



# Administrative Assistant's Program

## FCAM Professional Development Conference

March 3<sup>rd</sup> & 4<sup>th</sup>, 2020 at the Worcester DCU Center

### TUESDAY MARCH 3<sup>RD</sup>

Located in Room B

Morning:

#### Managing IODs

w/ Roy McNamee, Gowrie/VFIS

Afternoon:

#### Conflict of Interest

w/ David Gianotti, Ethics Commission

#### Freedom of Information Act & Records Retention

Massachusetts Secretary  
of State's Office

### WEDNESDAY MARCH 4<sup>TH</sup>

Located in Room B

Morning:

#### FLSA & FLMA

w/ Patricia Callarossi,  
U.S. Department of Labor

Afternoon:

#### H.R. for Administrators

w/ Karyn Rhodes, Payroll Solutions

**SIGN UP TODAY: \$75 PER PERSON**

*Please submit a separate form for each attendee - copy this form if needed.*

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

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

Department: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

(If submitting a P.O. please attach it with this form)

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