



**Airport:** The Lambert-St. Louis International Airport (STL) is located just 16 miles from the hotel.

Go! Best Express provides transportation to and from the airport to the St. Louis Union Station hotel. A special rate of **\$16** each way, per person has been negotiated on your behalf. **Reservations MUST be made online before 11:59 PM, July 6<sup>th</sup>, 2016, to receive the discounted rate.** More information is available on the NAEOP website. The Metro-Link is conveniently located on the south side of Union Station and offers guests direct service to and from the airport for \$6.00 round trip.

The Metro Downtown Trolley runs every 20 minutes and costs \$2.00 for unlimited day use.

All of these fees are as of the time of this printing.

Taxis are also available for transportation to and from the hotel and airport.



**Amtrak:** Amtrak offers an alternative form of transportation for those wishing to travel via train. St. Louis does have an Amtrak Station (STL) just a few blocks away from Union Station.



St. Louis Union Station  
1820 Market Street  
St. Louis, MO 63103  
314-621-5262

Room Rate: \$149

*Single/Double/Triple/Quad Occupancy*

**HOTEL RESERVATIONS** for the conference can be made by using the personalized group web page:

[http://doubletree.hilton.com/en/dt/groups/personalized/S/STLUSDT-NAE-20160710/index.jhtml?WT.mc\\_id=POG](http://doubletree.hilton.com/en/dt/groups/personalized/S/STLUSDT-NAE-20160710/index.jhtml?WT.mc_id=POG)

Guests can also make reservations by calling the hotel directly at 855-271-3620 and reference the Annual Conference and Institute by using booking code NAE when you call.

**HOTEL RESERVATION DEADLINE:**

*June 10, 2016*

Discounted daily parking rates will be \$12 valet or \$10 self-parking.

*National Association of  
Educational Office  
Professionals*

*82nd Annual Conference  
and Institute*

*July 13-16, 2016*

*St. Louis, Missouri*



Hosted by the  
Missouri Association of Educational  
Office Professionals



The Missouri Association of Educational Office Professionals cordially invites you to the NAEOP 82nd Annual Conference and Institute in St. Louis, Missouri.

The theme “Meet NAEOP in St. Louis” is reflective of the 1904 World’s Fair which was held to celebrate the 100th anniversary of Thomas Jefferson’s vision of a continental United States through the purchase of the Louisiana Territory and to honor Lewis and Clark’s journey to the west. To get to the fair, thousands traveled to the city by train, and they were greeted by a stunning architectural gem in St. Louis Union Station. Today, the National Historic Landmark has been beautifully restored and redeveloped as a festival marketplace of specialty shops, restaurants and a luxury hotel.

St. Louis has a variety of things to do! Ride to the top of the Gateway Arch. Enjoy many free attractions such as the Art Museum, Zoo, Science Center, and Grant’s Farm. Check out the Ballpark Village next door to the home of the St. Louis Cardinals, Busch Stadium. Many tours are being offered to help you explore St. Louis!

Get more information and register at [www.naeop.org](http://www.naeop.org). Start planning now to “Meet NAEOP in St. Louis!”

## Institute Classes

The 2016 NAEOP Institute will be held Tuesday and Wednesday, July 12-13, from 9 AM—5:30 PM. These sessions are more in-depth than the briefings and give participants 15 hours of education credit toward their PSP certification. Lunch is included with each full day Institute registration. You may select one or two days of option 1 and option 2. You can even mix and match to meet your needs!

Three options are available in the 2016 Institute. Option 1: “Positively Amazing Communication Skills for Dealing with Positively Annoying People” by Dr. Gina Bueneman-Cooper on Day 1 and “Change the Things You Can Change” by Marcus Engel on Day 2. You may take one day or both days of option 1 classes.

Option 2: Day 1 is Microsoft Programs training and Day 2 is Google Apps for Education training. You may take one day or both days of option 2 classes.

Option 3: The 2-day Speakers Bureau is being offered. Sharpen your presentation skills in 2 days of specialized training and a Practice Session. *Participants must attend both days of SB.*

## Keynote Speaker

**Marcus Engel**

### **In the Blink of An Eye**

Marcus speaks from experience. After being blinded and severely injured by a drunk driver, Marcus overcame unimaginable obstacles to return to college and reclaim his life. His dramatic story will inspire you to maximize your potential and achieve your dreams. In the blink of an eye is an unforgettable journey that will change your life.

## Briefings

The 1.5 hour Briefings are workshop sessions held throughout the 4-day conference and offer a wide variety of topics. Each session is only \$10 and earns 1.5 hours of education credit toward your PSP certification.

*Some of the Briefing topics for 2016 include:*

- Active Shooter Response
- Crisis Preparation
- Leadership Roles & Responsibilities
- Legal Issues
- Organization & Multi-Tasking
- Personal Health & Success
- Positive Work Environment
- PSP certification information & work session
- Public Relations
- Public Speaking
- Social Media
- Taking Minutes & Proofreading
- Technology- Microsoft Office & Google Apps
- Time management



### **Conference Chairman**

Kim Brannon, CEO  
[kbrannon@halfwayschools.org](mailto:kbrannon@halfwayschools.org)

### **Institute Co-Chairmen**

Susan Brooker, CEO, and Pam Steele, CEO