

Administration for Schools Conference

ASCS 2020

8.45am-5.30pm, Thursday 29th October 2020

Venue Change Pending



Who will benefit:

- Administrative staff
- Support staff
- Anyone who wants to be a more effective team member

- Interesting topics
- Expert Speakers
- Self improvement
- Networking
- Trade displays

Reserve your place now! Register online: www.cessl.org.nz

email: wayne@cessl.org.nz phone free: 0800 205 267

REGISTRATION 8.15am-9.00am

INTRODUCTION 9.00am Welcome to Delegates and Housekeeping

Wayne Jamieson:
CES General Manager

KEYNOTE SPEAKER 9.00am-9.50am

"Wake up your WOW!"

Cath Vincent: *Motivational Speaker*

Learn how to operate at maximum energy, confidence and motivation, no matter what challenges you face ...

Humans are creatures of habit. We do the same things and we get the same results. Cath will reveal how you can do things differently so you work less but achieve more. Her unique 6-layer model for change will wake up your WOW! Cath will help you to discover:

- what impacts on your personal WOW;
- micro-changes that you can make straight away to get more of what you want;
- how to change your habits for greater success.



PROFILE

Cath Vincent
Motivational
Speaker

Cath was a business consultant for over 20 years. She worked on multi-million dollar infrastructure projects and launched businesses in the UK, Australia and New Zealand – and even started a software company which won a DTI award for innovation. But despite her corporate success, Cath remained unfulfilled – until she decided to 'Wake up her WOW!' Cath emigrated to New Zealand and began a new career as a motivational speaker. She quickly gained international recognition and within three years she had won the National Speakers' Association Brightstar award. Cath also hosts a motivational television show, 'The Cath Vincent Show' which airs on Sky TV.

MORNING TEA 10.00am-10.30am

Workshops

1 10.30am-11.45am Session One

Communication across cultures

Mariska Mannes: *Deliquo Communication*

In this workshop you will learn how to:

- identify kiwi culture, your family culture, the cultures in your school, other cultures – and how they collide;
- develop self-awareness and build skills that will allow you to communicate and interact more effectively with other people;
- respect other people's values and beliefs while respecting your own.

SMS: KAMAR – new release

Shannon Desmond: *e-Learning Specialist*

The new-look KAMAR is being rolled out to schools this year. Shannon will demonstrate the new version and cover all the changes that you need to know about.

SMS: Assembly – updates

Alvin Brown: *Assembly*

Alvin will show the latest portals for delivering information to parents, caregivers and staff. Also new reports that save time and increase productivity. Did you know you can customise the system yourself? **Time will be allocated for questions and sharing tips and tricks.**

SMS: eTAP – tips and tricks

Phil Hardie: *eTAP*

Useful tips and tricks to help you get the most from the eTAP School Management Software.

SMS: MUSAC Edge Administration – tips and tricks

Phil Simms: *MUSAC*

This workshop will cover the core administration functions in Edge Student Manager, including:

- enrolments / leavers / caregivers / staff;
- calendar;
- classes and groups;
- list printing;
- notifications;
- finances and the Edge app.

SMS: LINC-ED Hero

Sarah Coursey: *e-Learning Centre Manager*

Discover new tips and tricks so you can get the most from the Hero School Management System.

Examples may include:

- customising enrolment forms to your school's requirements;
- managing contacts;
- sorting and filtering Listbuilder;
- insights;
- creating labels.

Google Add-ons and Extensions

Jacqui Sharp: *e-Learning Specialist*

There are many useful Google Add-ons for Slides, Docs, Sheets and Extensions for Chrome.

Jacqui will show the latest innovations that make G suite such a powerful tool. New functions include inserting diagrams, adding signatures, coloured tables, merging documents, inserting icons, making QR codes, splitting screens, condensed tabs, adding avatars, inserting royalty-free images and inserting macrons.

Time will be allocated for questions.

Productivity tips with Microsoft Office

David Jackson: *Microsoft Specialist*

Learn lots of new tips and time-saving tricks which make using MS Office more productive. Everyone will receive hand-outs to share with your team. Content will include:

- managing and sorting your email;
- controlling your calendar;
- quickly formatting a Word document;
- data analysis made easy with Excel.

Children and the Law

Fiona Bell: *Auckland DHB*

Fiona will review the legislation which affects children's lives, including The Children, Young Persons and their Families Act; the Care of Children Act; and the Domestic Violence Act. She will also take a brief look at the Vulnerable Children's Act. Having a basic understanding of this legislation will help you deal with distressed children who may be part of an investigation or in the middle of a custody dispute.

Resilience: staying well in times of adversity

Hannah Airey: *Workplace Wellbeing*

Life presents us with challenges, but challenges also provide an opportunity to change ourselves. How we react to these challenges is dependent on our inner resources. This experiential workshop will provide evidence-based information and tools which you can put into practice at work and in your personal life.

Being part of the team by using thinking styles

Sandra Anderson: *Small Business Specialist*

Explore what you are like as a 'team player' by using 'Thinking Styles'. Learn how you can improve your skills in both personal and work situations to make teamwork work for you.

Topics will include:

- what makes a great team member?
- what's my best attribute in a team situation?
- why we get on with some people but not others
- why there is no "I" in team.

Everyone will come away with things they can change to become better team members.

Delicious Lunch Box with Sachie's Kitchen

Sachie Noumura: *Sachie's Kitchen*

Sachie will educate you on how to prepare nutritional lunch box options and show how easy it is to add flair and flavour.

Note: *this workshop is repeated in Session 2.*

Style secrets

Lisa Koegler: *Style Consultant, Silhouette*

This interactive workshop will show you what to look for when shopping for clothes and accessories. Lisa will share secret style tips for enhancing different body shapes, proportions and skin-tones. Take part in a fun exercise which will reveal your clothing personality – how to enhance it, or make a change if you feel like it.

“... a great platform for school administrators to get to together to network...”

Janet Glover
Cornwall Park District School

2 11.45am-1.00pm Session Two

Xero tips and tricks: Part 2*

Yasmin Sellars: *Finance Manager, CES*

An in-depth look at Xero and how you can save time by using the system to its full potential.

You are encouraged to email any questions or topics you want covering in the workshop to: yasmin@cessl.org.nz before 2nd August.

**Continued from last year's Xero: tips and tricks.*

Working in a culturally diverse team

Mariska Mannes: *Deliquo Communication*

We all see the world differently. That's okay.

But sometimes we need to stand in another's shoes to understand a different perspective.

Mariska will show how to can encourage diversity while retaining the group norms that engender harmony. You will learn the skills needed to be flexible and adaptable when working in a diverse team.

Google Drive, managing files and folders, and Google Chrome

Jacqui Sharp: *e-Learning Innovator*

G-Suite apps have functions that are like Microsoft Office, but are actually quite different. Learn how to organise folders, keep track of files and share files with colleagues in Google Drive.

Discover Google Docs' powerful features including Revision History, Comment and Chat, and the Suggesting Tool for tracking and making changes to documents. Plus essential extensions for Google Chrome including BitMojji, Grammarly, Page Ruler, Split Screens, etc.

Time will be allocated for questions.

Modern Ways of Working with Office 365

David Jackson: *Ripped Orange*

Learn how you can use Office 365 to collaborate and digitise processes. Topics will cover:

- sharing and collaborating with documents;
- using Microsoft Teams;
- creating Forms with Microsoft Forms;
- creating newsletters with Microsoft Sway

How to run a busy school office

Carlene Callinan: *School Secretary, Meadowbank School*

Doing the simple things once and doing them right helps makes a school office a smooth operation. Carlene will pass on great advice and wisdom from her years of experience.

ENROL 101 for newbies

Jacqui Smith: *Data & Knowledge Team, Ministry of Education*

The ENROL system has many different user groups. The Data team represents the voices of school users based on their queries throughout the year and balances the need for change with other users' needs. Topics will include:

- new features in ENROL;
- upcoming changes to ENROL;
- user feedback.

Dealing with difficult parents

Fiona Bell: *Auckland DHB*

School staff have to deal with more and more stressful situations involving parents and caregivers who are under pressure. Fiona will offer practical tips and techniques to assist when dealing with tricky children and adults.

Working effectively with refugee and migrant cultures

Mastura Abd Rahman: *Refugee and Migrant Education Support, Ministry of Education.*

Expand your cultural awareness of students and families from diverse cultural and linguistic backgrounds. Gain a better understanding of the barriers to communication and engagement, and learn how to overcome them. Mastura will direct you to the resources that are available from the Ministry of Education to support these students.

Etiquette in the workplace

Sandra Anderson: *Small Business Specialist*

This workshop will explore the importance of manners and etiquette in the workplace and in our personal lives. Topics will include:

- reasons for having good manners;
- cultural differences;
- meeting, greeting and general communication;
- is our appearance right for our job?
- email and phone etiquette;
- things we can do differently.

Everyone will come away with new ways to communicate and an increased awareness of their feelings and the appropriateness of their actions.

Five ways to well-being

Hannah Airey: *Workplace Wellbeing*

Hannah will introduce the 'Five Ways to Wellbeing' and the 'Whole Brain Thinking' models. These identify the thought processes of people who are under stress or frustrated. You will come away from this workshop with a list of simple activities proven by scientific research to improve wellbeing. You can't change your circumstances, but by building new ways of thinking you can feel better.

Ditch the C.R.A.P - make better choices for your health and well-being

Ianthe Jones: *Personal Nutrition Coach*

- What does C.R.A.P. stand for?
C – carbonated drinks and caffeine,
R – refined sugars,
A – artificial anything and alcohol,
P – processed food.
- what is wrong with eating C.R.A.P. food?
- what should I eat, and what are the benefits?
- the Glycaemic index (GI) – what is it?
- how do foods with a low or high GI affect me? What are some low GI foods?
- menu planning;
- understanding food labels;
- meal portions.

Time will be allocated for questions and a sampling of healthy alternatives.

Delicious Lunch Box with Sachie's Kitchen

Sachie Noumura: *Sachie's Kitchen*

Sachie will educate you on how to prepare nutritional lunch box options and show how easy it is to add flair and flavour. **Please note: this workshop is a repeat from Session 1.**

Style on a shoestring

Lisa Koegler: *Style Consultant, Silhouette*

Lisa will demonstrate creative and practical ideas to make your money, clothes and accessories go further. Find out whether you are over- or under-accessorising, learn scarf tying techniques* and ten ways you can accessorise a single garment.

*** Please bring a scarf with you to the workshop.** (A long rectangle is the best shape).



BUFFET LUNCH 1.00pm-1.45pm

3 1.45pm -3.00pm Session Three

Cultural Awareness in the workplace

Mariska Mannes: *Deliquo Communication*

The journey from cultural avoidance to acceptance is full of misunderstandings. What gets in the way? We don't know what we don't know – discover practical ways to respect others' values and beliefs without losing your own.

Te Reo: the good manners of correct pronunciation

T. J. ("Haggis") Henderson:

Whangarei Boys' High School

Abstract. English is a global language. Te Reo Maori is spoken only in New Zealand. Being unable to correctly pronounce words that are used daily diminishes both our literacy and our good manners. This workshop will not make you fluent enough to hold a conversation in Te Reo. But it will give you the fundamentals of pronunciation so listeners can appreciate hearing the names of people and places (such as our schools) pronounced correctly. There will be lots of "see and say" moments – and some raucous laughter too.

EdPay: making Payroll easier

Lucy Pickering: *Education Payroll*

This workshop is for people who are new to managing schools' Payroll. Staff from Education Payroll will cover the fundamentals of Payroll and your responsibilities as a Payroll administrator. This is also a good opportunity to share tips and advice with your colleagues.

Attendance and truancy from Schools

Julie Spedding: *MOE Relationship Co-ordinator*

Lisa Chandler: *Attendance Advisor (ACES)*

A look at the factors contributing to a student's absence or non-enrolment and which social service supports are required to improve and maintain attendance. Topics will include:

- the Attendance Services' role within schools;
- effective attendance administration;
- attendance codes;
- working with ASA;
- making referrals to the Attendance Service.

The "dark art" of Banked Staffing

Wayne Facer: *Education Enterprises*

Wayne will unravel the "dark art" of Banked Staffing with advice on how to exploit loopholes to gain the greatest benefit for your school. He will give examples of how to interpret Banked Staffing reports and spreadsheets, and how to manage Banked Staffing over a changeable year.

Resources which make Banked Staffing easier to understand will be forwarded after the conference.

The impact of family violence on vulnerable children

Fiona Bell: *Auckland DHB*

This workshop covers the impact of violence on children and how it affects their ability to function at school.

Hail: making your school newsletter sing

Stuart Dillon Roberts: *Hail*

Hail makes it easy to tell your school's stories and get the word out everywhere and on everything. Hail is a total communications service loved by schools, businesses, charities and not-for-profits because it saves time and produces professional newsletters, emails, social media posts and website updates with a single click.

Conflict and how to handle it

Sandra Anderson: *Small Business Specialist*

This workshop will give you a better understanding of yourself and those around you. Learn about the difference in styles when you encounter conflict, and how to ensure a win-win outcome for all. Sandra will cover:

- why we are all different;
- different languages of the brain;
- how to use this information in our workplace and personal life;
- communication styles;
- explore yours and others quadrants;
- what we can do differently to manage conflict.

Everyone will come away with a new perspective and increased confidence when handling tricky situations.

How to say "NO"

Camelia Petrus:

Emotional Intelligence Assessor and Trainer

Many of us find it difficult to say "no" to a request. By understanding our resistance and practising listening to our bodies, we will become skilled in expressing and dealing with our emotions. This workshop is packed with individual and group exercises that will give you the skills and confidence to say "no". Participants are invited to share real-life situations where they didn't feel comfortable saying "no", and said "yes" instead.

Laughter wellness

Hannah Airey: *Workplace Wellbeing*

Hannah will reveal the health benefits of laughter (physical and mental) – how stress affects the body and why laughter is the natural antidote. Participants will be given tools to use in the workplace and in their personal lives. It will all be done in a fun, interactive way that will increase connections between colleagues.

Flower arranging for the front office

Davina Pranker: *Creative Florist*

Fresh flowers in the lobby or reception show you care about visitors' experience which will leave a good impression of your school. Davina has lots of quick tips to help you create floral arrangements which will not only look good but cost next-to-nothing. Learn about:

- the difference flowers make in any environment – and to the people in it;
- simple tips to make flowers look good;
- which flowers to choose for longevity and appropriateness of the space;
- flower arranging techniques;
- how to care for fresh cut flowers to last longer.

Capsule Wardrobe Creation

Lisa Koegler: *Style Consultant, Silhouette*

Would you like fewer clothes but have more to wear? Lisa will guide you through the rules. Learn how to create a capsule wardrobe which will save time and money while making you looking great. Discover the art and science behind mixing and matching, cohesive colours, and layering.



KEYNOTE SPEAKER

3.05pm-3.50pm

"Going up is easy"

Lydia Bradey: *Mountaineer & Ski Guide*

From being the worst at sports at school, Lydia has developed a profession based on extreme physicality. Learn how she overcame her fears and discomfort to achieve success and personal satisfaction as a mountaineer. Her speech will be delivered with lively humour and inspiring anecdotes which everyone can relate to. Her message focuses on owning your decisions and applying grit and resilience to get ahead in life – whether it is in the office or on the side of a mountain.

Profile

Lydia Bradey

The first woman to climb Mt Everest without oxygen

In 1988 Lydia became the first woman to climb Mt Everest without supplementary oxygen. She has climbed Everest six times – the only New Zealand woman to have climbed Everest more than once. Lydia is an IFMGA International Mountain and Ski Guide. She specialises in guiding and climbing in the world's most remote and hostile environments. Lydia holds a BHSc (Physiotherapy), and post-grad certificate in Acupuncture. She has a professional interest in the physiology of climbing at high altitude and how to maximise performance.

CONCLUSION

3.50pm-5.30pm

Prizes drawn, complimentary drinks and nibbles

Presenters

Mariska Mannes

Consultant, Deliquo Communication

Mariska refers to herself as "a facilitator of lost knowledge". She has over 10 years' experience as a communications consultant and trainer and holds a Master's degree in Communication Management. Mariska is studying towards a PhD in communication.

Shannon Desmond

KAMAR Student Management System

Alvin Brown

Assembly Student Management System

Assembly established itself as the leading SMS in New Zealand schools 10 years ago.

Phil Hardie

eTAP Student Management Software

eTAP software is used in 870 primary and intermediate schools around New Zealand. The company developed the first web-based Student Management System and is now the biggest supplier in New Zealand.

Phil Simms

MUSAC Student Management System

Phil joined MUSAC in 2001 after being a school teacher for 17 years. He is now Account Management & National Sales Manager.

Sarah Coursey

LINC-ED Hero Student Management System

Jacqui Sharp

Jacqui Sharp & Associates

Jacqui is an MoE-accredited facilitator for PLD contracts and DT/HM PLD contracts. She set up Jacqui Sharp and Associates in 1998, specialising in helping schools to implement digital technology and e-Learning into their class curriculums.

David Jackson

Managing Director, Ripped Orange Computer Training and Solutions

Dave is a director of award-winning training company Ripped Orange. He is a skilled trainer who specialises in helping users become more productive with Office 365 and Workflow Max.

Fiona Bell**Auckland District Health Board**

Fiona is the Social-Worker-in-School at a decile 2 school in South Auckland. Staff find her training and knowledge of the law invaluable in protecting vulnerable children and dealing with challenging parents and caregivers.

Sandra Anderson**Small Business Specialists**

Sandra has trained the staff, owners and managers of organisations throughout New Zealand. She is an expert in customer service, sales and marketing, systems development, strategic and business planning.

Hannah Airey**Director, Workplace Wellbeing**

Hannah works with organisations to transform and inspire a positive workplace culture. She has a Diploma in Anatomy and Physiology, and is Founder and Chair of Lotus Community Wellbeing Trust

Sachie Noumura**Sachie's Kitchen**

Sachie is a Japanese-born, New Zealand-based chef who presents a popular cooking show on TV named after her cooking school. She was taught to cook by her mother and aunt and has since developed her own form of fusion cuisine.

Lisa Koegler**Style Director of Silhouettes**

Lisa has a Diploma in Clothing and Fashion Technology and many years experience in the apparel and textile industries. She has an exceptional knowledge of textiles, garment construction, colour and fashion. She can help you turn from drab to fab!

Yasmin Sellars**Client Finance Manager, CES**

Yasmin has been a senior accountant for the past 16 years with a blend of corporate and public practice experience.

Carlene Callinan**School Secretary**

Carlene has worked in a large decile 10 school for 19+ years. She believes the success of running a busy school office is getting the simple things right the first time and the rest "should" follow.

Jacqui Smith**ENROL**

Jacqui has worked for the Ministry of Education for 15 years. For the past four years she has been part of the IT and business teams supporting the ENROL system. Last year she joined the Evidence Data and Knowledge Team in a Business Improvement Lead role.

Mastura Abd Rahman**Senior Advisor for Refugee and Migrant Education Support, Ministry of Education.**

Mastura is part of the national ESOL, Migrant, Refugee and International Education team. She has worked in multicultural education for over 20 years both overseas and in New Zealand.

Ianthe Jones**Personal Nutrition Coach**

Ianthe owns a health-food manufacturing company and is passionate about helping people make healthy choices. She has a Master of Science majoring in Human Nutrition (Otago).

Haggis Henderson**Whangarei Boys' High School**

Haggis enjoys teaching Physics and speaking Te Reo.

Lucy Pickering**EdPay Project Co-ordinator**

Education Payroll pays up to 92,000 teachers and support staff in 2,500 schools every fortnight. They pay approximately \$198 million per pay period and \$5.1 billion per annum.

Auckland City Education Services**Julie Spedding, Relationship Co-ordinator****Lisa Chandler, Attendance Advisor (ACES)**

The Attendance Service supports schools and students to improve attendance. It combines the Non-Enrolled and Unjustified Absences (truancy) into one integrated service.

Wayne Facer**Education Enterprises**

Wayne has assisted nearly 500 New Zealand schools to make over \$50m in the last four years.

Stuart Dillon-Roberts**Digital Technology Specialist, Hail**

Stuart founded the Digital Journey assessment service and the Digital Growth educational programme. He also co-founded Hail online.

Camellia Petrus**Emotional Intelligence Assessor and Trainer**

Camellia has a PGDip in Work Psychology and is a certified assessor and trainer of Emotional Intelligence in the workplace. She is a member of the Genos International and OPRA Psychology group communities.

Davina Prankerd**Owner and Manager, Vida Flores**

Vida Flores is one of the country's leading floral design studios. Davina runs workshops teaching basic floristry skills where everyone is encouraged to feel good about arranging flowers.



Visiting Auckland? We've arranged a special hotel room rate out-of-towners

ASC have negotiated a special room rate for our out-of-town delegates - **\$207 per night** (GST included). Book direct through **Waipuna Hotel: phone free 0800 WAIPUNA (0800 924 786)**, and quote the promo code **ADMIN0920** to ensure you obtain the discount.



Out-of-towners are invited to a "Meet and Greet", 5.30pm-6.30pm 28th October

We've also arranged a social hour for our out-of-town delegates. Join us in Waipuna's Regent Room for complimentary drinks and nibbles with your colleagues. **Please confirm your attendance by replying to: wayne@cessl.org.nz before Wednesday, 19th October.**

Administration for Schools Conference 2020

Thursday, 29th October, 8.45am-5.30pm



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:** 1.45pm-3.00pm

Workshops	Presenter	Session One	Session Two	Session Three
Office Skills Development				
Xero – tips and tricks	Yasmin Sellars		●	
Communicating with other cultures	Mariska Mannes	●		
Working in a culturally diverse team	Mariska Mannes		●	
Cultural awareness in the workplace	Mariska Mannes			●
Te Reo: the good manners of correct pronunciation	Haggis Henderson			●
SMS: KAMAR – new releases	Shannon Desmond	●		
SMS: Assembly – updates	Alvin Brown	●		
SMS: eTAP – tips and tricks	Phil Hardie	●		
SMS: MUSAC Edge Administration – tips and tricks	Phil Simms	●		
SMS: LINC-Ed Hero – tips and tricks	Sarah Coursey	●		
EdPay – making payroll easier	Lucy Pickering			●
Google Add-ons and Extensions	Jacqui Sharp	●		
Google Drive, managing files & folders, Google Chrome	Jacqui Sharp		●	
Productivity tips with Microsoft Office	David Jackson	●		
Modern ways of working with Office 365	David Jackson		●	
How to run a busy school office	Carlene Callinan		●	
ENROL 101: basics for the newbies	Jacqui Smith		●	
Attendance and truancy in schools	Auckland City Education Services			●
The 'Dark Art' of Staffed Banking	Wayne Facer			●
Children and the Law	Fiona Bell	●		
Dealing with difficult parents	Fiona Bell		●	
The impact of family violence on vulnerable children	Fiona Bell			●
Hail: making your school newsletter sing	Stuart Dillon Roberts			●
Working effectively with refugees and migrant cultures	Mastura Abd Rahman		●	
Personal Skills Development				
Resilience: staying well in times of adversity	Hannah Airey	●		
Five ways to wellbeing	Hannah Airey		●	
Laughter wellness	Hannah Airey			●
How to say, "No!"	Camelia Petrus			●
Being part of the team using thinking styles	Sandra Anderson	●		
Etiquette in the workplace	Sandra Anderson		●	
Conflict, and how to handle it	Sandra Anderson			●
Ditch the C.R.A.P. - make better choices for your health	Ianthe Jones		●	
Outside the Office				
Flower arranging for the front office	Davina Pranker			●
Delicious lunch box with Sachie's Kitchen*	Sachie Noumura	●	●	
Style secrets	Lisa Koegler	●		
Style on a shoestring	Lisa Koegler		●	
Capsule wardrobe creation	Lisa Koegler			●

*Repeated workshop

Administration for Schools Conference

REGISTRATION FORM

Register at www.cessl.org.nz

Yes, I want to attend
ASC 2020
The Conference for
Every ADMINISTRATOR

ASC
29 October, 2020

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:
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 - 1.45pm	Buffet Lunch
1.45pm - 3.00pm	SESSION THREE (choose one workshop)
3.05pm - 3.50pm	KEYNOTE SPEAKER:
3.50pm - 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. **\$350.00 + 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 22th October 2020 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 2020 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

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: wayne@cessl.org.nz