

SCHEDULE

Friday 12 March

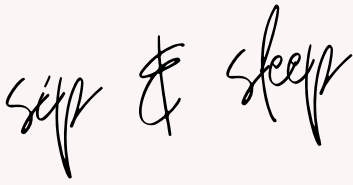
Guests arrive	9.00-9.30am
Empowered Assistant's Workshop - Sassy Assistants	9.30-12.30pm
Morning tea	10.30-10.45am
Welcome lunch	12.30-1.30pm
Check-in & free time*	1.30-2.30pm
Voice Confidence Session - Nicky West	2.30-3.30pm
Speaker Session: Brain Blinkers - Anthony Bonicci	3.30-5.00pm
Free time	5.00-5.30pm
Drinks & canapes at rooftop pool	5.30-6.00pm
Dinner in the Big Barn	6.00-9.00pm
After dinner drinks (optional)	9.00-10.00pm

Saturday 13 March

Morning yoga (optional)	8.00-8.45am
Breakfast at leisure	7.00-10.00am
Closing session	10am-10.30am
Check-out & free time*	11am
Sassy Pool Party (optional)	11am onwards
<i>Guests depart at their leisure</i>	

This event is hosted by The William Inglis Hotel & Sassy Assistants - a collaboration to showcase the best of the hotels accommodation, event spaces and meeting options.

*Attendees are welcome to enjoy the hotel facilities. Spa bookings are at your own cost.



Enisa Fazlic (aka Nis) - Host

Nis is a driven, proactive & forward-thinking c-suite Executive Assistant who focuses on optimising her Executive's time by proactively managing all aspects of their office and daily responsibilities, to ensure they can focus on business strategy & delivering on their objectives.

With more than a decade of experience working in both the financial services and public sectors, she believes a successful EA & Executive relationship is that of a partnership, working together to achieve their goals, and she is often a sounding-board & confidante to the many decisions her executives make.

Her passion for the role & development of assistants has led her to become an advocate and mentor, Co-Founder of Sassy Assistants, and her mission is to empower and motivate as many assistants as possible.

Sarah Tabboush - Host

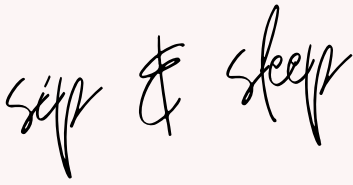
Sarah is an innovative, forward thinking and committed C-Suite executive assistant, and Co-Founder of Sassy Assistants. With 18+ years' administration experience gained within a corporate, fasted-paced environment across financial services, investments, e-commerce and software, Sarah has supported top executives at AMP, The Iconic, Pegasystems and is currently supporting the best boss in town at ServiceNow, a Silicon Valley powerhouse.

Sarah is committed to improving business performance by partnering with leaders to position, develop and embed innovative frameworks, initiatives and solutions linked to business outcomes. She is extremely passionate about empowering assistants and educating others about the role and value that assistants bring to their managers and organisations.

Amy Easton - Guest Host

Amy will be assisting with facilitating the Empowered Assistants workshop with Sassy Assistants founders, Nis & Sarah. Amy is a human capital consultant and coach who has a passion for equipping individuals, teams and organisations with tools that empower them to make positive and lasting impacts personally and professionally.

For over half a decade Amy has been using consulting and coaching skills to help others break down barriers and implement unique ways of working that bring meaningful change and sustainable impacts. An advocate of working with her clients and a service mindset, Amy uses a strengths based approach to encourage and support others to thrive. Amy has a BA Media and Communications from UNSW, Graduate Diploma in Psychology from Sydney University, Graduate Diploma Psychology Advanced from Monash University, and is a certified IECL and Gallup Strengths Coach.



SPEAKER & SESSION OVERVIEW

Empowered Assistant's Workshop

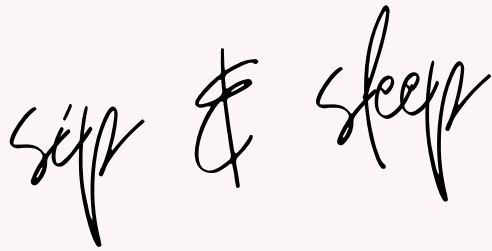
The purpose of this workshop is to cultivate motivating and meaningful conversations, with the aim to share, learn & connect with like-minded Assistants. In this workshop you'll have open discussions around challenges, strengths, goals & how to create healthy boundaries for yourself, and it will leave you feeling inspired & empowered to take the reins in driving your career, and to find new ways you can add value in your role and be a kick-ass business partner to your boss!

Nicky West - Voice Confidence

Nicky is all about helping people connect to their power and find their voice so they feel more present and confident. Release emotional stress & physical tension in your voice, body & energy system, align with your truth and tap into your radiance with this Voice Confidence session by learning breathing/voice techniques, movement and grounding practices to be able to use your voice safely and expressively. Learn and implement various practices, tools, habits and processes that help you to centre, connect with your voice and express yourself confidently. This session will end with a short meditation to leave feeling calm, centred & rebalanced.

Anthony Bonnici - Brain Blinkers

The Brain Blinkers workshop with Anthony Bonnici will leave you feeling motivated and inspired to make positive change in your life, and to help open your eyes and mind to possibilities and opportunities that may have been hiding until now. Anthony helps people recognise and remove the 3 key mental barriers to high performance and success – limiting beliefs, negative thoughts and fear – and provides the tools to keep the learning real, practical and relevant for the long term in both a personal and professional context.



FAQ'S

What are the benefits of attending:

- Experience the best of the William Inglis Hotel to consider for future meetings, events and business needs.
- One invaluable day & night to focus on your personal health, well-being & development.
- Connect with like-minded people who are there for the same reason.
- Hear from a highly inspirational speaker & wellness coach who can help you find your inner voice, confidence & calmness.
- Be inspired and develop motivation within yourself and for your career.
- Get empowered to be your best self.
- A great opportunity to network with top EAs and PAs across many industries.

How do I register to attend & what is the cost?

- The cost of the Sip & Sleep is: \$550pp, and \$450pp for early bird tickets.
- You will need to register your interest to attend by using the link on our website.
- Once you have registered, we will contact you to confirm if you've secured a place, and if so we will send you an invoice for payment.
- The cost of the ticket covers all components of the stay.
- The Sip & Sleep is a sponsored collaboration between Sassy Assistants & William Inglis Hotel.

What is included in the Sip & Sleep?

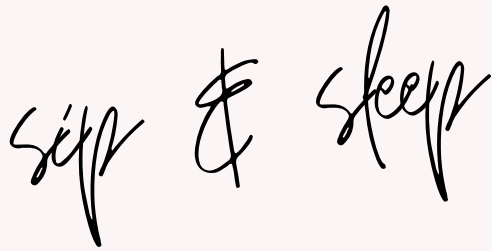
- Everything you need for the stay.
- One nights' accommodation provided by William Inglis Hotel.
- All scheduled meals and drinks (and definitely wine!) including: morning tea, welcome lunch, afternoon tea, drinks & canapes, dinner and breakfast.
- A program of relevant content for your personal & professional development provided by Sassy Assistants.
- Connecting with people who are like-minded, are there for the same reason and "get it!".
- Fun, laughs & plenty of time to relax & rejuvenate.

What is not included in the Sip & Sleep?

- Mini Bar items
- Spa Treatments
- Food and Beverages outside of arranged meal times
- In room amenities - can be purchased after departure
- In- room dining

What time should I arrive and when can I check in to my room?

Arrival time is between 9.00-9.30am, with the first session kicking off at 9.30am sharp. Official hotel check-in time is 2pm, so you will receive your room key at the end of the welcome lunch.



FAQ'S

Is transportation provided to and from the venue?

This is a self-transport event – you must make your own way to and from the venue. The hotel has a large car park with free parking for guests.

If you are unable to drive to the venue there is a train station close by, and transport from the station to the hotel can be arranged if needed. Please let us know if you will require transport assistance on admin@sassyassistants.com.au

What if I have food allergies or special dietary requirements?

Once you have registered and paid for your ticket, you can advise us of any food allergies or special dietary requirements so we can ensure the hotel is advised in advance to ensure we cater for your needs.

Can I bring a friend?

Unfortunately this is a restricted event and the ticket price is for 1 person in 1 room only – no partners or friends please. However, if your friend/colleague is an EA/PA or office administrator and is part of the Sassy tribe, then they are of course welcome to register their interest to attend.

How many people will be attending?

This is an intimate event and is restricted to a small group of 25 Sassies.

What if I buy a ticket and then change my mind?

Unfortunately this is non-refundable event as it is a sponsored event and is also highly discounted. If for some reason you can no longer make it, please let us know and we will work with you to find someone to replace you, if possible.

What do I need to bring?

Bring what you would normally bring for a 1 night stay - comfy clothes, pj's, swimmers & toiletries etc. The William Inglis is a 5 star hotel, so there is no need to bring pillows or linen/towels etc.

What activities can I do in my free time?

The William Inglis Hotel has a pool, gym, spa and plenty of open space & grass for free time to relax & rejuvenate. You can book a massage/spa treatment in advance of the stay to ensure you get a spot. All spa bookings will be at your own cost.