Welcome to the South Australian State Schools Administrative Officers Association 2010 Conference, “Cirque de SASSAOA”.

This year’s theme was chosen to acknowledge the many and varied skills of ancillary leaders in our schools. If you really think about your job, you will recognise many daily tasks of balancing, juggling, leading, guiding as well as opportunities of ensuring there is a fun part to it!

Our Conference aims to support us in meeting our leadership challenges and to build necessary skills to support us in our management of increasing responsibilities in our work life. We aim to work toward the best outcomes for ourselves, our fellow staff and of course, our schools.

* **Day 1:** DECS Chief Executive, Chris Robinson, will open our Conference and will discuss “Future directions for Education in SA and the part Ancillary staff leaders will play”. Our MC and major presenter, Andrew Klein will offer a fun, informative session to encourage and promote teamwork, balancing our work and wellbeing, and our leadership. He will then oversee a panel of DECS representatives, who will answer your preselected questions supporting us with our job management. The afternoon offers choice sessions. Local Principal, Mr David Lawton will entertain us as our dinner speaker that night.

* **Day 2:** Andrew will continue with our theme with a presentation to support us in our outlook and encourage our ability to promote ourselves. This will be followed by a well-being session of Zumba to encourage team-building and leadership. The afternoon session will be a supportive presentation by Alli Taylor from OzTrain re conflict management. Tuesday night’s formal dinner will bring some fun and music with a “Best Mask” competition and dinner speaker, Andrew Klein.

* **Day 3:** Final half-day of the Conference begins with our short AGM and election of your Management Committee. The morning culminates in a fun and challenging presentation from Nathan Verco to encourage us to leave this year’s event, inspired and ready to juggle and face our challenges.

Our SASSAOA Annual Conference offers the opportunity for you to make new and to renew old friendships with colleagues; build support networks; share your thoughts, ideas, questions and hopefully to leave feeling uplifted, supported and positive. Take the time to build these relationships now and extend them after the Conference – this is a valuable tool for us all to manage and assist our day to day work lives.

As always, our Conference is supported by a wealth of wonderful sponsors. They are here to display their products and share information about their company with you. You may find some valuable information for your role in your school. Please take this opportunity to meet new and regular supporters and build and develop some new business relationships.

To all our sponsors – VERY MANY THANKS! Our members appreciate you being available to them at this time and value the opportunity to talk with you and be made aware of your company’s products.

To everyone – I hope the SASSAOA 2010 Conference, “Cirque de SASSAOA” meets all your needs and that you leave feeling refreshed, with new knowledge, new friendships and with new colleague contacts creating a great support network. I hope you leave ably equipped and ready to take on the ongoing daily tasks of balancing, juggling, working and leading teams and above all having fun!

Anne Stewart
PRESIDENT

Keynote Speaker
Andrew Klein

Andrew Klein brings that something extra to our Conference with his humour, creativity, high energy style and interactive energiser activities. Versatile, talented and professional, Andrew is from Sydney-based corporate entertainment and team-building company Impact Entertainers.

A former lawyer, Andrew brings his casual yet corporate style to proceedings.

Andrew has become well-known in the conference circuit for his ability to involve the audience in the proceedings, adapt to vastly different audiences and for his improvisational and ad-libbing skills. Apart from introducing the sessions and speakers in a uniquely professional yet humorous, audience-friendly way, Andrew will bring a new creativity to the way a Conference runs, creating an atmosphere where learning is easier as people learn more when they have been having fun!

Andrew’s humour and audience friendly manner make learning new and fun. His presentation skills course, ‘How to awe them, not bore them’ pinpoints some of the key areas where presenters can improve the design, structure and delivery of their pitches and presentations. The areas covered include:

- What are the elements of a good presentation?
- How to present in ways that make people learn more
- Making a presentation more interactive, entertaining and educational
- Preparing and structuring your presentation
- Ways to improve voice, body language, eye contact, use of humour, nerves,
- Making presentations more interactive & the use (and usually misuse) of Power Point

Andrew uses activities such as quizzes, treasure hunts and makin’ movies in his team building and presentation skills courses to make learning fun and interactive.
### MONDAY 5 JULY

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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| 9.15am -10.00am | **Opening and Welcome** - President’s Welcome, Anne Stewart  
Chris Robinson, Chief Executive, DECS - Future Directions for Education in SA and the Part Ancillary Staff Leaders Will Play |
| 10.00am -11.00am | **Are you Smarter than A Fifth Grader?**  
Andrew Klein |
| 11.00am -11.30am | **Morning Tea held in the exhibition area** |
| 11.30am -1.00pm | **DECS Panel/SSO Forum** - Representatives from Finance, HR, ICT and Assets  
*MC - Andrew Klein* |
| 1.00pm -2.15pm | **Lunch held in the exhibition area and Check in** |
| 2.15pm -3.30pm | **Choice of Sessions** -DECS Finances or DECS Human Resources |
| 6.30pm       | **First Timers Meet and Greet with Sponsors and SASSAOA Management Committee** |
| 7.00pm       | **Informal Dinner**  
*Dinner Speaker - David Lawton, Principal, Campbelltown Primary School* |

### TUESDAY 6 JULY

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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| 9.00am -10.30am | **How to Awe Them, not Bore Them**  
Andrew Klein |
| 10.30am -11.15am | **Morning Tea held in the exhibition area** |
| 11.15am -12.15pm | **Zumba** -Team Building Session |
| 12.15pm -1.30pm | **Lunch held in the exhibition area** |
| 1.30pm - 3.30pm | **Walking the Tightrope - Conflict, who me?**  
Alli Taylor, OzTrain |
| 6.30pm       | **Dinner**  
*Dinner Speaker - Andrew Klein* |

### WEDNESDAY 7 JULY

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>8.30am -9.30am</td>
<td><strong>Last chance to visit sponsors! Arrival Coffee and tea held in the exhibition area</strong></td>
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<tr>
<td>9.30am -10.00am</td>
<td><strong>SASSAOA AGM</strong></td>
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</tbody>
</table>
| 10.00am -11.00am | **An In-tents experience in Self Care**  
*Nathan Verco* |
| 11.00am | **Raffle draws, Close** |

**DISCLAIMER**

The speakers, topics and times are correct at the time of printing. In the event of unforeseen circumstances, the Organising Committee reserves the right to delete or alter items in the Conference Program.
Informal Dinner
Monday 5 July
7.00pm
Ballroom, Stamford Grand
Dress: Smart Casual
Dinner Speaker—David Lawton, Principal, Campbelltown Primary School.
The informal dinner on Monday night will be an opportunity to reconnect with colleagues, and to welcome new SASSAOA members.

Official Conference Dinner
Tuesday 6 July
6.30pm
Ballroom, Stamford Grand
Dress: Your best mask or Smart Casual!
Dinner Speaker—Andrew Klein
Celebrate the success of the Conference with delightful food, fine wine and great live entertainment - an event not to be missed. Remember the Circus Theme!!!! Don’t miss out on the chance to win a prize for the best mask!

Registration
As places at this event are strictly limited, priority placement will be given to SASSAOA members who register before Friday 14 May 2010. Any non-members who register before this date will be waitlisted, and then confirmed as registered after Monday 17 May 2010 if any places remain.

Registrations received after Monday 17 May 2010, both member and non-member, will be allocated on a first-come, first-served basis.

The Full 2½ day Residential Conference Registration includes attendance at all Conference sessions, morning teas, lunches on the Conference days, a satchel and program handbook, attendance at the Informal and Official Conference Dinners and accommodation for the nights of Monday 5 and Tuesday 6 July and breakfast on the mornings of Tuesday 6 July and Wednesday 7 July.

The Full 2½ day non Residential Conference/Dinners Registration includes attendance at all Conference sessions, morning teas, lunches on the Conference days, a satchel and program handbook, attendance at the Informal and Official Conference Dinners.

The Day Registration Fees (Monday 5 July and Tuesday 6 July) includes attendance at the Conference sessions, morning tea and lunch on the nominated day, a satchel and program handbook.

Attendance at the Informal and Official Conference Dinners must be booked separately and will incur an additional fee.

Payment of Registration Fees
Payment must accompany all registration forms and may be made by credit card or cheque payable to ‘AOG Trust Account No. 3 - SASSAOA’ or by electronic funds transfer: Commonwealth Bank, BSB: 065 112, Account number: 1016 3945. To allow us to identify your payment, please enter your surname as the statement reference and a remittance advice must also be forwarded by email, mail or fax.

Please Note: Full payment is required prior to the commencement of the Conference. Admission to the Conference and all Social Functions will be refused if payment has not been received.

Confirmation of Registration
Your registration will be acknowledged in writing with confirmation of your requirements according to your registration form. You will also receive a Tax Invoice.

Cancellation Policy
Registration cancellations must be sent in writing (mail, fax or email), to All Occasions Management. Registration cancellations received up to 30 days prior to the Conference will receive a full refund, less a $110.00 handling fee. Registration cancellations received less than 30 days and up to seven days prior to the Conference will receive a 50% refund. No refunds will be given for registration cancellations received within seven days of the Conference; however a substitute delegate may be nominated. Please note in the event of a cancellation, the refund of any deposits forwarded to hotels or other related businesses will be at the discretion of the supplier.

Conference Venue
Stamford Grand Hotel
Moseley Square, Glenelg SA 5045
Phone: 08 8376 1222
Fax: 08 8376 1111

SASSAOA 2010 Annual Conference      5-7 July 2010      Stamford Grand Hotel, Glenelg, South Australia
Conference Information

Car Parking
Car parking is available at the Stamford Grand Hotel. All day self parking is $15.00. Another public car park is situated nearby on Moseley Street.

Dress Standards
Smart casual dress is suggested for the Conference sessions and social activities. Show off your best mask at the Official Conference Dinner on Tuesday 6 July.

Local Transport
Adelaide Metro Trams run from Glenelg through to the city to Adelaide Entertainment Centre on Port Road. For more information please call, 8210 1000 or visit the website www.adelaidemetro.com.au

Tram Runs
Monday to Friday: 8.00am – 5.35pm
(every 8 minutes on average).
Saturday, Sunday, public holidays: 9.00am – 6.00pm
(approximately every 15 minutes).
Other times (to Midnight):
(approximately every 20 minutes).

Suburban Taxi - 131 008
Yellow Cabs - 132 227
Adelaide Independent Taxi - 132 211

Name Badges
All delegates, sponsors and day registrations will be issued with a name badge at registration. Admittance to all sessions and social functions included in the registration fee will require presentation of your badge.

Registration Desk
All delegates must register to attend the Conference. The registration and information desk will be located in the Main Foyer and will be open during the following hours:

Monday 5 July 8.00am - 3.30pm
Tuesday 6 July 8.00am - 3.30pm
Wednesday 7 July 9.00am - 11.30am

Privacy Policy
In accordance with the requirements of the Australian Privacy Act 2000, the All Occasions Group (encompassing All Occasions Management and Travelscene at All Occasions) complies with such legislation which is designed to protect the rights of the individual to privacy of their information. All information collected with respect to your registration for participation in this Conference will only be used for the purposes of planning, conduct of the event or communication regarding future events. These details may be made available to parties directly related to the Conference including but not limited to the All Occasions Group, venues, accommodation and travel providers (for the purposes of room/travel bookings and conference options), key sponsors (subject to strict conditions) and other related parties as deemed necessary. It is also usual practice to produce a ‘Delegate List’ of attendees at the Conference and to include the individual’s details in such a list. By completing this registration form, you acknowledge that the details supplied by you may be used for the above purposes. It is your responsibility to ensure that all information provided to the All Occasions Group is accurate and kept up to date. To access or update your information, please email or fax the All Occasions Group on conference@aomevents.com or 08 8125 2233.

Liability/Insurance
In the event of industrial disruptions or natural disasters, the South Australian State School Administrative Officers Association (SASSAOA), the Organising Committee, and the All Occasions Group cannot accept responsibility for any financial or other losses incurred by the delegates. SASSAOA, the Organising Committee and the All Occasions Group take no responsibility for injury or damage to persons or property occurring during the Conference. All insurance, including medical cover, or expenses incurred in the event of the cancellation of the Conference is the individual delegate’s responsibility. Attendees are encouraged to choose a travel insurance policy that includes loss of fees/deposits through cancellation of your participation in the Conference, or through the cancellation of the Conference itself, loss of airfares for any reason, medical expenses, loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered. The Conference Secretariat will take no responsibility for any participant failing to insure.

Contact Details

For further information, please contact our
Conference Manager:
All Occasions Management
41 Anderson St, THEBARTON SA 5031
Phone: 08 8125 2200
Fax: 08 8125 2233
Email: conference@aomevents.com

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Phone: 08 8125 2200
Fax: 08 8125 2233
Email: conference@aomevents.com
All amounts are in Australian dollars and include GST, unless indicated otherwise.

Please accept the form as a Tax Invoice from SASSAOA
ABN 32 450 141 085

Delegate Details

Title ______________________ Given Name __________________________ Last Name ________________________________

Preferred name for badge __________________________ Job Title ________________________________

School/Organisation ________________________________________________

Address ____________________________________________________________

City __________________________ State __________________________ Postcode ______________________________

Phone __________________________ Fax __________________________ Mobile ________________________________

Email (all information and updates regarding the Conference will be sent to this address)
______________________________________________________________________________________________

Any special requirements? (e.g. dietary, wheelchair access) ________________________________

Is this your first time attending the SASSAOA Conference?  ☐ Yes ☐ No

Is this your last time attending the SASSAOA Conference due to retirement?  ☐ Yes ☐ No

Do you consent to your details being included on the Conference delegate list, to be made available to other delegates and sponsors at the Conference?  ☐ Yes ☐ No

☐ I require accommodation for the duration of the conference (nights of Monday 5 and Tuesday 6 July), I am aware this is twin-share accommodation and If possible I would like to share a room with ________________________________

☐ Non-smoking  ☐ Smoking

OR

☐ I do not require accommodation for the duration of the conference
Payment

Registration Details
All amounts are GST inclusive.
Member “priority placement” ends Friday 14 May 2010. Non-member registrations confirmed from Monday 17 May 2010, subject to availability.

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<thead>
<tr>
<th></th>
<th>Member</th>
<th>Non-member</th>
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<tbody>
<tr>
<td>Full 2 ½ day Residential Conference</td>
<td>$525.00</td>
<td>$675.00</td>
</tr>
<tr>
<td>Full 2 ½ day Conference/Dinners (no accommodation)</td>
<td>$425.00</td>
<td>$545.00</td>
</tr>
<tr>
<td>Monday 5 July Day Registration, Sessions Only</td>
<td>$220.00</td>
<td>$290.00</td>
</tr>
<tr>
<td>Monday 5 July, Informal Dinner</td>
<td>$70.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Tuesday 6 July Day Registration, Sessions Only</td>
<td>$220.00</td>
<td>$290.00</td>
</tr>
<tr>
<td>Tuesday 6 July, Official Conference Dinner</td>
<td>$90.00</td>
<td>$105.00</td>
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Registration Total  $ ____________

Please Note: FULL PAYMENT is required prior to the commencement of the Conference. Admission to the Conference will be refused if payment has not been received.

Payment or payment advice must accompany this form and may be made by:
- Cheque or money order payable to “AOG Trust Account No.3 - SASSAOA Conference”
- Electronic Funds Transfer to Commonwealth Bank Australia, BSB 065 112, Account Number 1016 3945

To allow us to identify your EFT payment, please enter your surname as the Statement reference. A remittance advice must also be forwarded by email, fax or mail to All Occasions Management.

- Please debit my credit card for the above total*
  - MasterCard  ☐  Visa  ☐  Diners  ☐  American Express

Card holder’s name _____________________________________________________________________________
Card Number __________________________________________________________________________________
Expiry Date ______ / ______

Signature _____________________________________________________________________________________

*Amounts paid by a credit card will incur a processing fee of 2.5% for Visa and MasterCard, 3.5% for American Express and 4.5% for Diners.
Please note that debits to your credit card will appear as “All Occasions Group” on your statement.

Please return this form:
SASSAOA Conference
All Occasions Management
41 Anderson St
THEBARTON SA 5031
or
Fax: 08 8125 2233