

HERS-SA  
Higher Education Resource Services  
P O Box 124  
West Coast Village  
7433



E-mail: [director@hers-sa.org.za](mailto:director@hers-sa.org.za)  
Telephone: 073 534 5560  
Website: [www.hers-sa.org.za](http://www.hers-sa.org.za)

MAY 2018

## **HERS-SA ACADEMY 2018 – REGISTRATIONS ARE OPEN**

### **THEME: BUILDING RESILIENCE FOR CAREER SUCCESS**

Dear Stakeholder

The Higher Education Resource Services South Africa (HERS-SA) will once again host its annual ACADEMY for women leaders in higher education at the Double Tree by Hilton Hotel, Upper East Side, Woodstock, Cape Town from Sunday, 2<sup>nd</sup> September to Thursday, 6<sup>th</sup> September.

HERS-SA was founded in 2003 to address the critical shortage of women in senior positions in Higher Education, a major area of concern within the sector. The organisation has been providing professional and leadership development opportunities for women in Higher Education in South Africa at its ACADEMY for 15 years, and has had over 1 000 women to date attend this prestigious leadership development programme.

This year **there are only 80 spots available** and institutions are encouraged to select worthy candidates from their university as soon as possible to attend the week-long residential ACADEMY. The HERS-SA ACADEMY offers a unique opportunity to women to shape their own learning according to their development needs by selecting to participate in a range of plenary sessions, development workshops, breakaway activities and attending talks by well-known leaders within the Higher Education sector from our set programme. Our breakfast, lunch and evening dinners offer further informal networking opportunities.

**You are hereby invited to nominate and sponsor women from your institution who are currently employed in or who possess the potential to be employed in senior positions to attend the 2018 HERS-SA ACADEMY.**

This includes women who:

- currently hold a senior management position in a HE institution;
- wish to prepare for a senior management position in a HE institution;
- are keen to develop strategic management skills;
- would benefit from the opportunity to reflect on their own professional development;
- would value the opportunity to meet and network with other senior women employed in HE in Southern Africa and in other international institutions.

Enclosed please find information on the **Application Process and Fees**. The final **2018 Programme** will follow in the next two week as we secure our last few speakers. **In the meantime, you can view our draft programme which is not for circulation.** We would be most appreciative if you could kindly circulate this announcement to relevant line managers and senior women in your institution.

**The closing date for applications is Friday 27 July 2018.**

Registered non-profit organisation  
Registration number: 027-577-NPO  
Vat registration number: 4670236902

**All institutions nominating two or more delegates to attend the 2018 ACADEMY will be afforded use, by request, of HERS-SA social media platforms to post vacancy alerts to the wider HERS-SA network.**

For more information, please connect with our Acting Director, Mrs Lynne Rippenaar-Moses at [director@hers-sa.org.za](mailto:director@hers-sa.org.za). We are happy to assist with all your questions and hope to see quite a few of your institution's women staff members.

Yours in gender transformation

Mrs Lynne Rippenaar-Moses

Acting Director: HERS-SA

## HERS-SA ACADEMY 2018

Sunday, 2 September – Thursday, 6 September 2018

### APPLICATION PROCESS AND FEES

#### FEES

The fee for the 2018 ACADEMY is **R17 900 inclusive of 15% VAT**. The fee **INCLUDES** all ACADEMY costs, materials, refreshments, lunches and official programme dinners. The fee **EXCLUDES** delegate travel and accommodation costs (on a bed & breakfast basis for which delegates are responsible), dinner on Tuesday evening, and daily parking costs at the hotel (i.e. day conference parking @ R30 / overnight guest parking @ R60).

Please contact Mrs Lynne Rippenaar-Moses at [director@hers-sa.org.za](mailto:director@hers-sa.org.za) for reservations or any enquiries. To submit an online application please visit this link. Upon receipt of your online application/e-mail request to reserve places, HERS-SA will contact you to invoice your institution for your fee.

*Kindly note that places for the 2018 ACADEMY are limited so early bookings to secure a place is encouraged.*

**Cancellation:** Please note that should you wish to cancel your application the following refund policy will strictly apply:

- Cancellation received by HERS-SA by 16 July 2018: 90% refund
- Cancellation received by HERS-SA by 01 August 2018: 50% refund
- Cancellation received by HERS-SA after 13 August 2018: no refund

**Institutions that are centrally sponsoring women by only covering the conference fee are strongly advised to communicate this in advance with their faculties and departments before providing HERS-SA with the nominated list of names.** The 2017 ACADEMY saw withdrawals of registered delegates a week before the event took place, as their respective faculty or department could not commit to sponsoring these delegates travel and accommodation costs. This resulted in a loss of the total conference fee which was non-refundable.

#### ACCOMMODATION

As the programme includes evening events, delegates are advised to stay on site. Rooms have been provisionally reserved on a **first-come first served basis** for HERS-SA ACADEMY 2018 delegates until 2 August 2018 at the Double Tree by Hilton, Upper Eastside, Woodstock, Cape Town. **We urge you to contact the hotel as soon as possible before this date to book your room.** Superior Rooms have been **provisionally reserved at a special rate for ACADEMY delegates** at a cost of:

- Single Superior Rooms @ R1515.00 per person per night, including breakfast;
- Twin Superior Rooms @ R1795.00 per room per night, including breakfast.

These rates are also inclusive of VAT and exclude the tourism levy of 1%. **Mention HERS-SA when booking your room to qualify for the discounted rate.**

Check-in is from 14h00 on the day of arrival and check-out time is by 11h00 on day of departure. **Delegates will be responsible for making their own bookings and paying their own hotel accounts. Please note that partners, children and pets cannot be accommodated at the ACADEMY.**

**Double Tree by Hilton, Upper Eastside contact details:**

Email: [asanda.makhofola@hilton.com](mailto:asanda.makhofola@hilton.com) Reservations Tel: 021-404-0570

**Please mention HERS-SA ACADEMY 2018 in any communication with the hotel to receive a discounted accommodation rate that has been secured for you by HERS-SA.**

#### **TRAVEL AND AIRPORT TRANSFERS**

Delegates are responsible for their own travel arrangements to and from the ACADEMY. Please note that the ACADEMY programme closes at 12h00 on Thursday 6 September followed by lunch.