

Association for Academic Administrators

6th Conference & AGM The Association for Academic Administrators 7-9 May 2025

Emperors Palace Convention Centre, OR Tambo IA, Ekurhuleni, Gauteng

"Academic Administration: Back to basics while keeping up with the trends"

Dear AAA Members and Prospective Members

The AAA Board herewith invite you to the 6th AAA Conference and AGM that will be held on Wednesday to Friday, 7-9 May 2025 at the Emperors Palace Convention Centre, next to the OR Tambo International Airport in Ekurhuleni, Gauteng.

Important: Due to the growth in the support of the Association since Covid-19, and an increasing number of delegates registering for the annual conference, as well as due to numerous calls from the members that one-and-a-half days for this event is not sufficient, the AAA's Board has decided to increase the event in 2025 with an extra day. The event will now start on Wednesday, 7th May until lunchtime on Friday, 9th May 2025. Please have a look at the now revised structuring of the draft conference program below to include the Wednesday as an additional day.

Conference theme: One of the major objectives of the AAA is to define best practice for academic and examination administration at higher education institutions. The AAA Board agreed on the theme of "Back to basics while keeping up with the trends". This theme is very open ended and allows for a very broad-based number of topics to be covered and for members and prospective members to submit proposals for the presentation of a paper, and for topics for discussion during the event and the break-away sessions.

Invitation to present a paper: This conference is aimed at you, the academic administrator, to come and share your institutions' best practices. As you will notice in the draft program below, there are still several vacant sessions reserved for members to present a paper on any area of work in academic administration.

Members and prospective members from both universities and TVET colleges that submit a proposal to present a paper, individually or jointly with another colleague, will have the conference registration fee of the main presenter waived, **and** extra CPD points are awarded.

Current Membership: In terms of the current AAA Constitution, individual membership as an associate member is automatic on attendance of the annual event, and institutional membership is also automatic due to representation by an institution's staff members at the annual event.

After the fifth AGM and annual conference in May 2024 held at The Boardwalk Convention Centre in Gqeberha, Eastern Cape, the membership of AAA after year five constitutes as follows:

Institutional membership:

Public Universities and Universities of Technology in South Africa

24 institutions 4 institutions

Universities and HEI's from other African countries
 Public TVET Colleges in South Africa

6 colleges

Private HEI's in South Africa

4 institutions

Associate membership

569 Members

Membership of the Association:

 Institutional membership is open to all public and private Universities and TVET Colleges and other higher education institutions and organizations, from inside as well as outside of South Africa. No membership fees are charged, and an institution becomes a member through representation at an annual event.

Association for Academic Administrators NPC Non-profit Company registration no.: 2019/247186/08 Pretoria, Gauteng

M: 082 651 6364

W: www.assocacadadmin.co.za

E: Peet du Plessis < Peet.duplessis@assocacadadmin.co.za >

• Individual membership is open to all staff members at all levels who are working in the function/s of academicor student administration or any related function, at any of the aforementioned institutions.

Who should attend the 2025 Conference?

All personnel who are involved with the broad function of academic (-student) administration, inclusive of faculty and examinations administration or any other related functions at all Universities, TVET Colleges and Private Higher Education institutions in Southern Africa and Africa

Draft Conference Program

A proposed program for the conference is planned as follows, but the agenda is still subject to change.

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Wednesday, 07 May 2025						
08:00 - 09:30	Registration					
09:30 - 09:50	Conference announcements					
09:50 - 10:10	Welcome by the Chairperson of the Board, Mr Vido Kungune, VUT					
Session 1: Plenary	Opening address:					
10:10 – 11:00						
11:00 – 11:30	Morning tea-break					
Session 2: Plenary	Keynote address:					
11:30 – 12:30	Troylloto addition					
12:45 – 14:00	Lunch					
Session 3:	Break-away group discussions					
14:10 – 15:20	Break-away Group discussions Break-away Group A: Plenary Room					
Break-away groups	"We are not "non-academics" – we are academic administrators"					
2. can amay groups	Facilitating Dialogue on Experiences and Insights of Academic Administrators.					
	Discussion leader: Khwezi Bonani, Coordinator: International Student Services Office,					
	UWC					
	Break-away Group B: Break-away room 1					
	"No More Paper, Electronic is better?"					
	Facilitating ideas and processes which fosters positive changes.					
	Discussion leader: Lynn Poonah, Coordinator: Examinations and Graduations, UWC					
	Break-away Group C: Break-away room 2					
15:20 – 15:45	Afternoon tea-break					
Session 4:	Break-away group discussions continued					
15:45 – 16:45	Break-away Group A:					
Break-away groups	Break-away Group B:					
break-away groups	Break-away Group C:					
18:30 – 22:00	Team building quiz night					
Quiz night	Light buffet dinner					
Quiz nignt	Cash bar service – delegates' own accounts					
Thursday 09 May 2025	Cash bar service – delegates own accounts					
Thursday, 08 May 2025 Session 5: Plenary	Foodback from Prook away groups (20 min soch)					
08:30 – 09:30	Feedback from Break-away groups (20 min each)					
Session 6:	Facilitated by Peet du Plessis.					
	Paper presentation:					
09:30 – 10:25	Marning too brook					
10:30 – 11:00 Session 7:	Morning tea-break					
	Paper presentation or invited guest speaker (AHEP):					
11:00 – 12:00	"Delevation To different delevation Newton for the Total of Academic Administration"					
Session 8: Paper presentation						
	"Balancing Tradition and Innovation: Navigating the Future of Academic Administration."					
12:00 – 13:00	Ms. Nicole Gangen, Curriculum Program Administrator, School of Nursing, UWC					
13:00 – 14:15	Ms. Nicole Gangen, Curriculum Program Administrator, School of Nursing, UWC Lunch					
13:00 – 14:15 Session 9:	Ms. Nicole Gangen, Curriculum Program Administrator, School of Nursing, UWC					
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10:45 – 11:40	Closing address
Session 14:	6th Annual General Meeting of Members of the AAA – Chair: Mr. Vido Kungune
11:45–12:45	Important Note: Members are invited to submit points for the agenda to the
AGM	Administrator, Mr Peet du Plessis at peet.duplessis@assocacadadmin.co.za on or
	before 30 April 2025 for the agenda to be published on the AAA website 7 days before
	the AGM.
12:45	Lucky draw - Sponsored getaway for two
	Conference closing
13:00 - 14:00	Lunch and goodbyes

Conference arrangements

Venue: > Emperors Palace Convention Centre, next to the OR Tambo International Airport in Ekurhuleni, Gauteng

Tel: +27 (0)11 928 1000 https://www.emperorspalace.com/ (Directions will be supplied to delegates two weeks prior to the workshop)

> Registration is open from 6 December 2024 to closing date for registrations on 29 Apr 2025

For delegates / members that need to utilise the 2024 budget allocation to attend the conference in 2025, registrations will be open as from date of this invitation letter in December 2024 so that invoices for the registration fees can be processed and paid from the 2024 budget allocations before the financial year-end for universities at end December.

Fees: > Conference fee for Wednesday, Thursday & Friday, 7-9 May 2025:

R 4 800.00 plus VAT of R720.00 = R5 520.00 per delegate

The conference fee includes refreshments, lunches, the teambuilding and welcoming function on the Wednesday evening, and the conference gala dinner function on Thursday evening, but **excludes the cost of travelling, overnight accommodation, and breakfasts.**

The conference fee is payable directly to the Association for Academic Administrators NPC

Payment: Institutions will be issued with a VAT invoice on receipt of the completed registration form/s and the amount is payable within 14 days of issue, but not later than the closing date for registrations of 29 Apr. 2025. The fee can be deposited or paid electronically (EFT) directly into the **bank account of**:

Association for Academic Administrators NPC.

Account detail: FNB Gold Business Account - Number: 62842733794 Branch code: 250655

Overnight accommodation:

Delegates who need overnight accommodation must please do their own reservations. The account of the accommodation is **not included** in the conference fee and must be settled by delegates directly with their place of accommodation.

Note: If you arrive on the Wednesday before the conference, ensure that you book for dinner, bed, and breakfast for that day, as the dinner on Wednesday evening is for the delegate's account. The Thursday evening's gala dinner function is included in the conference registration fee.

Emperors Palace

The Metcourt Hotel at Emperors is a 3-star hotel, and it was agreed with them that the current rates that are charged for government officials as agreed with Treasury, will also be valid for the AAA delegates from universities and colleges. The Peermont Metcourt Hotel incorporates 348 rooms. Your institution must however indicate when booking that the delegates are from a university or college and that the government rate should apply. Please make accommodation bookings at the central reservation number on 08660 777 900 (SA only), or at +27 (0)11 928 1000 or +27 (0)11 928 1928, or preferably on-line at the following link: https://booking.profitroom.com/en/metcourthotelatemperorspalace/details/offer/535098?codes=AA&nocache=1¤cy=ZAR for the Metcourt Hotel at Emperors Palace.

Special rates for 2025:

Single accommodation: R1 376.00 bed & breakfast and R1 606.00 dinner, bed & breakfast for the Tuesday. **Double accommodation (sharing):** R1 641.00 bed & breakfast and R2 128.00 dinner, bed & breakfast for the Tues.

[These rates include 15% VAT, and the tourism levy of 1%, but is subject to final confirmation awaited from Emperors Palace]

Alternative Accommodation

Note: There are various other hotels at Emperors, but they are 4-star and 5-star rated and therefore a lot more expensive than the Metcourt Hotel option provided above.

Shuttle bus from the airport: Emperors provides a complimentary daily shuttle service to O.R. Tambo International Airport. Catch it from our D'oreale Grande and Metcourt Hotels at Emperors Palace every 30 minutes from 07h00 - 22h00 and from the airport to Emperors the shuttle can be found at the Shuttle Bus Terminal at O.R Tambo and will deliver you to your hotel.

Registration: A conference registration form is attached hereto (next page).

The closing date for registration is Tuesday, 29 April 2025

Association for Academic Administrators

	2025 A	AA CONFERENCE R	EGIS	TRATION	FOR	M	
Conference partic							
		ay & Friday, 7-9 May 202					
		convention Centre, at O			ional A	Airport in Ekurl	nuleni, Gauteng
CLOSING DATE F	OR REGISTRATI	ONS: Tuesday, 29 Apri	II 2025)			
Registration detail	il of delegate						
Title: Dr/Mr/Ms	First name (On name tag)			Surname			
Position							
Institution			Can	npus (if appl.)			
	Tel no. (w):		Cell n	0:			
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how such information use and disclosure information will not	on is submitted, you of such information be shared by the AA	you hereby confirm that by consent to the collection, c for the sole purpose of pre- AA NPC with any third party	collation registra	i, processing ation as a de	, and s legate	toring of such in for this conferer	formation and the
Special dietary red	quirements (only m	ark if any):					
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_	st AAA to register r	on: ne for the 2025 conferenc '-9 May 2025: Fee: R 4 800			% = R 5	5 520.00	
Attending the Wed conference fees)	nesday evening (7	May) welcoming and tean	nbuildi	ng function (include	ed in the	Y(es) or N(o
Attending the Thur	sday evening (8 Ma	ay) gala dinner function (i	ncluded	d in the confe	rence	fees)	Y(es) or N(o
person is to atte working days be 3. Billing of confe	end as a substitute, fore the conference rence fees. Please	e are the correct details of the AAA Administration mindicate the method of payrial purchase order is not	ust be ment be	informed accelow, as dele	ording gates	ly in writing by will not be allo	/ e-mail at least 5
AAA to issue an	invoice to my inst	itution for the applicable	confe	rence fee	Purc	hase order no:	
OR		district and NIDO BL					
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before 2 working	g days (12:00 on F	iting or by e-mail, within leser. Fri. 2 May) of the conference tellations will not be accepted.	e comn				

- Please note that if a registered delegate does not attend the conference <u>without written notice of cancellation</u> of this registration as specified in point 4 above, s/he will be liable for the full registration fee. This also applies if a cancellation is received within less than 2 days (after 12:00 on Fri. 2 May) before the conference commencement date.
- The conference fee includes tea and coffee, lunches, and the dinner functions on Wednesday and Thursday evenings. Travelling costs to the conference venue and any overnight accommodation is for the delegate's account.

Delegate signature:	Date:					
Authorized by (name): (If applicable)	Signature:	Date:				
Submission details: Please e-mail this registration form to the AAA's General Manager, Mr Peet du Plessis at peet.duplessis@assocacadadmin.co.za before the closing date of 29 Apr 2025. Please note that all registrations received will be acknowledged by email within 2 days after it was applied to the above-mentioned email address.						