



Key Personnel Conference

October 12-13, 2023 • Graduate State College • State College, PA

Who Should Attend?

The Pennsylvania District Attorneys Institute is pleased to present a conference designed specifically for the non-attorney administrative support staff of district attorney's offices.

Registration is open to any non-attorney staff of district attorney's offices, including administrators, managers, receptionists, secretaries, paralegals and other support staff.

Course Location

[Graduate State College](#)

125 South Atherton Street
State College, PA 16801
814-231-2100

Questions?

Contact: Támara Heagy
Membership & Multimedia
Management Coordinator
717-238-5416
theagy@pdaa.org

Course Schedule

Thursday, October 12

1:00 PM - 1:30 PM: Registration

1:30 PM - 4:15 PM: An Overview of the Criminal Justice System

Honorable Francis Chardo
Dauphin County District Attorney

4:30 PM: Welcome Reception

Friday, October 13

8:00 AM - 9:00 AM: Breakfast Buffet

9:00 AM - 10:30 PM: Generational Differences in the Workplace and the Impact of COVID-19

Jodi Lobel, Esquire
Chief of Staff - PA Office of Attorney General

10:45 AM - 11:45 AM: Communication Skills, Information Processing and Effective Office Management

Jodi Lobel, Esquire

11:45 AM: Adjourn



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Registration:

To register, please complete and return the attached registration form, along with your *food and beverage fee to PDAI, no later than **September 1, 2023 by 4:30 PM**. You can also register for this course online by clicking [here](#). Payment must be received prior to the course date to ensure admittance.

Cancellation Policy:

Those who cancel on or before **September 15, 2023 by 4:30 PM** will be refunded the full fee. To cancel, please email Támara Heagy at theagy@pdaa.org. No refunds can be issued for cancellations received after **September 15, 2023 by 4:30 PM**. Those who have not paid will still be required to send payment. As always, substitutions are allowed for persons who have to cancel after the cancellation date. You must also call the hotel directly at 814-231-2100 to cancel your room reservation. **If you are a no-show you will be invoiced for any applicable charges.**

Accommodations:

A block of rooms has been reserved at the [Graduate State College](#) at the rate of \$96.00 per night, single or double occupancy plus state and local taxes. The room rate is a separate charge paid directly to the Graduate State College. It is not included in the food and beverage fee. You may make your reservations by calling the Graduate State College directly at 814-231-2100 by **September 1, 2023**. Please mention this conference in order to receive the group rate.

This project was supported by PCCD subgrant 2019-2020-JG-SS-36258, awarded by the Pennsylvania Commission on Crime and Delinquency (PCCD).

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Name: _____

Name for badge: _____

Title: _____

County/Agency: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Accessibility Requirements:

Registration Options

**Food and beverage fee.*

☐ \$100 Payment Enclosed

“By signing below, I understand that if I am a no-show, I will be invoiced for any applicable hotel charges or fees.”

Please return this form and your payment, no later than **September 1, 2023** to the PDAI, 2929 North Front Street, Harrisburg, PA 17110, to the attention of Támara Heagy.