



5th Conference & AGM
The Association for Academic Administrators
16-17 May 2024

**The Boardwalk International Convention Centre,
Marine Drive, Gqeberha (PE), Eastern Cape**

“The past, present and the future of academic administration in higher and further education”

Dear AAA Members and Prospective Members

The AAA Board herewith invite you **to the 5th AAA Conference and AGM** that will be held on **16-17 May 2024** at The **Boardwalk International Convention Centre**, (Sun International), Marine Drive, Summerstrand, Qgeberha (Port Elizabeth), Eastern Cape.

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 “*The past, present and the future of academic administration in higher and further education*”. This theme will allow for hindsight, insights, and foresights to reflect where we as academic administrators come from, to appreciate and handle where we are and to plan where we are going given technology, research, and innovation development. When the AAA was formed in 2018 with the merger between the Higher Education Faculty Administrators Forum (HEFAF) and the Examination Administrators Forum (ExAF) it was a defining moment for the professionalisation of the many practitioners in the function of academic- and student administration at higher education institutions in Southern Africa. Therefore, this rather open theme gives opportunities for AAA members to participate in this conference through the presentation of papers, submission of discussion topics and in break-away group discussions.

Invitation to present a paper: This conference is therefore 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 one or two 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 fourth AGM and annual conference in May 2023 held at Emperors Palace in Johannesburg, the membership of AAA after year four constitutes as follows:

- Institutional membership:
 - Public Universities and Universities of Technology in South Africa 24 institutions
 - Universities and HEI’s from other African countries 4 institutions
 - Public TVET Colleges in South Africa 6 colleges
 - Private HEI’s in South Africa 3 institutions

- Associate membership 521 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.
- 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 2024 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, 15 May 2024	
17:00 – 18:00	Early registration
Thursday, 16 May 2024	
08:00 – 09:00	Registration
09:00 – 09:30	Welcome by the Chairperson of the Board and conference announcements
Session 1: 09:30 – 10:30	Opening address: Invitation to an Executive Management member of the Nelson Mandela University
Session 2: 10:30 – 11:20	Keynote address: Prof Achmed Bawa, Professor: Human-Machine Interface, Johannesburg Business School, UJ, and Ex-CEO of Universities South Africa. Topic: <i>“Corruption and fraud currently increasing at higher education institutions in South Africa”</i>
11:20 – 11:45	Refreshments
Session 3: 11:45 – 12:45 Paper	Paper: <i>“Best Practice Auditing”</i> Presenter: Ms Yvonne du Plessis, Assistant Director: Systems Operations, from DESA (Department of Enrolment and Student Administration) of UP
12:45 – 14:00	Lunch
Session 4: 14:00 – 15:00 Paper	Paper: To be confirmed
15:00 – 15:20	Refreshments
Session 5: 15:20 – 16:20 Break-away groups	Break-away group discussions: Discussion topics: Note: Only one or two discussion topics for these sessions have been submitted, and therefore delegates and prospective delegates are invited to submit any related discussion topics to the AAA Office and by doing so earn extra CPD points.
Session 6: 16:20 – 17:00	Teamwork Fun Event – Delegates from various institutions are allocated to teams for this event to promote interaction between colleagues of other institutions, and to win the prizes.
19:30 – 23:30	Gala Dinner function at The Boardwalk Convention Centre: Theme: “Beach Party”
Friday, 17 May 2024	
07:00 – 08:00	Breakfast
08:00 – 08:45	Delegates to check out and store luggage at receptions
08:45	Lucky draw –
Session 7: 09:00 – 09:30	Feedback from Break-away groups (10 min each)
Session 8: 09:00 – 09:30 Presentation	Presentation: Digital transformation in certification & best practice Presenter and Gold sponsor: Advance Secure Technologies, UK
Session 9: 09:30 – 10:20 Paper	Paper: To be confirmed
Session 10: 10:20 – 11:00 Presentation	An invitation will again be extended the Association of University Administrators (AUA-UK) with whom the AAA has a reciprocal agreement, and their representative is given the opportunity to do a voluntary presentation. To be confirmed
11:00 – 11:30	Refreshments
Session 11: 11:30 – 12:30 AGM	5th 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 1 May 2023 for the agenda to be published on the AAA website 14 days before the AGM.
Session 10: 12:30– 13:10	Motivational: Speaker: To be confirmed
13:10	Lucky draw - Sponsored weekend getaway for two Evaluation and closing
13:15 – 14:30	Lunch and goodbyes

Conference arrangements

Venue: > The **Boardwalk International Convention Centre**, (Sun International), Marine Drive, Summerstrand, Qgeberha (Port Elizabeth), Eastern Cape.

Tel: +27 (0)41 507 7777 <https://www.suninternational.com/boardwalk/>
(Directions will be supplied to delegates two weeks prior to the workshop)

> **Registration is open from 1 December 2023 to closing date for registrations on 08 May 2024**

For delegates / members that need to utilise the 2023 budget allocation to attend the conference in 2024, registrations will be open as from date of this invitation letter in December 2023 so that invoices for the registration fees can be processed and paid from the 2023 budget allocations before the financial year-end for universities at end December.

Fees: > Conference fee for Thursday & Friday, 16-17 May 2024:
R 4 300.00 plus VAT of R645.00 = R4 945.00 per delegate

The conference fee includes refreshments, lunches, and the conference dinner function on Thursday evening, but **excludes the cost of travelling, overnight accommodation, dinner on Wednesday evening 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 08 May 2024. 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.

➤ **The Boardwalk Hotel**

The Sun International Boardwalk Hotel at the Boardwalk is a 5-star hotel, and we have been able to negotiate a special group tariff with them which is aligned to the government prescribed tariffs. To book accommodation at the SI The Boardwalk Hotel, please send an email to associations@suninternational.com quoting the group block reservation reference number of **AAA2024PB**. You will then be send a booking form for your institution to complete in order to make your accommodation reservation. Accommodation is limited and will be on 1st come 1serve.

Special rates for 2024:

Luxury twin room: Single:	R1 470.00 b & b.	Double: R1 730.00 b & b
Luxury family room: Single:	R1 610.00 b & b	Double: R1 870.00 b & b
Superior luxury family room: Single:	R1 810.00 b & b	Double: R2 070.00 b & b

Alternative Accommodation (within walking distance of the Convention Centre)

- The **** Courtyard Hotel (City Lodge Group) +27 41 583 4655 cype.resv@citylodgehotels.com
<https://citylodgehotels.com/hotels/460/Courtyard-Hotel-Port-Elizabeth>
- The *** Road Lodge Hotel (City Lodge Group) +27 41 583 4404 rlpe.dm@citylodgehotels.com
<https://citylodgehotels.com/hotels/359/Road-Lodge-Port-Elizabeth>
- The **** Beach Hotel +27 41 502 3050- Reservations reservations@pehg.co.za
<https://www.thebeachhotel.co.za/>

Shuttle service from the PE airport: The Boardwalk Convention Centre offers a shuttle service from and to the PE International Airport at R100.00 per person one-way, which works out much cheaper than renting a car for two days, All the activities will take place at The Boardwalk Convention Centre. To book the shuttle please contact Anele Mvumbi at anele.mvumbi@suninternational.com or phone her on +27 (0)41 507 9409.

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

The closing date for registration is Wednesday, 08 May 2024

Delegates should e-mail their registration forms to Peet du Plessis at peet.duplessis@assocacadadmin.co.za or stephandup1956@gmail.com

For any further enquiries, please contact **Peet** at: Tel: +27 (0)82 651 6364



2024 AAA CONFERENCE REGISTRATION FORM

Conference particulars:

Date: Thursday - Friday, 16-17 May 2024
Venue: The Boardwalk Convention Centre, Gqeberha (PE), Eastern Cape
CLOSING DATE FOR REGISTRATIONS: **Wednesday, 08 May 2024**

Registration detail of delegate

Title: Dr/Mr/Ms	First name (On name tag)		Surname	
Position				
Institution				
	Tel no. (w):		Cell no:	
	E-mail:			
Special dietary requirements (only mark if any):				
<input type="checkbox"/> <u>strictly halaal</u> [Note: A surcharge of R700.00 + VAT will apply as such meals need to be ordered from certified halaal suppliers]				
<input type="checkbox"/> <u>no pork or beef (not strictly halaal)</u> <input type="checkbox"/> <u>vegetarian</u> <input type="checkbox"/> <u>vegan</u>				

Terms and conditions of registration:

1. I hereby request AAA to register me for the 2024 conference as follows:

Registration for Thursday and Friday, 16-17 May 2024 : Fee: R 4 300.00 plus VAT @ 15% = R4 945.00	
Attending the Thursday evening 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 is not arranged or received before the time.**

AAA to issue an invoice to my institution for the applicable conference fee	Purchase order no:
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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 Bank: FNB Business Acc. No: 62842733794 Branch code: 250655	Amount: R
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4. If this registration is **cancelled** in writing or by e-mail, **within less than 5 working days (after 17:00 on Wed. 08 May) and before 2 working days (12:00 on Mon. 13 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 Mon. 13 May)** before the conference commencement date.
6. The conference fee includes tea and coffee, lunches, and the dinner function on Thursday evening. Travelling costs to the conference venue and any overnight accommodation as well as dinner on the Wed. evening 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 08 May 2024.**

Please note that all registrations received will be acknowledged by email within 2 days after it was emailed to the above-mentioned email address.