



Papua New Guinea Association of  
Administrative Professionals



The Association of Secretaries and  
Administrative Professionals in Asia-Pacific

## 24<sup>th</sup> ASA CONGRESS

24<sup>th</sup> – 28<sup>th</sup> September 2018

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

**“Administrative Dynamics – The WOW Factor”**

# PROGRAM

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



**Administrative Dynamics : The WOW Factor**  
**24<sup>th</sup> ASA Congress in PNG**



<b>DAY FOUR Thursday 27<sup>th</sup> September 2018</b>	
6:00 – 8:00 am	Hotel Breakfast for Resident Delegates/Participants
8:00 – 8:15 am	Housekeeping
8:15 – 9:15 am	<b>Session 8 : FITNESS &amp; HEALTH</b>
9:15 – 10:15 am	<b>Session 9 : PROPAGATING IN THE ASIA PACIFIC</b>
10:15 – 10:30 am	Summation of Sessions 8 - 9
10:30 – 10:45 am	Morning Break
10:45 – 12:00 noon	<b>ASA PROJECT Presentation and Awarding</b>
12:00 – 1:00 pm	Lunch
1:15 – 3:00 pm	<b>CLOSING CEREMONIES</b>
	Summary of Council Presidents Meeting
	Presentation of Certificates of Attendance & Recognition
	Presentation of Certificates of Appreciation to 24 <sup>th</sup> ASA Congress Organizing Team
	Exchange of Gifts
	<b>Presentation of next 25<sup>th</sup> ASA Congress Host Country Member Association - SLAAPS Handover of ASA Flag &amp; Gavel</b>
3:00 – 3:30 pm	Afternoon Break
3:30 – 5:30 pm	Rehearsals for Closing night Performance
7:00 – 12:00 midnight	<b>Closing Dinner &amp; Performance by ASA Member Associations</b>
	<i>Dress Code: Traditional / Formal Conclusion of Day 4 &amp; 24<sup>th</sup> ASA CONGRESS</i>

<b>DAY FIVE Friday 28<sup>th</sup> September 2018</b>	
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

<b>Pre &amp; Post-Congress Tours / Schedules</b>	
8:00 am onwards	Liaise with Host Country Organizing Association Team for personal arrangements (if any)

<b>Places of Interest</b>					
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 31<sup>st</sup> AUGUST 2018**

**24<sup>th</sup> ASA CONGRESS**

**Administrative Dynamics : The WOW Factor**

Papua New Guinea Association of  
Administrative Professionals

The Association of Secretaries and  
Administrative Professionals in Asia-Pacific

Contact Details :

Section 59, Allotment 9, Agara Engineering Building, Goroa Street, Gordons Industrial Centre,  
P O Box 538, Gordons, Port Moresby, Papua New Guinea  
Telephone : (675) 325 4664, Facsimile : (675) 325 6465 Email : [pngaap@gmail.com](mailto:pngaap@gmail.com)

To our Friends & Colleagues in the Asia Pacific  
**THANK YOU ALL**  
for attending the 24<sup>th</sup> ASA Congress and look forward to your next visit to Papua New Guinea.  
**Have a pleasant and safe journey.**