

# PAFSA

Professional Association for Secretaries and Administrative Assistants

Passion for the profession

## Secretaries Day Programme

Held at Capital Hotel and Sun TIme Square Menlyn Maine on Secretaries Day, Wednesday 6 September 2017

### Our speakers



#### WELCOME

by Mastoora Ramiah  
PAFSA President

Energising the world  
of the PA



#### OPENING KEYNOTE

by Craig Wing  
Robo Secretaries or  
Human  
Next-Generation  
Assistants?



#### KEYNOTE

by Tlou Mathatho  
Creating your world!



#### CLOSING KEYNOTE

by Chris Voysey  
Potentially You!

FOR REASONS TO ATTEND CLICK [HERE](#)

BOOK YOUR PLACE NOW BY CLICKING [HERE](#)

## Morning Programme at a glance

07h50 - 08h30	Registration Refreshments on arrival		
		Speaker	Topic
08h30 - 08h40	An introduction to the theme and objectives	by Ana-Maria Valente PAFSA Director	SHINE like the SUN SPARKLE like a STAR
08h40 - 08h50	Welcome Address	by Mastoora Ramiah PAFSA President	Energising the world of the PA!
08h50 - 09h25	Opening Keynote	by Craig Wing	Robo Secretaries or Human Next-Generation Assistants?
09h30 - 10h10	Motivational Keynote	by Tlou Mathatho	Creating your world!
10h15 - 10h30	Refreshment Break		
10h35 - 11h15	Peer-to-Peer Thinking stimulus	PA of the Year® 2017 Finalists	Panel /Presentations by
11h15 - 11h20	PAOTY voting		Your vote is relevant!
11h25 - 12h00	Peer-to-Peer Knowledge Imbizo	Delegates in groups	If it doesn't challenge you, it won't change you.
12h05 - 12h35	Closing Keynote	by Chris Voysey	Potentially You!
12h40 - 12h50	Walk to Sun Time Square		
12h55 - 13h00	Group photo Shoot: Memories are made of this		
13h05 to 15h30	Gala Lunch The world under one roof See separate programme below		

## Lunch Programme

Celebratory Lunch Programme		
12h50 - 13h00	Group photo shoot of all attending Secretaries Day	
13h05 - 14h25	Secretaries Day Celebratory Lunch	Great Vibe! Fabulous Food! Goodie bags!
		Crystal presentations to frequent attendees

PA of the Year® (PAOTY) 2017 Ceremony	
14h25	Introduction
14h30 - 14h45	Introducing 2017 finalists to audience
14h45 - 14h55	Finalists Certificate presentation
15h00 - 15h05	Announcement of prizes
15h05 - 15h10	Speech by outgoing PAOTY 2016
	Announcement of new title-bearer
15h10 - 15h15	PA of the Year® 2017 speech Presentation of prizes
15h15 - 15h30	Coffee

## Our fabulous and glamorous Entertainment



MC for the occasion is the one and only Harry Sideropoulos



Music by fabulous group, The Muses