

***South Carolina Association  
Of Educational  
Office Professionals, Inc.  
42nd Annual Conference***



**February 15 - 18, 2024**

**Greenville, South Carolina**

## Conference Schedule\*

### Thursday, February 15, 2024

2:30 PM - 4:30 PM Board Meeting  
5:30 PM - 7:30 PM Registration  
8:00 PM - Explore Greenville

### Friday, February 16, 2024

7:30 AM - 8:30 AM Registration  
7:30 AM - 4:30 PM Baskets/Marketplace  
7:30 AM - 5:00 PM Vendor Fair  
8:30 AM - 9:45 AM Conference Kickoff/First Timers  
10:00 AM - 11:45 AM Opening Session (Keynote Speaker)  
12:00 PM - 1:45 PM Member Luncheon  
2:15 PM - 3:15 PM Workshop Session I  
3:30 PM - 4:30 PM Workshop Session II  
3:00 PM - 5:00 PM Retirees Meeting  
5:30 PM - 7:30 PM Past Presidents Dinner Meeting  
8:30 PM - 10:30 PM Hospitality

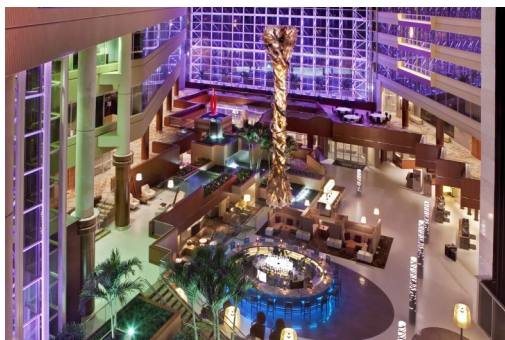
### Saturday, February 17, 2024

7:30 AM- 4:00 PM Vendor Fair  
7:30 AM - 4:00 PM Baskets/Marketplace  
8:30 AM- 10:30 AM Annual Membership Business Meeting  
10:45 AM- 12:15 PM Awards Brunch  
12:30 PM - 1:30 PM Workshop Session III  
1:45 PM - 2:45 PM Workshop Session IV  
3:00 PM - 4:00 PM Workshop Session V  
4:15 PM Installation Practice  
6:15 PM - 7:15 PM Social Hour  
7:30 PM - 9:15 PM Installation Banquet  
9:30 PM- 11:00 PM 2024-2025 Board Meet & Greet

### Sunday, February 18, 2024

8:30 AM- 9:30 AM Membership Breakfast  
9:45 AM- 10:30 AM Closing Session (Keynote Speaker)  
10:45 AM- 11:15 AM Drawings & Giveaways  
11:30 AM Adjourn

## Hotel Reservations (click the photo below to access the reservation link)



**Hotel Rate:** The conference room rate is \$149 per night, plus 12% tax (single & double occupancy; triple & quad at a higher rate). Parking is \$7.00 per night. **\*\*Please note parking is with the city garage located next to the hotel and is not affiliated with Hyatt Regency\*\*** The hotel is located at 220 North Main Street, Greenville, South Carolina, 29601.

Registration link:

<https://www.hyatt.com/en-US/group-booking/GSPRG/G-SCEO>

**Hotel rate good until January 31, 2024.**

**SCAEOP Annual Conference**

**2024 SCAEOP ANNUAL CONFERENCE REGISTRATION FORM**

Hyatt Regency  
220 North Main Street, Greenville, South Carolina 29601  
Contact Hotel for reservations: 1-402-592-6434  
February 15—18, 2024

**Registration MUST Be Postmarked No Later Than January 16, 2024**  
**Payment plans accepted. \$50 non-refundable payment will lock in rate. All balances due by registration deadline**

Mail registration with check payable to SCAEOP to remittance address below:  
**Bridget S. Bookert, Olympia Learning Center/SCAEOP, 621 Bluff Road, Columbia, SC 29201**  
Register online via the SCAEOP website (There is a \$5 credit card convenience fee)

Name: \_\_\_\_\_ CEOE)   
(Please check above if applicable)  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
County: \_\_\_\_\_ Work Email: \_\_\_\_\_

Is this the first SCAEOP annual conference you have attended? Yes \_\_\_ No \_\_\_ Job Title: \_\_\_\_\_

Would you like to be a mentor? Yes \_\_\_ No \_\_\_

Conference Registration: Member @ \$250 Non-Member @ \$300 Retiree @ \$200

All registrations postmarked January 17, 2024 & after add \$75 late fee \$ \_\_\_\_\_

Payment Plan deposits (Jan 16th deadline) \$50 down payment, \$75 December payment,  
\$125 January payment \$ \_\_\_\_\_

**Meals included for registered participants are:** Membership Luncheon, Awards Brunch, Banquet & Breakfast

List any special dietary restrictions \_\_\_\_\_

Vegetarian? \_\_\_ Yes \_\_\_ No \_\_\_ *Will you be joining us for the Installation Banquet Yes \_\_\_ No \_\_\_*  
*\*\*If you check no, please note no meal will be prepared for you\*\**

Meal Choice for Installation Banquet: Beef \_\_\_ Chicken \_\_\_ Fish \_\_\_

**Additional meals requested:**

Extra guests for **Awards** Lunch Saturday \_\_\_ @ \$60.00 (Max. of 2 guests) \$ \_\_\_\_\_

Extra guests for **Installation** Banquet \_\_\_ @ \$75.00 (Max. of 2 guests) \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**SCAEOP Refund Policy** All cancellation requests can be submitted by mail, email, or fax to the Membership Recorder/Conference Registration Chairman. Cancellations received on or before the deadline stated in the registration entitles the registrant to a full refund. A 50% refund of registration fee will be made for requests received 15 days or more prior to the opening session date of the conference. Requests received 14 days or less (including conference no-shows) to the opening session date of the conference will not receive a refund, except in the cases of death or illness (documentation required). All refund requests should be submitted to the SCAEOP Membership Recorder no later than 10 business days after the conference adjournment. **All refunds are subject to a \$30 administrative fee.**

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February 15 - 18, 2024  
Hyatt Regency

Ad No. \_\_\_\_\_

Page No. \_\_\_\_\_

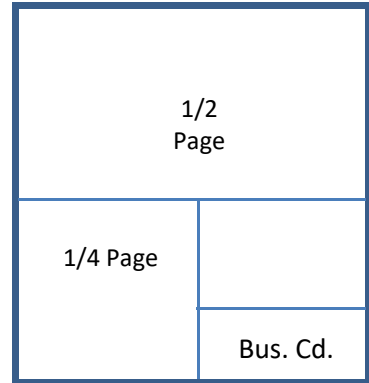
Check No. \_\_\_\_\_

Date Received: \_\_\_\_\_

Souvenir Booklet Advertiser/Sponsor Form  
Fee Schedule

Full Page	\$100.00
Half Page	\$ 50.00
Quarter Page	\$ 25.00
Business Card	\$ 20.00
Celebratory "Shout Out"	\$ 10.00

Full Page



Booklet Size: 8.5" x 11". All ads will be printed in color. Please provide photo, camera-ready copy or business card. Do not fold, staple or tape pictures, ad copy or business cards. Copy must be clean and free of all markings. If no photo or art is requested, text may be included in space below. Your cancelled check is your receipt.

Send ad to: **Melody Wise Butler, 7500 Brookfield Road, Columbia, SC 29229 ATTN: SCAEOP** or you can email ads to: scaeopconferencechairman@gmail.com. All ads are subject to editing and formatting limitations; inappropriate ads will not be accepted. Ads are not finalized until payment is received.

**AD Deadline: January 15, 2024**

Name: \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Text for Ad or Shout Out:  
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Date: \_\_\_\_\_ Signature: \_\_\_\_\_