



Papua New Guinea Association of
Administrative Professionals



The Association of Secretaries and
Administrative Professionals in Asia-Pacific

24th ASA CONGRESS

24th – 28th September 2018

Gateway Hotel, Port Moresby, National Capital District, Papua New Guinea

“Administrative Dynamics – The WOW Factor”

PROGRAM

Pre-Congress Sunday 23rd September 2018	
PRE ARRIVAL - Hotel Check-In	
6:00 – 9:00 pm	Welcome Reception ASA Council Presidents, Honorary Presidents & Coordinators (Cocktail)
DAY ONE Monday 24th September 2018	
OFFICIAL ARRIVAL – Hotel Check-In for Foreign Delegates	
9:00 am - 1:00 pm	ASA Council of Presidents Meeting (with Morning Tea & Lunch)
9:00 am – 4:00 pm	Registration of Delegates / Participants
6:30 – 10:30 pm	WELCOME DINNER & ENTERTAINMENT
	Opening Remarks : Chairperson - ASA Organizing Committee
	Official Opening : ASA Founding President
	Keynote Address : ASA President
	Message : Guest of Honour
Dress Code : Traditional / Formal	
<i>Conclusion of Day 1</i>	
DAY TWO Tuesday 25th September 2018	
6:00 – 8:00 am	Hotel Breakfast for Resident Delegates / Participants
8:00 – 8:15 am	Housekeeping
8:15 – 9:15 am	Session 1 : EFFECTIVE USE OF “IT” IN ADMINISTRATION
9:15 – 10:15 am	Session 2 : LEADERSHIP & MANAGEMENT
10:15 – 10:30 am	Summation of Sessions 1 – 2
10:30 – 11:00 am	Morning Break
11:00 – 12:00 noon	Photo opportunity for ASA Delegates (by Country)
12:00 – 2:00 pm	TOUR of Port Moresby City with Lunch
2:00 – 4:30 pm	PNG CULTURAL SHOW
4:30 – 5:30 pm	Afternoon Tea & ASA BAZAAR
6:30 – 9:00 pm	<i>Dinner : Conclusion of Day 2</i>
DAY THREE Wednesday 26th September 2018	
6:00 – 8:00 am	Hotel Breakfast for Resident Delegates / Participants
8:00 – 8:15 am	Housekeeping
8:15 – 9:15 am	Session 3 : WHAT NEXT?
9:15 – 10:15 am	Session 4 : WOMEN IN MICRO BANKING
10:15 – 10:30 am	Summation of Sessions 3 – 4
10:30 – 11:00 am	Morning Break
11:00 – 12:00 noon	Session 5 : CULTURAL BARRIERS
12:00 – 1:00 pm	Lunch
1:00 – 2:00 pm	Session 6 : BRIDGING THE GAP (The Young & The Experienced)
2:00 – 3:00 pm	Session 7 : CODE OF ETHICS
3:00 – 3:15 pm	Summation of Sessions 5 - 7
3:15 – 3:30 pm	Afternoon Break
3:30 – 5:30 pm	SPORTS ACTIVITIES
6:30 – 10:00 pm	<i>Dinner : Conclusion of Day 3</i>



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DAY FOUR Thursday 27th September 2018

6:00 – 8:00 am	Hotel Breakfast for Resident Delegates/Participants
8:00 – 8:15 am	Housekeeping
8:15 – 9:15 am	Session 8 : FITNESS & HEALTH
9:15 – 10:15 am	Session 9 : PROPAGATING IN THE ASIA PACIFIC
10:15 – 10:30 am	Summation of Sessions 8 - 9
10:30 – 10:45 am	Morning Break
10:45 – 12:00 noon	ASA PROJECT Presentation and Awarding
12:00 – 1:00 pm	Lunch
1:15 – 3:00 pm	CLOSING CEREMONIES
	Summary of Council Presidents Meeting
	Presentation of Certificates of Attendance & Recognition
	Presentation of Certificates of Appreciation to 24 th ASA Congress Organizing Team
	Exchange of Gifts
	Presentation of next 25th ASA Congress Host Country Member Association - SLAAPS Handover of ASA Flag & Gavel
3:00 – 3:30 pm	Afternoon Break
3:30 – 5:30 pm	Rehearsals for Closing night Performance
7:00 – 12:00 midnight	Closing Dinner & Performance by ASA Member Associations
	<i>Dress Code: Traditional / Formal Conclusion of Day 4 & 24th ASA CONGRESS</i>

DAY FIVE Friday 28th September 2018

6:00 – 8:00 am	Hotel Breakfast for Resident Delegates/Participants
8:00 – 12:00 noon	Check-Out & Airport Transfers for Delegates/Participants Travelling out

Pre & Post-Congress Tours / Schedules

8:00 am onwards	Liaise with Host Country Organizing Association Team for personal arrangements (if any)
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Places of Interest

1. National Parliament	4. National Museum	7. Urban Village Hanuabada
2. Nature Park	5. Adventure Park	8. Rural Village Tubusereia
3. University of PNG	6. Loloata Resort (Diving)	9. General Site Seeing

For you to enjoy your stay and enhance your knowledge further on Papua New Guinea, please ensure to provide all relevant details of your requirements for pre and post congress schedule.

Closing Date : 12:00 noon FRIDAY 31st AUGUST 2018

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To our Friends & Colleagues in the Asia Pacific

THANK YOU ALL

for attending the 24th ASA Congress and look forward to your next visit to Papua New Guinea.

Have a pleasant and safe journey.