

7th Conference & AGM
The Association for Academic Administrators
13-15 May 2026

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

“Navigating Change: The Evolving Role of Academic Administration in Advancing Institutional goals amid AI and Emerging Technological Realities”

Dear AAA Members and Prospective Members

The AAA Board herewith invite you to the **7th AAA Conference and AGM** that will be held on Wednesday to Friday, **13-15 May 2026** at The **Boardwalk International Convention Centre**, (Sun International), Marine Drive, Summerstrand, Gqeberha (Port Elizabeth), Eastern Cape.

Important: Due to numerous calls from the members to extend the conference, the AAA's Board has decided in 2025 to increase the event to two and a half days. The 2026 event will again start on Wednesday, 13th May until lunchtime on Friday, 15th May 2026. Based on inputs from members, the Board also decided to increase the time allocated in the program for the break-away discussions.

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 **“Navigating Change: The Evolving Role of Academic Administration in Advancing Institutional goals amid AI and Emerging Technological Realities”**. This theme addresses several 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 or to lead a discussion during the break-away sessions.

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 sixth AGM and annual conference in May 2025 held at Emperors Palace, Gauteng, the membership of AAA after year six 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 4 institutions
- Associate membership 621 Members

Who should attend the 2026 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, 13 May 2026	
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: Invitation to the VC of the Nelson Mandela University in Gqeberha.
11:00 – 11:30	Morning tea-break
Session 2: Plenary 11:30 – 12:30	Keynote address: Invitation to the deputy minister of Higher Education and Training.
12:45 – 14:00	Lunch
Session 3: 14:10 – 15:20 Break-away groups	Break-away group discussions – Topics to be formulated based on submissions of proposals from members to present papers or lead a discussion group – Closing date 31 January 2026. Break-away Group A: “AI, Biometric ID and Identity” – <i>Advanced Secure Technologies</i> Break-away Group B: Break-away Group C:
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 Welcome and teambuilding	Team building night – Quiz night Light buffet dinner Cash bar service – delegates’ own accounts
Thursday, 14 May 2026	
Introduction of day 2 08:30 – 08:45	Conference announcements and lucky draw
Session 5: 08:45 – 10:15 Break-away groups	Break-away group discussions continued Break-away Group A: Break-away Group B: Break-away Group C:
Session 6: 10:15 – 11:00	Feedback from Break-away groups (15 min each) Facilitated by Peet du Plessis.
11:00 – 11:30	Morning tea-break
Session 7: Promotional presentation 11:30 – 12:10	Gold sponsor: Advanced Secure Technologies
Session 8: Paper presentation 12:20 – 13:00	To be announced after all submissions of proposals to present a paper have been considered – Closing date 31 January 2026
13:00 – 14:15	Lunch
Session 9: Paper presentation 14:15 – 15:10	To be announced after all submissions of proposals to present a paper have been considered – Closing date 31 January 2026
15:10 – 15:30	Refreshments
Session 10: Paper presentation 15:30 – 16:30	To be announced after all submissions of proposals to present a paper have been considered – Closing date 31 January 2026
16:30 – 16:45	Summary of the day AAA Vice Chairperson: Mr Ashmind Daniels
19:00 – 23:30	Gala Dinner & Dance at The Boardwalk – Theme: To be announced
Friday, 15 May 2026	
07:00 – 08:45	Breakfast - Delegates to check out and store luggage at receptions
Session 11: 08:45 – 09:45	Promotional presentations by sponsors / exhibitors – Lucky draw – Sponsored
Session 12: Guest speaker 09:45 – 10:40	Invitation to the Association for Higher Education Professionals (AHEP-UK) to send an AHEP member that will present on a related topic.
10:40 – 11:10	Morning tea-break
Session 13: Guest speaker 11:10 – 12:00	Topic: “Maintaining a healthy work-life balance”. Speaker: An invitation to be extended to an expert on the topic
Session 14: 12:00 – 13:00 AGM	7th 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 2026 for the agenda to be published on the AAA website 7 days before the AGM.
13:00 – 13:15	Lucky draw - Conference evaluation and closing
13:15 – 14:15	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 5 December 2025 to closing date for registrations on 4 May 2026**

For delegates / members that need to utilise the 2025 budget allocation to attend the conference in 2025, registrations will be open as from date of this invitation letter in December 2025 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, 13-15 May 2026:
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 4 May 2026. 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 Tuesday before the conference, ensure that you book for dinner, bed, and breakfast for that day, as the dinner on Tuesday evening is for the delegate's account. The Wednesday teambuilding function and 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 complete the **booking reservation form** for your institution as will be attached to the email sent with this invitation letter. Accommodation is limited and will be on 1st come 1serve basis.

Special rates for 2026:

Luxury twin room: Single:	R1 780.00 b & b.	Double: R2 090.00 b & b
Luxury family room: Single:	R1 950.00 b & b	Double: R2 260.00 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 r1pe.dm@citylodgehotels.com
<https://citylodgehotels.com/hotels/359/Road-Lodge-Port-Elizabeth>
- The ***City Lodge Hotel (CLG) +27 41 584 0322 clpe.resv@citylodgehotels.com
<https://citylodgehotels.com/hotels/160/City-Lodge-Hotel-Ggeberha>
- 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 him on +27 (0)41 507 9409.

Registration: A conference registration form is attached hereto (next page).
The closing date for registration is Monday, 4 May 2026

Association for Academic Administrators

2026 AAA CONFERENCE REGISTRATION FORM

Conference particulars:

Date: Wednesday, Thursday & Friday, 13-15 May 2026
Venue: The Boardwalk Convention Centre, Gqeberha (PE), Eastern Cape
CLOSING DATE FOR REGISTRATIONS: **Monday, 4 May 2026**

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 2026 conference as follows:**

Registration for Wed., Thu., and Fri., 13-15 May 2026: Fee: R 4 800.00 plus VAT @ 15% = R5 520.00	
Attending the Wednesday evening (13 May) welcoming and teambuilding function (included in the conference fees)	Y(es) or N(o)
Attending the Thursday evening (14 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 7 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:
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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	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. 5 May) and before 2 working days (12:00 on Fri. 8 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. 8 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 are 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 4 May 2026. Please note that all registrations received will be acknowledged by email within 2 days after it was emailed to the above-mentioned email address.		