

- Individual membership is open to all staff members at all levels who are working in the function/s of academic- or 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.

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 10:10 – 11:00	Opening address:
11:00 – 11:30	Morning tea-break
Session 2: Plenary 11:30 – 12:30	Keynote address:
12:45 – 14:00	Lunch
Session 3: 14:10 – 15:20 Break-away groups	Break-away group discussions Break-away Group A: Plenary Room “We are not “non-academics” – we are academic administrators” 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: 15:45 – 16:45 Break-away groups	Break-away group discussions continued Break-away Group A: Break-away Group B: Break-away Group C:
18:30 – 22:00 Quiz night	Team building quiz night Light buffet dinner Cash bar service – delegates’ own accounts
Thursday, 08 May 2025	
Session 5: Plenary 08:30 – 09:30	Feedback from Break-away groups (20 min each) Facilitated by Peet du Plessis.
Session 6: 09:30 – 10:25	Paper presentation:
10:30 – 11:00	Morning tea-break
Session 7: 11:00 – 12:00	Paper presentation or invited guest speaker (AHEP):
Session 8: Paper presentation 12:00 – 13:00	“Balancing Tradition and Innovation: Navigating the Future of Academic Administration.” Ms. Nicole Gangen, Curriculum Program Administrator, School of Nursing, UWC
13:00 – 14:15	Lunch
Session 9: 14:15 – 15:10	Paper presentation:
15:10 – 15:30	Refreshments
Session 10: Paper presentation 15:30 – 16:30	“Navigating Academic Administration in a Decentralised Environment: Insights from the UFS Business School” Ms. Lee-Ann Swanepoel, Programme Coordinator: Higher Certificate and BML Programme, UFS Business School
16:30 – 16:45	Summary of the day AAA Vice Chairperson: Mr Ashmind Daniels
19:00 – 23:30	Gala Dinner & Dance at Emperors – Assembly I & II – Music: The Xplicit Band Theme to be announced
Friday, 09 May 2025	
07:00 – 08:00	Breakfast
08:00 – 08:45	Delegates to check out and store luggage at receptions.
Session 11: 08:45 – 09:30	Promotional presentation by Gold Sponsor – Advanced Secure Technologies, UK Lucky draw – Sponsored
Session 12: 09:30 – 10:15	Promotional presentations by Silver Sponsors
10:15 – 10:45	Morning tea-break
Session 13:	Paper presentation:

10:45 – 11:40	Closing address
Session 14: 11:45–12:45 AGM	6th Annual General Meeting of Members of the AAA – Chair: Mr. Vido Kungune Important Note: Members are invited to submit points for the agenda to the 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&no-cache=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 AAA CONFERENCE REGISTRATION FORM

Conference particulars:

Date: Wednesday, Thursday & Friday, 7-9 May 2025

Venue: Emperors Palace Convention Centre, at OR Tambo International Airport in Ekurhuleni, Gauteng

CLOSING DATE FOR REGISTRATIONS: **Tuesday, 29 April 2025**

Registration detail of delegate

Title: Dr/Mr/Ms	First name (On name tag)	Surname	
Position			
Institution	Campus (if appl.)		
	Tel no. (w):	Cell no:	
	E-mail:		

Declaration: In terms of the POPI Act, you hereby confirm that by submitting this information to the AAA, irrespective as to how such information is submitted, you consent to the collection, collation, processing, and storing of such information and the use and disclosure of such information for the sole purpose of pre-registration as a delegate for this conference. This information will not be shared by the AAA NPC with any third party without your expressed consent.

Special dietary requirements (only mark if any):

- strictly halaal [**Note:** A surcharge of **R750.00 + VAT** will apply as such meals need to be ordered from certified halaal suppliers]
- no pork or beef (not strictly halaal) vegetarian vegan

Terms and conditions of registration:

1. **I hereby request AAA to register me for the 2025 conference as follows:**

Registration for Wed., Thu., and Fri., 7-9 May 2025: Fee: R 4 800.00 plus VAT @ 15% = R5 520.00	
Attending the Wednesday evening (7 May) welcoming and teambuilding function (included in the conference fees)	Y(es) or N(o)
Attending the Thursday evening (8 May) gala dinner function (included in the conference fees)	Y(es) or N(o)

2. The personal details supplied above are the correct details of the delegate that will be attending the conference. If another person is to attend as a substitute, the AAA Administration must be informed accordingly **in writing by e-mail** at least 5 working days before the conference.
3. **Billing of conference fees.** Please indicate the method of payment below, as **delegates will not be allowed to attend the conference if payment, or an official purchase order is not received before the conference.**

AAA to issue an invoice to my institution for the applicable conference fee	Purchase order no:
OR	
EFT to Association for Academic Administrators NPC. Please e-mail proof of payment to the AAA's GM at: peet.duplessis@assocacadadmin.co.za	Amount: R
Bank: FNB Business Acc. No: 62842733794 Branch code: 250655	

4. If this registration is **cancelled** in writing or by e-mail, **within less than 5 working days (after 17:00 on Tue. 29 Apr.) and before 2 working days (12:00 on Fri. 2 May)** of the conference commencement date, **50% of the full registration fee** will be payable to AAA. Telephonic cancellations will not be accepted.
5. Please note that if a registered delegate does not attend the conference **without written notice of cancellation** 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.
6. 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:
<p>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 emailed to the above-mentioned email address.</p>		