Visionary VA Circle

Google Gemini & Workspace Workshop

AI tools are becoming part of everyday work across many organisations. For Executive Assistants using Google Workspace, Gemini offers new ways to organise information, support communication, and move work forward more efficiently.

In this practical workshop, Chloe Thornton shares how Assistants can use Gemini within their daily workflows across Gmail, Docs, and other Workspace tools. In this session, we will explore:

- Practical ways to use Gemini for emails, documents, and meeting preparation
- How Gemini supports information management across Google Workspace
- An introduction to simple AI agents using Google AI Studio

With: Chloe Thornton, Administrative Business Partner, Google DeepMind

3:25pm–3:45pm Afternoon Break

3:45pm–4:20pm The EA Roundtables. Real Conversations with Real Assistants

This lively roundtable session brings Executive Assistants together for open conversations about the realities of the role. No slides. Just honest discussions with peers who understand the work because they do it every day.

You will join small groups to exchange ideas, share experiences, and explore the topics shaping the EA profession right now. In this session, we will explore:

- Practical approaches to common EA challenges and Executive relationships
- Perspectives on AI, visibility, and career development
- Insights and ideas shared by fellow Assistants working across different organisations

4.20pm–5:00pm: CHAOS: Untangle the Mayhem to Make Work Work for you

Executive Assistants often balance their own performance while supporting the success of someone else. This interactive workshop invites participants to step back and reflect on the habits and expectations that shape how they work.

CHAOS is designed to help ambitious professionals rethink productivity and build healthier, more sustainable ways of working. In this session, we will explore:

- The triggers and warning signs that lead to unhelpful work patterns
- How to challenge outdated assumptions about productivity and success
- Practical ways to reset habits and build a more sustainable approach to work

With Caitlin Rozario, Award-winning sustainable high-performance facilitator and TEDx speaker

Friday 24th April 2026

ISH Venue, London

9:00am–9:30am: Registration, Coffee & Connections

Start the morning slowly and settle into the second day of the conference with breakfast, coffee, and good conversation.

9.30am–10:15am: Working in the Moment

Day two begins with an energising session designed to get everyone thinking differently about how we work and communicate. In fast-moving workplaces, conversations shift quickly, and many important moments happen without warning. The ability to think clearly and respond in real time has become an essential professional skill.

Drawing on more than 25 years as a performer with The Comedy Store Players and his work with organisations including Google, Deloitte, Vodafone, Accenture, and Unilever, Neil Mullarkey shares how the principles of improv can strengthen communication and collaboration. In this session, we will explore:

- How improv techniques can strengthen listening and communication
- Ways to respond confidently when conversations or plans shift
- Practical ideas for building creativity and collaboration in fast-moving environments

With Neil Mullarkey, the improv for business fellow. Creator of the LASER method

10.15am–11:00am: Choose Your Workshops

Understanding the Ripple Effect of our Behaviours

Ever asked someone to complete a task and received something completely different in return? This session explores why

Find Your Flow. Energy Management for Busy EAs

EAs often manage fast-moving days filled with meetings, requests, and competing priorities. This interactive session introduces a different

miscommunication happens in the workplace and how Executive Assistants can navigate different communication styles more effectively.

As an EA, you regularly communicate with executives, stakeholders, colleagues, and clients. Each person brings their own expectations and ways of working. Understanding how to read and respond to those differences can transform how conversations unfold. In this session, we will explore:

- How to recognise your own communication and personality style
- Practical ways to identify the communication styles of others
- How to adapt your approach to improve clarity and collaboration

With Szilvia Kocsy, Founder & CEO of Life Mentor Global

perspective on productivity. One that focuses on managing energy throughout the day.

Life and success coach Alice Dartnell shares practical ways to understand your natural energy patterns and use them to support focus, clarity, and sustainable performance. In this session, we will explore:

- How energy patterns influence focus, decision-making, and productivity
- Practical ways to organise work around your natural energy levels
- Simple habits that support sustained focus and wellbeing throughout the day

With Alice Dartnell, Life and Success Coach

11:00am–11:20am: Morning Break

11:20am–12:00pm: From EA to Director. A Real Career Journey

Executive Assistants often sit at the centre of how organisations operate. Over time, that perspective can open doors to broader leadership opportunities. In this interview-style conversation, Allyson Gormley shares her journey from supporting executives at Riot Games to leading global operations.

Today, Ally oversees Riot's Remote Broadcast Centers in Dublin and Seattle, coordinating complex esports productions delivered across global teams. In this conversation, we will explore:

- How EA experience translates into operations and Chief of Staff responsibilities
- Working confidently with technical teams and large-scale projects
- Practical insights on progressing from EA work into organisational leadership

Featuring Allyson Gormley, Director of Global Operations, Riot Games

12pm–12:45pm: Do Less, Deliver More

Modern workdays are often packed with meetings, shifting priorities, and constant activity. Yet important work still struggles to move forward. In this engaging session, Scott Fulton explores why many teams feel overloaded and how small shifts in how work is prioritised and organised can restore focus and momentum.

Drawing on his experience working with organisations across multiple industries, Scott shares practical ways for teams to work with greater clarity and intention. In this session, you will explore:

- Why many teams feel constantly busy yet struggle to move key work forward
- How to identify the difference between workflow and work execution
- Practical ways to reduce overload and focus attention on what truly matters

With Scott Fulton, helping teams reduce overload & focus on what matters.

12:45pm–2:00pm: Lunch Break

2:00–2.40pm: Choose Your Workshops

Beyond the EA Role. New Paths in Operations and Strategic Leadership

Many EAs develop skills that extend far beyond traditional role boundaries. In this session, Szilvia Kocsy shares her journey from EA to senior operational leadership, including roles in project management, PMO leadership, and Chief of Staff at LinkedIn EMEA and LATAM.

Drawing on more than twenty years of experience, Szilvia explores how the capabilities developed in the EA role translate into broader organisational leadership. In this session, we will explore:

- How EA skills translate into operational leadership and Chief of Staff roles
- Practical ways to think about career progression in a changing workplace
- How strategic thinking and operational awareness shape modern leadership paths

With: Szilvia Kocsy, Founder, Life Mentor Global, Former Chief of Staff, LinkedIn EMEA & LATAM

Creative Events Management

A practical session exploring how Executive Assistants can approach events with greater creativity while maintaining structure and control.

From internal meetings to large-scale events, this session explores how thoughtful planning and fresh ideas can enhance both the experience and outcomes.

Drawing on hands-on experience, William Thomson shares how to design events that are engaging, well-managed, and aligned with organisational goals.

With William Thomson, Events Management Specialist

3.15pm–4.00pm: Resilience in Times of Deep Change

We close the conference with a high-energy keynote exploring one of the most important professional capabilities today. The ability to stay steady, adaptable,

and confident as roles, tools, and expectations continue to evolve. Internationally recognised resilience expert Colby Sharma shares practical insights from his work with organisations including Scotiabank and Manulife Financial, helping teams build the mindset, and we will explore:

- How meaningful setbacks often become the foundation for long-term growth
- Practical ways to strengthen resilience and maintain energy under pressure
- How to create environments where individuals and teams can thrive through change

With Colby Sharma, Bestselling author of *The Curveball* and resilience expert

4.00pm: Conference Close

Programme details are correct at the time of publication. The EA Campus reserves the right to amend the programme, including speakers, session titles, timings, formats, and session content, or substitute speakers where necessary.