

Administration for Schools Conference REGISTRATION FORM

Register at www.cessl.org.nz

Yes, I want to attend
ASC "It Starts With Us"
The Conference for
Every ADMINISTRATOR

ASC
16 August, 2018

ONLY ONE REGISTRANT PER FORM. PLEASE TYPE OR PRINT CLEARLY. (Photocopy this form for multiple registrations)

NAME _____

JOB TITLE* _____

SCHOOL* _____

OFFICE } _____

SCHOOL ADDRESS* _____

WORK PHONE* _____

FAX* _____

MOBILE _____

E-MAIL* _____

* Required fields

I am a Diamond Delegate (Please tick if you have attended every ASC conference since 2006)

I am a Gold Delegate (Please tick if you have attended a minimum of five ASC conferences)

STEP 1: PROGRAMME

7.45am - 8.45am	Registration and Refreshments
8.45am - 9.00am	Introduction and Welcome
9.00am - 9.50am	KEYNOTE SPEAKER: Rhythm Interactive
10.00am - 10.30am	Morning Tea
10.30am - 11.45am	SESSION ONE (choose one workshop)
11.45am - 1.00pm	SESSION TWO (choose one workshop)
1.00pm - 2.00pm	Buffet Lunch
2.00pm - 3.15pm	SESSION THREE (choose one workshop)
3.25pm - 4.00pm	KEYNOTE SPEAKER: Billie Jordan
4.00pm - 4.15pm	Prizes Drawn / Conclusion
4.15pm - 5.30pm	Complimentary drinks and nibbles

STEP 2: COST & PAYMENT

Registration fee includes workshops, speakers, morning tea and buffet lunch. **\$330.00 + GST per person**. Places are strictly limited and final confirmation is subject to availability, so please register early. Do not send money now: CES will confirm your registration/s and invoice your school.

CANCELLATION OPTIONS

You may send a substitute in your place. Notification of cancellations seven days prior to the event will incur no charge. Cancellations received after 9th August 2018 will incur a \$90.00 cancellation fee to cover administration costs, catering, etc. 'No-shows' and 'non-notifications' will result in a cancellation fee of 50% of the total registration value per school, or 100% of one person's registration value, whichever is the greater.

STEP 3: CHOOSE YOUR WORKSHOPS

Please note: the organisers of ASC 2018 reserve the right to amend or change workshops as necessary.

SESSION 1. _____

SESSION 2. _____

SESSION 3. _____

STEP 4: DIETARY REQUIREMENTS *If applicable*

I am a vegetarian (tick if vegetarian) I have special dietary requirements (please supply details below)



REGISTER ONLINE: WWW.CESSL.ORG.NZ CALL FREE: 0800 205 267 FREE FAX: 0800 205 762

EMAIL: scan this registration form and send to wayne@cessl.org.nz FREE POST: PO Box 414 Christchurch 8140

For further information contact the conference organiser Wayne Jamieson: 0800 205 267 or wayne@cessl.org.nz

Choose Your Workshop

Choose **one workshop** from each of the morning sessions and **one workshop** from the afternoon session. (See Step 1)

Note: each dot represents a workshop time.

◆ Session One: 10.30am-11.45am ◆ Session Two: 11.45am-1.00pm ◆ Session Three: 2.00pm-3.15pm

Workshops	Presenter	10.30am-11.45am	11.45am-1.00pm	2.00pm-3.15pm
Office Skills Development				
Google Docs and Slides and Add-ons**	Jacqui Sharp	◆	◆	
Google Forms	Jacqui Sharp			◆
Google Sheets	David Kinane	◆		
Gmail, Calendar and Contacts	David Kinane		◆	
Google Drive, Managing Files & Folders, Google Chrome	David Kinane			◆
Office 365 - New Features	Ripped Orange	◆		
Excel: Hands-on Session for Intermediate Users Part One**	David Jackson	◆		
Excel: Hands-on Session for Intermediate Users Part Two**	David Jackson		◆	
Word: Hands-on Session for Intermediate Users	David Jackson			◆
New Immigrants and Your School	Katy Aldcroft		◆	
Communicating with Other Cultures	Mariska Mannes			◆
SMS Kamar	Shannon Desmond	◆		
SMS Assembly	Alvin Brown	◆		
SMS eTap	Phil Simms	◆		
SMS Musac : Edge - Administration Tips and Tricks	Phil Simms	◆		
Education Payroll: Making Payroll Easier	Education Payroll	◆		
Education Payroll: From the School Office	Alison Imrie		◆	
MoE ENROL: Log-on and Data Collection	Odile Stotzer		◆	
Attendance and Truancy from Schools	Akld Education Services			◆
The "Dark Art" of Banked Staffing	Wayne Facer		◆	
Simple Design and Communication for School Newsletters	Heather Milne			◆
The Audit and Financial Reporting	Brendon Foy			◆
Open Forum: Bring a Topic	Rosita Guy			◆
Facebook: Making It Fly at Your School	Stuart Dillon-Roberts	◆		
Cybersecurity: an Essential Guide to Staying Safe Online	Stuart Dillon- Roberts			◆
Personal Skills Development				
Self-organisation and Time Management	Rosita Guy	◆		
Communication Skills for Harmony and Productivity	Rosita Guy		◆	
Developing the "Will to Achieve" (Setting Goals)	Ian Harper	◆		
How to be Happy at Work	Ian Harper		◆	
Stress Management	Ian Harper			◆
Sleep Health Management	Rachel Lehen			◆
Ditch the CRAP: Make Better Choices for your Health	Ilanthe Jones			◆
Outside the Office				
Classic Tastes of the Mediterranean: Session One	Paolo Capri	◆		
Classic Tastes of the Mediterranean: Session Two	Paolo Capri		◆	
Interior Design: Tips and Tricks	Donna Jones			◆
What Colour Suits Me?	Lisa Lyford		◆	
Getting the Most Out of Life	Lisa Lyford			◆

*Google Docs repeated workshop **Excel workshop extends across two morning sessions, from 10.30am to 1.00pm

