

## Administration for Schools Conference

# ASCS 2021

**8.45am-5.30pm, Thursday 9th September 2021**

Alexandra Park Function Centre, Cnr Greenlane West & Manukau Road, Auckland

### 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](http://www.cessl.org.nz)**

email: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz) phone free: 0800 205 267

**REGISTRATION**  
8.00am-8.45am

**INTRODUCTION**  
8.45am-9.00am  
Welcome to Delegates and Housekeeping

Wayne Jamieson:  
CES General Manager

**KEYNOTE SPEAKER**  
9.00am-9.50am

**"Wake up your WOW!"**  
Cath Vincent

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 has worked on multi-million dollar infrastructure projects and launched businesses in the UK, Australia and New Zealand – including a software start-up which won a DTI award for innovation. Yet despite her corporate success, Cath remained unfulfilled until she decided to 'Wake up her WOW!' She emigrated to New Zealand and began a new career as a motivational speaker. Cath quickly gained international recognition, and within only three years she had won the National Speakers' Association Brightstar award. Cath is also host of the uplifting 'The Cath Vincent Show' which airs on Sky TV.

**MORNING TEA**  
10.00am-10.30am

**Workshops**

**1 10.30am-11.45am**  
Session One

**Xero: tips and tricks**

**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.

*Please email any questions or topics you would like to be covered in the workshop to: [yasmin@cessl.org.nz](mailto:yasmin@cessl.org.nz) before 2nd September.*

**The audit and financial reporting**

**Brendon Foy:** Associate Director Audit, RSM

A look at the school audit process, procedures, timing, problems and issues that are commonly found when auditing school accounts. Brendon will also look at financial reporting from an auditor's perspective.

**Communicating with other cultures**

**Mariska Mannes:** Deliquo Communication

In this workshop you will learn how to:

- identify kiwi culture, your family's culture, the culture 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 – tips and tricks**

**Kent Lendrum:** e-Learning Specialist

Learn about the latest version of KAMAR and all the updates and shortcuts that you need to know.

**SMS: Assembly – tips and tricks**

**Leanne Flack:** Relationship Manager, Assembly

Maximise the tools within Assembly Student Management System to help you work smarter. Leanne will share tips to **save you time**, and to ensure you are getting the most out of the system. *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 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.

**MoE ENROL: 101 and beyond**

**Jacqui Smith:** Ministry of Education

This is your opportunity to meet a leader from the data and knowledge team at ENROL.

Content will include:

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

**Google add-ons and extensions**

**Jacqui Sharp:** Sharp, Kinane Ltd

Learn about add-ons and extensions which make Google Workspace such a powerful and useful administration tool. There are grammar checks, 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.*

**Appraising administration staff**

**Kerry Mitchell:** The Education Group

This workshop is aimed at support staff who want to better understand how performance management works, including job descriptions, appraisals, job, professional development and goal setting. This workshop will be interactive and will aim to answer your questions about performance management.

**Getting the best from yourself and others in the workplace**

**Penny Harrison:** Leadership Coach and Facilitator, Communicate Consultants

- understanding your motivators and those of your colleagues (what we need to be effective);
- knowing how others like to work – how you can flex to get the best from others;
- understanding your strengths and priorities;
- working with others successfully – why we get it wrong about each other;
- effective communication in the workplace – guiding principles and useful strategies;
- managing workloads – getting important things done and juggling competing demands.

## Dealing with difficult people

**Marie Posa:** *Innovative Training Services*

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

## 2 11.45am-1.00pm Session Two

### The “dark art” of banked staffing

**Wayne Facer:** *Education Enterprises*

Learn how to exploit loopholes to gain the greatest benefit for your school. Wayne will give examples of how to interpret banked staffing reports and spreadsheets, and how to manage banked staffing over a changeable year.

**BONUS:** Additional resources which make banked staffing easier to understand will be forwarded to each delegate after the conference.

### Financial management in schools

**Carmel Riordan:** *Financial Advisor, Ministry of Education – Northern Region*

A look at topical financial issues.

### Working in a culturally diverse team

**Mariska Mannes:** *Deliquo Communication*

Sometimes we need to stand in another's shoes to understand a different perspective. Mariska will show how to encourage diversity while retaining the group norms that engender harmony. You will learn the skills needed to be adaptable when working in a diverse team.

### Working effectively with refugee and migrant cultures

**Saniya Surani and Amanda Aye:**

*Refugee and Migrant Education Support, Ministry of Education.*

Expand your cultural awareness of students and families from diverse cultural and linguistic backgrounds. Gain an understanding of the barriers to communication and learn how to overcome them. You will be directed to the resources provided by the Ministry of Education to support these students.

### Toolkit: optimising payroll

**Kristine Donahoe:** *Toolkit*

Toolkit regularly hears administrators don't have time to learn how to automate and minimise manual processes. But using shortcuts saves time and allows you to work smarter, not harder. Kristine will show you how to establish a more manageable, streamlined workload:

- discover what's new and how you can enhance the options you already use;
- utilise school data setup and staff profiles;
- how to establish best practice processes.

### Google Drive – managing files and folders, Google Chrome

**Jacqui Sharp:** *e-Learning Innovator*

Learn how to organise folders, share files and keep track of files others have shared with you in Google Drive. Google Docs' powerful collaboration tools include revision history, the comment and chat features and the 'suggest' tool for tracking and automatically generating suggestions as you type.

**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.

### How to run a busy school office

**Carlene Callinan:** *School Secretary Meadowbank School*

Doing the simple things once and doing them right makes a running school office a smooth operation. Carlene will share practical advice and wisdom from her years of experience.

### Confident and clear communication at its best

**Penny Harrison:** *Leadership Coach and Facilitator, Communicate Consultants*

Get your message across clearly by following these guiding principles and key skills to effective communication:

- using confident body language to motivate yourself (and others);
- keep it simple;
- making the most of available communication channels;
- thinking about choice – keeping yourself and others “above the line”;
- tips on managing other peoples' expectations;
- conversations with purpose and outcomes.

### The Privacy Act: what the new Act means for schools

**Jasmine Harding:**

*Office of the Privacy Commissioner*

Learn how to collect, handle and store personal information in accordance with the Information Privacy Principles of the Privacy Act 2020.

Jasmine will also cover the principles which govern how your school can use and disclose personal information.

### Handling confrontation and de-escalation management

**Phil Thompson:** *Self Protection Expert*

De-escalation and confrontation management taught in a fun way! Content includes:

- strategies for controlling confrontation;
- the 'golden rules' of de-escalation;
- maintaining personal safety while managing agitated people;
- verbal 'ninja tricks' to calm people down;
- dispelling the myths of de-escalation and negotiation developed over 20 years of experience and research.

### 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.

## BUFFET LUNCH 1.00pm-1.45pm



## IMPORTANT NOTICE!

### Change of venue for ASC 2021

#### The conference will now be held at Alexandra Park Function Centre.

Due to Waipuna Hotel continuing to be required as an MIQ facility the venue for the ASC2021 conference has changed: it will now be held at Alexandra Park Function Centre, Greenlane. Free parking is available on-site – right outside the front door. **Note: the date and session times remain the same.**



ALEXANDRA  
PARK



## 3 1.45pm-3.00pm Session Three

### The dos and don'ts of school expenditure

**Lynley Ross & Emily Willers: CES**

Topics will cover frequently asked questions:

- should principals and staff be paid BOT fees?
- BOT fees were introduced to reimburse costs – does that include loss of income too?
- must allowances paid to staff be approved by MOE and Novopay?
- appropriate vs inappropriate gifts/payments/reimbursements;
- can you pay staff for additional services? e.g., a caretaker undertaking building work;
- what is income in advance – when is it allowed?
- a reminder of the 10% borrowing limit and why it is relevant to all schools

### 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*

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 laughter too.

### EdPay: making payroll easier

**Clare Fulbrook: Manager, Sector Capability and Service Design, Education Payroll**

The team from EPL will be demonstrating the latest enhancements and new functionality in EdPay.

### Google Sheets: spreadsheets and beyond ...

**Jacqui Sharp, e-Learning Specialist**

If you know how to use Excel then you'll feel at home in Google Sheets. In this workshop you will learn how to enter data, create charts and pivot tables, use autofill and add formulas to make working with large sets of numbers easy. Sheets can also be used in combination with Google Forms and the autoCrat plug-in to generate invoices and many other automated functions to speed up your workflow.

**Time will be allocated to ask 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

### School administrators' open forum – bring a topic

**Lianne Taylor: Office Manager**

*Royal Road School*

An open workshop to discuss topics of mutual interest focusing on the school administration environment. Bring your own topic and join the conversation.

### Attendance and truancy

**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 support services 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.

### Hail: go beyond newsletters and create beautiful publications

**Stuart Dillon-Roberts: Technology Specialist**

Hail is a school communications service that is loved by thousands of users in hundreds of schools all around New Zealand. Discover how you can use Hail to create:

- enrolment packs;
- Information A-Z guides for new parents;
- notices and blogs;
- BOT minutes.

Stuart will demonstrate how Hail works and how easy it is to create, update and share your publications.

**Keeping out of harm's way - staying one step ahead**

**Phil Thompson:** *Protect Self Defence*

Phil will share his strategies to assist in the recognition of the early signs of violence. Presented in a relaxed, light-hearted manner, content will include self-defence strategies to help you to identify danger and stay safe:

- understanding the power of intuition to increase personal safety;
- increase your confidence without unwarranted fear or worry;
- the 'golden rules' of self-protection and personal safety;
- understanding how criminals select targets

**How to say "No!"**

**Camelia Petrus:** *Emotional Intelligence Assessor and Trainer, Lynch & Associates*

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.

**Five ways to well-being**

**Hannah Airey:** *Workplace Wellbeing*

You can't change your circumstances, but by building new ways of thinking you can feel better. 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.

**"... a great platform for school administrators to get together to network..."**

Janet Glover  
Cornwall Park District School



**KEYNOTE SPEAKER**

**3.00pm-3.50pm**

**"Going up is easy"**

**Lydia Bradey**

Despite being the worst at sports at school, Lydia now excels at 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 will focus 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**

**Yasmin Sellars**

**Client Finance Manager, CES**

Yasmin has been a senior accountant for 17 years with a blend of corporate and public practice experience.

**Brendon Foy**

**Audit Partner, RSM**

Brendan is a specialist in auditing state schools. He has over 15 years experience in public practice assisting commercial and not-for profit organisations, including the state sector.

**Mariska Mannes**

**Consultant, Deliquo Communication**

Mariska refers to herself as "a facilitator of lost knowledge". She is a Master of Marketing majoring in management which blends her business expertise with personal experience of cross-cultural communication.

**Kent Lendrum**

**KAMAR Student Management System**

When Kent was a computer studies teacher, he built a simple database to help run his classes. He subsequently developed it into a successful software system which is now used by over 300 schools throughout New Zealand.

**Leanne Flack**

**Relationship Manager, Assembly SMS**

Leanne joined Assembly in 2016 after being an office manager at a Catholic school for 7½ years. Her understanding of the pressures and requirements of an administrator's role helps her to ensure users maximise the benefits of Assembly.

**Phil Hardie**

**eTAP Student Management System**

Find out why over 1000 New Zealand schools trust eTap to manage their student data.

**Phil Simms**

**MUSAC Student Management System**

Phil joined MUSAC in 2001 after teaching for 17 years. He is now MUSAC's account management and national sales manager.

*Presenters continue over page*

Presenters continued from page 5:

**Jacqui Smith**  
Team Leader, ENROL

Jacqui has worked at the Ministry of Education for 16 years. She was an IT business analyst before joining the data team where she is responsible for leading improvements to the ENROL system.

**Jacqui Sharp**  
Sharp, Kinane Ltd

Jacqui is an MoE accredited centrally funded facilitator for PLD, DT/HM and PaCT contracts. In 2017 she joined forces with David Kinane to create Sharp, Kinane Limited to provide support to schools over a wider area of the country.

**Kerry Mitchell**  
Director, The Education Group

Kerry is a former school principal, university consultant and researcher. Over the past 30 year she has worked in schools across all deciles and with communities, boards of trustees, senior leaders, team leaders and teachers.

**Penny Harrison**  
Director, Communicate Consultants

Penny combines 15 years of business experience with 14 years in leadership and communication development. She is the current chair of Takapuna Grammar School.

**Marie Posa**  
Director, Innovative Training Services

Marie has over 25 years of knowledge and experience in assisting clients to improve their effectiveness.

**Wayne Facer**  
Financial Advisor, Education Enterprises

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

**Carmel Riordon**  
Financial Manager, Ministry of Education

Carmel is Northern Region Financial Manager.

**Saniya Surani and Amanda Aye**  
Senior Advisors, Refugee and Migrant Education Support, Ministry of Education.

**Kristine Donahoe**  
Toolkit

Before joining Toolkit as a customer experience manager, Kris worked in schools where she was responsible for payroll, finance and property.

**David Jackson**  
Managing Director, Ripped Orange

David is a director of award-winning training company Ripped Orange. He specialises in helping Microsoft users become more productive.

**Carlene Callinan**  
School Secretary, Meadowbank School

Carlene has worked in a large decile 10 school for 20 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.

**Jasmine Harding**  
Office of the Privacy Commissioner

**Phil Thompson**  
Protect Self Defence

Phil has empowered thousands of people with the skills and confidence to protect themselves and their loved ones. He is a member of the International Law Enforcement Educators and Trainers Association.

**Hannah Airey**  
Director, Workplace Wellbeing

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

**Lynley Ross/Emily Willers**  
Client Finance Managers, CES

Lynley and Emily are well known in the education community and have a wealth of knowledge relating to school finances.

**Haggis Henderson**  
Teacher, Whangarei Boys' High School

Haggis is a science and physics teacher. He believes being fluent in te reo enhances his teaching, his thinking and his relationships.

**Clare Fulbrook**  
Manager, Sector Capability and Service Design, Education Payroll

**Lianne Taylor**  
Office Manager/PA, Royal Road School

**Julie Spedding / Lisa Chandler**  
Auckland City Education Services

The attendance service supports schools and students to improve attendance. It combines non-enrolled and unjustified absences into one integrated service.

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

Stuart is a regular presenter at CES conferences. He founded Hail and works with schools across New Zealand to help to improve their digital technology use.

**Camelia Petrus**  
Emotional Intelligence Assessor and Trainer, Lynch & Associates

Camelia is head of business development and a certified EI assessor and trainer of workplace behaviour and leadership.

## COVID-19 and CES response

CES is a member of the New Zealand Events Association and is committed to The Event Sector Voluntary Code.

This means that we are:

- Enabling contact tracing
- Enabling good hygiene practices
- Encouraging a culture of best practice around COVID-19

To see the Code head to [www.majorevents.govt.nz/the\\_code](http://www.majorevents.govt.nz/the_code)

**The NZ COVID Tracer QR code will be accessible throughout ASC - we expect all delegates to scan the QR code or to sign in manually.**

### Best Practise

Check the Ministry of Health website to see the most up-to-date advice to follow. The Ministry of Health suggests people: Stay at home if you are unwell and call Healthline (for free) on 0800 358 5453 or your health care provider if you think you have symptoms of COVID-19.

Follow these basic hygiene measures while attending the event:

- **Hand hygiene** - frequently wash your hands for a minimum of 20 seconds, then dry them thoroughly. If you are unable to access soap and water, use an alcohol-based hand sanitiser containing at least 60% alcohol. If using sanitiser, ensure that you use enough to cover your hands and rub together until dry.
- **Coughing and sneezing etiquette** - sneeze or cough into the crook of your elbow or cover coughs and sneezes with a tissue, then put the tissue in a bin and clean your hands (as above).
- **Avoiding touching your face** - hard surfaces can be contaminated with infectious droplets. Hands can be contaminated after contact with these surfaces. If you need to touch your face, clean your hands first.
- **Cleaning surfaces and frequently touched items** - clean high-touch surfaces and items (for example door handles and phones) frequently with an appropriate cleaning solution to reduce transmission of germs in general.
- **Physical distancing**: when physical distancing isn't a requirement, you can still play it safe by continuing to keep a distance from people you do not know. Use your judgement. This will help to minimise the spread of COVID-19 if community transmission returns.



Administration for Schools Conference  
 Thursday, 9th September, 8.45am-5.30pm

## Choose your workshops

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
<b>Office Skills Development</b>				
Xero - tips and tricks	Yasmin Sellars	●		
The dos and don'ts of school expenditure	Lynley Ross/Emily Willers			●
The audit and financial reporting	Brendan Foy	●		
The 'dark art' of staffed banking	Wayne Facer		●	
Financial management in schools	Carmel Riordan, MoE		●	
<b>Culture</b>				
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			●
Working effectively with refugee and migrant cultures	Saniya Surani / Amanda Aye		●	
<b>SMS</b>				
SMS: KAMAR - tips and tricks	Kent Lendrum	●		
SMS: Assembly - tips and tricks	Leanne Flack	●		
SMS: eTAP - tips and tricks	Phil Hardie	●		
SMS: MUSAC Edge Administration - tips and tricks	Phil Simms	●		
<b>MoE/Payroll</b>				
Toolkit: optimising payroll	Kristine Donahoe		●	
ENROL: 101 and beyond	Jacqui Smith	●		
EdPay - making payroll easier	Clare Fulbrook			●
<b>Software</b>				
Google add-ons and extensions	Jacqui Sharp	●		
Google Drive, managing files and folders, Google Chrome	Jacqui Sharp		●	
Google Sheets - spreadsheets and beyond	Jacqui Sharp			●
Productivity tips using Microsoft Office	David Jackson		●	
Modern ways of using Microsoft 365	David Jackson			●
<b>Day-to-day</b>				
School administrators' open forum	Lianne Taylor			●
How to run a busy school office	Carlene Callinan		●	
Attendance and truancy	Auckland City Education Services			●
Appraising school administration staff	Kerry Mitchell	●		
Getting the best from yourself and others	Penny Harrison	●		
Confident and clear communication at its best	Penny Harrison		●	
Dealing with difficult people	Maria Posa	●		
Hail: making your school newsletter sing	Stuart Dillon-Roberts			●
The new Privacy Act: what the new Act means for schools	Jasmine Harding		●	
Handling confrontation and de-escalating situations	Phil Thompson		●	
Keeping out of harm's way: stay one step ahead	Phil Thompson			●
<b>Personal Skills Development</b>				
How to say, "No!"	Camelia Petrus			●
Resilience: staying well in times of adversity	Hannah Airey		●	
Five ways to well-being	Hannah Airey			●

# Administration for Schools Conference

# REGISTRATION FORM

Register at [www.cessl.org.nz](http://www.cessl.org.nz)

Yes, I want to attend  
ASC 2021  
The Conference for  
Every ADMINISTRATOR

**ASC**  
9 September 2021

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	<b>KEYNOTE SPEAKER: Cath Vincent</b>
10.00am - 10.30am	Morning Tea
10.30am - 11.45am	<b>SESSION ONE</b> (choose one workshop)
11.45am - 1.00pm	<b>SESSION TWO</b> (choose one workshop)
1.00pm - 1.45pm	Buffet Lunch
1.45pm - 3.00pm	<b>SESSION THREE</b> (choose one workshop)
3.00pm - 3.50pm	<b>KEYNOTE SPEAKER: Lydia Bradley</b>
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. **\$365.00 + 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 2nd September 2021 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 2021 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](http://www.cessl.org.nz) call free: 0800 205 267**

**Email** scan this registration form and send to [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz) **Free post:** PO Box 414 Christchurch 8140

For further information contact the conference organiser Wayne Jamieson: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz)