



Annual PA Summit Programme 2016

Theme: Be the Game Changer

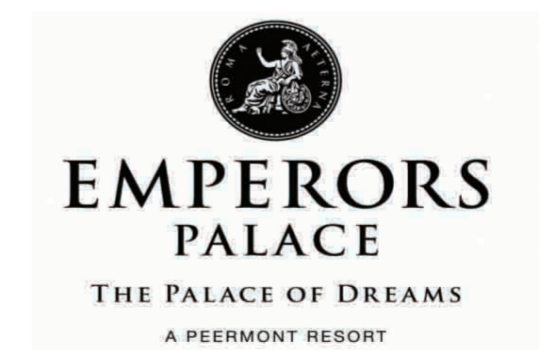
07h50 – 08h30	Registration Coffee and tea on arrival	
08h30 – 08h40	INTRODUCTION The day starts with an introduction to the theme and objectives	
08h40 – 08h50	WELCOME by Chelene Venter PA of the Year 2015	
08h50 – 09h25	KEYNOTE by Tertia Borgelt <i>Be the Game Changer!</i>	
09h30 – 10h00	KNOWLEDGE SPRITZ Presentations by PA of the Year® Finalists <i>on job expertise and professional attributes</i>	4 Finalists
10h00 – 10h20	Refreshment Break	
10h25 – 10h45	KNOWLEDGE SPRITZ Presentations by PA of the Year® Finalists <i>on job expertise and professional attributes</i>	2 Finalists
10h45 - 10h50	PA OF THE YEAR® VOTING	Your vote is relevant
10h50 – 11h35	Brain teaser IMBIZO <i>Peer-to-peer engagement</i> by Affordable Adventures	
11h35 – 12h15	KEYNOTE by Tumi Frasier <i>Attributes necessary to stay ahead... Take Action!</i>	
12h15 – 12h55	CLOSING KEYNOTE by Ryan Stramrood <i>Game changing redefined!</i>	

12h55- 13h00 | Group Photo Shoot: Memories are made of this!

2016 Secretaries Day Gala Lunch Programme

12h55 – 13h00	Group Photo shoot of all attending Secretaries Day at Emperors Palace
13h05 - 14h25	Secretaries Day Gala Lunch <i>Great Vibe! Fabulous Food!</i> Crystal presentations to frequent attendees Lifetime Achievement Award
PA of the Year® (PAOTY) 2016 Award Ceremony	
14h25	Introduction
14h30 – 14h45	Introducing 2016 finalists to audience
14h45 – 14h55	Finalists Certificate presentation
15h00 - 15h05	Announcement of prizes
15h05 – 15h10	Speech by outgoing PAOTY 2015 Announcement of new title-bearer
15h10 - 15h15	PA of the Year® 2016 speech and presentation of prizes
15h15 - 15h30	Coffee

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