



**Unlock your adaptive
excellence.**

PACSA
Adaptive Excellence

13-15 August 2024

Unlock potential. Embrace innovation. Secure your spot.

www.secretariesconference.co.za

PACSA

Welcome to PACSA 2024

Join us for PACSA 2024, the pinnacle event for administrative excellence, set within the innovative workplace. This year, we delve into "Adaptive Excellence" — a symphony of skill, strategy, and synergy in the digital age.

The Garden Venue: An Idyllic Setting for Innovation

Nestled in the vibrant heart of Randburg, Johannesburg, The Garden Venue is more than just a location; it's the fertile soil from which new ideas will grow, flourish, and inspire.

EMPOWERING ADMINISTRATIVE PROFESSIONALS FOR A DIGITAL TOMORROW

Conference Packages: Tailored for Transformation

Both packages promise an immersive experience designed to enrich, engage, and elevate your professional landscape.

FULL CONFERENCE + ACCOMMODATION

R20,500.00 excl VAT.

CONFERENCE ATTENDANCE ONLY

R17,500.00 excl VAT.

What's Included: Your Gateway to Growth

- Luxurious Lodging & Breakfast
- **Shuttle Services:** Seamless Connectivity
- **Adaptive Learning:** Conferencing Sessions & Workshops
- **Networking Opportunities:** Dinners & Discussions
- **Gala Night:** A Touch of Elegance
- Curated Gift Bag
- **Drink Vouchers:** Cheers to New Connections
- **Prize Draws:** Win as You Learn
- **Certification:** Proof of Your Commitment to Excellence

About PACSA: Redefining Administrative Roles

In a world of constant change, PACSA stands as a beacon of knowledge and empowerment for administrative professionals. With a keen focus on time management, personal branding, and leadership, PACSA 2024 is not just a conference—it's a career catalyst.

CONFERENCE HIGHLIGHTS: A GLIMPSE INTO EXCELLENCE

- ✓ **Digital Time Mastery:** Reclaim your clock in a connected world.
- ✓ **Renewal Practices:** Embrace the restorative power of mindfulness.
- ✓ **Burnout Management:** Strategies for sustainability in high-demand roles.
- ✓ **Personal Branding & Ikigai:** Craft your narrative at the convergence of passion and profession.
- ✓ **Purposeful Leadership:** Lead with vision in the administrative arena.
- ✓ **Social Media for Career Growth:** Leverage digital platforms for professional prominence.
- ✓ **Well-being for the Whole Self:** Integrate health and happiness into your work-life rhythm.



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PACSA 2024
promises to equip you with
a robust skill set for tomorrow's challenges

FIND OUT MORE

REGISTER NOW

Comprehensive Coverage: Topics That Transform

From mastering the digital work-life blend to personal resilience, the spectrum of subjects at PACSA 2024 promises to equip you with a robust skill set for tomorrow's challenges.

REASONS TO ATTEND: BEYOND THE CONFERENCE ROOM

1

Expertise Unveiled

Learn from the leaders of change.

2

Revitalisation Guaranteed

Rejuvenate your professional passion.

3

Endorsed by the Best

OPSA's seal of approval.

4

A Venue Like No Other

Experience the harmony of nature and networking.

Who Should Attend? You, the Administrative Vanguard

Whether you're a seasoned secretary or a pioneering personal assistant, PACSA 2024 is your launchpad to ascend in the age of digital administration.

- ✓ Administrative Professionals
- ✓ Secretaries
- ✓ Personal Assistants
- ✓ Executive Assistants
- ✓ Office Managers
- ✓ Receptionists and Frontline Staff
- ✓ Project Administrators
- ✓ HR and Training Administrators

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PACSA
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PACKAGE 1

For the discerning attendee seeking a private sanctuary. Immerse yourself in the full PACSA experience with the comfort of a single occupancy room, ensuring restful nights amidst the splendor of The Garden Venue Boutique Hotel.



**FULL CONFERENCE
SINGLE ACCOMMODATION**

excl VAT.
R20,500.00

PACKAGE 2

Perfect for peers or those looking to forge new professional connections. Enjoy all the enriching activities and networking opportunities of PACSA 2024, with the added benefit of shared accommodation, fostering camaraderie and collaboration.



**FULL CONFERENCE
SHARING ACCOMMODATION**

excl VAT.
R19,500.00

The PACSA 2024 'Adaptive Excellence' Conference: A Transformative Journey

Embark on an extraordinary journey at the "Adaptive Excellence" conference. Equip yourself with cutting-edge tools, unparalleled knowledge, and a future-forward mindset.

Step into a world where administrative professionals evolve into architects of the digital age, driving innovation and excellence in the modern workplace.

Your path to adaptive excellence and leadership awaits. Join us, and transform your professional trajectory at PACSA 2024.

Register Now!

PACKAGE 3

Dedicated to the driven professional, this package offers access to all the transformative sessions and keynotes. Propel your career forward by absorbing invaluable insights and strategies, and networking with industry innovators.



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ATTENDANCE ONLY**

excl VAT.
R17,500.00

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The Garden Venue: *An Idyllic Setting for Innovation*

Nestled in the vibrant heart of Randburg, Johannesburg, The Garden Venue is more than just a location; it's the fertile soil from which new ideas will grow, flourish, and inspire.



THE GARDEN VENUE

Full Conference + Single Accommodation
R20,500 excl VAT.

Full Conference + Sharing Accommodation
R19,500 excl VAT.

Tranquil Accommodations at The Garden Venue Boutique Hotel

Exclusive Extras: *An Idyllic Setting for Innovation*

Unique room designs for a personalised stay
Options of king, queen, or twin beds

The Garden Venue Boutique Hotel is more than just a place to stay—
it's where you recharge, reflect, and ready yourself for the next day of PACSA 2024



Book your stay where peace meets professionalism.
Visit: [The Garden Venue Boutique Hotel](#)

Register Now!

PACSA

2023

Let's look back on
Your authentic self, adding value in the workplace.

01. Unforgettable experience

PACSA 2023 was truly an unforgettable experience that lived up to its promises. From the vibrant city of Cape Town to the insightful sessions and esteemed speakers, it was an event that left attendees enlightened, motivated, and inspired. The conference was a colorful extravaganza, bringing together professionals from diverse backgrounds to connect, forge friendships, and expand their networks.

As we bid farewell

As we bid farewell to PACSA 2023, we eagerly welcome the PACSA 2024 Adaptive Excellence conference. In this new chapter, we embark on a transformative journey to empower administrative professionals in the ever-evolving digital age.

02. A wealth of knowledge

With speakers like international luminary Grant Driver, the insightful Helen Nicholson, and the esteemed advocate of the South African High Court, Professor Thulisile Nomkhosi Madonsela, PACSA 2023 provided a wealth of knowledge and inspiration. South African personality Sechaba Gqeba and the esteemed Ursula Chikane added their unique perspectives to the mix, making it a truly enriching experience.



PACSA

Registration

Terms and Conditions

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Terms and Conditions

- 1. Registration Process:** The PACSA 2024 registration form must be completed in its entirety with relevant authorisations and submitted, including a valid purchase order number (if applicable), before registration can be processed.
- 2. Payment:** Once the registration process is complete, full payment is required no later than 30 working days before the conference commences. A VAT invoice will be issued to the company upon payment.
- 3. Notification of Absence:** CBM Training must be notified immediately if you are unable to attend the PACSA 2024 event for which you have been registered. You may send a substitute delegate in your place. Please inform us of the replacement delegate by submitting a signed registration form with their details at least two days before the conference.
- 4. Cancellation Policy:**
 - Written cancellations are accepted up to 14 working days before the conference takes place, subject to a 50% cancellation fee.
 - Cancellations within 14 days of the conference will be liable for the full conference fee.
 - No refunds, transfers, or credits will be given to delegates who do not attend without prior notice.
- 5. Changes and Postponements:** CBM Training reserves the right to change the date or postpone the conference due to unforeseen circumstances without any further liability.
- 6. Additional Fees:**
 - Special dietary requirements such as kosher, halaal, and vegan meals will incur an additional fee of R700 (excluding VAT) per day of the conference.
- 7. International Delegates:**
 - Confirmation letters for international delegates will only be issued once 100% of the conference fee has been paid, at least 1 calendar month or 30 days prior to the conference start date.
 - No refunds will be given to delegates whose visas are not approved in time. CBM Training is not liable for visa application processes.
- 8. Booking Confirmation:** Completing and submitting this online/electronic registration form for PACSA 2024 confirms your booking for the event. This form is not an enquiry form.
- 9. Liability:** By completing and submitting this online/electronic registration form, your company will be liable for the full fee per the invoice that will be issued upon receipt.
- 10. Communication and Privacy:**
 - Upon registration for PACSA 2024, you will receive notifications and conference information via email.
 - You can opt out of email notifications at any time.
 - CBM Training complies with the POPI Act and respects your privacy. Your personal information will only be shared internally for conference facilitation and promotional purposes with the conference venue, event stakeholders, and marketing suppliers.

For inquiries about our courses, please visit the Contact Us page on our website, initiate a LiveChat with one of our consultants online, call our offices at (011) 454 5505, or email info@cbm-training.co.za for more information.