



Arrangements for the Disciplinary Hearings Workshop

General:

1. The presenters are **Sandy Sagar (Director: Membership & Operations)** and **Nhlamulo Mvelase (Policy Analyst)**, both from ISASA.
2. We prefer a room arranged with tables and chairs in a U-shape orientated to a focal point at the 'front' with a flipchart and table for the facilitators' paperwork. Auditorium style is not suitable as there are group discussions as part of this course.
3. If possible, can you put in a flipchart with plenty of paper and markers of different colours (blue, black and red are ideal). There are group and report-back sessions where it is useful to be able to jot points down.
4. I will send through a SACE register a few days before the workshop, once the delegate list has been finalised. **Please print the register in landscape format and fit it to page, so that the full text appears.** Kindly have only one register in the venue and have all in attendance sign. Kindly then give the original to the presenter to bring back to the office for our files but only once it has been scanned and emailed to me for a back-up copy. The register need only be completed on Day 1.
5. Paper/pens – hopefully all will bring their own so no need to put out unless you have available.

Programme and catering:

6. The programme runs as follows:
Day 1: 09:00 - 16:00
Day 2: 09:00 - 16:00
7. The catering would consist of tea/coffee only on arrival (to be ready 30 minutes before the start time), tea/coffee with a snack (muffins, sandwiches, etc.) at 10:30 and lunch at 13:00 and tea/coffee only in the afternoon. You are able to invoice ISASA for the catering costs incurred up to a maximum of R150.00 per person per day for the catering. Please invoice me at ISASA at amyb@isasa.org after the workshop.
8. I will send through the delegate list two weeks before the workshop for venue setup and catering purposes. Closer to the time, *if* there have been any late additions or cancellations affecting the delegate list, I will resend an updated list.
9. Water and glasses on the tables would be appreciated.

Venue and Parking:

10. I will need to load details onto the *workshop event information* online for delegates to know the following:
 - full physical address of the school
 - the internal venue
 - parking information
 - any directions once on campus

This will help to limit disruption to your school by visiting delegates. Please supply this information *as soon as possible*. I am able to update information, as and when the more specific details, such as internal venue, are confirmed.

11. Please provide a name, cell number and full address for the materials that will be couriered to the school.

Thank you for all you help in organising and hosting this event!