



Indian Association of Secretaries and Administrative Professionals

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February 21, 2018

Dear Members,

24th ASA Congress (24th - 28th September 2018) in Papua New Guinea

The 24th Congress of Secretaries and Administrative Professionals will be hosted by the Papua New Guinea Association of Administrative Professionals (PNGAAP). Mea Lou Isaac, PNGAAP President and current ASA President, announced that the congress will be held from September 24 to 28, 2018. Below are initial details for your information and guidance:

Theme - is in process, taking into consideration sub-topics relevant to the theme, presenters and their availability.

Congress Registration Fee - USD 650.00 per member and USD 950.00 per lady non-member based on twin sharing room. This cost is inclusive of hotel accommodation, daily breakfast, all meals, educational tour, airport-hotel-airport transfers and Congress Sessions.

Duration of Congress - 4 Nights / 5 Days

Venue - Negotiations are ongoing and will be announced shortly

Program/Brochure - This will be forwarded to everyone as soon as details are finalized.

Other relevant information relating to visas, transportation, accommodation, weather, clothing, etc. will be forwarded to all accordingly.

The ASA Organizing Committee is working on the detailed program and we will share this with you as soon as we receive inputs from them.

Attached to this circular is a document giving details of the different options available for the Pre / Post congress tours.

Besides this, the Pune Chapter is organizing some Pre / Post Congress tours and they would like to team up with the Mumbai delegates. You may contact Ms. Jeroo Irani (9920758587) for more details as she would be coordinating from Mumbai. Charges for the Pre / Post Congress will be intimated separately to those interested in the same.

Members who are interested in attending the ASA Congress and / or Pre / Post Congress tours may write to regn.iasap@gmail.com along with your choice of option by 10th March, 2018, and our team will send you the detailed itinerary and flights individually.

Vimala Dsouza
President - All India

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