



ANNUAL CONFERENCE & GENERAL MEETING

10 – 11 June 2024

Ndlovu Lodge Zwavelpoort, Pretoria

We invite all SUCo-SA Member Associations, their Management/Leadership structures and any individual members endorsed for attendance through the member body, to attend the 3 rd. Annual General Meeting of SUCo-SA.

Objective of the Event:

At this event, we will celebrate our successes, and review our strategies. The key conference objectives are to ensure that our common goals are addressed.

Program and Topics:

The finalised program will be circulated, but for planning purposes do note that

- All conference delegates should arrive by latest 9:00 on Monday, and the event will close at around 16:00 on Tuesday.
- On the Monday evening, we will have a Braai, spouses/partners are welcome to join. The cost per person is R 200, and a cash bar will be available.

Discussion topics and workshops for the conference portion include:

- SUCo-SA Structures
 - Constitution
- SUCo-SA Projects and Programmes
 - CITES Committees
 - CITES Youth Project
 - Social Media Campaigns
- Other Projects
- Any discussion proposals or suggestions are welcome.

Composition of General Assembly and Event Attendees

In accordance with the terms of our Constitution the General Assembly shall be composed of:

- The SUCo-SA Executive Committee.
- The duly mandated Representative(s) of each Member Body.

Each member body may have up to three representatives (one vote per member) at each of the General Assembly meetings of the Coalition. Additional observers will be allowed, space permitting.

Please see Chapter 4 of the Constitution for additional information.

Conference Registration fees:

A Conference fee of R 1500 per participant will cover lunches and conference refreshment breaks. Travel arrangements, incidentals, other meals, and drinks are the responsibility of delegates.

Special Meals:

We will select menus with a variety of meats and vegetables. Should you have a specific dietary requirement, please advise with full details, a surcharge may apply.

Accommodation & Airport Shuttle:

Available at Ndlovu Lodge, *or adjacent guesthouses* that can be arranged through Ndlovu Lodge.

- The Room rate at Ndlovu is R 1350 (vat inclusive) per room per night.
- Breakfast can be added @ R 95 per person.
- A shuttle service is available, rates depend on the number of passengers.

NB Not all rooms are suitable for sharing, unless for couples, as there often is a double bed only. Please clearly indicate your requirements when booking.

Accommodation bookings are made directly with the Lodge on 012 809 0432 or 076 531 8233,

reservations@ndlovulodge.com. <http://www.ndlovulodge.com/>

Book early to avoid disappointment!

Sponsorship Opportunities

We will welcome any sponsorship or donation towards the event, specifically:

- Conference Bags
- Lanyards and name badges
- Conference bag goodies
- Items for Lucky Draw
- Sponsorship of specific meals or drinks.

Please contact Susan on 0834178474 if you are interested or able to assist.

Registration Information

Please complete the attached registration form and submit it to Susan on info@suco-sa.org.za.

- We request that each member body registers all their delegates as a group, to be paid on a single invoice.
- SUCo-SA will issue an invoice for payment with bank details and a deposit reference.
- It is the responsibility of the applicant to ensure that registration forms and billing information reach SUCo-SA timeously to meet the deadlines.
 - Do note we are not VAT registered.
 - Bookings and Payment must be received on or before 5 June 2024
- SUCO-SA reserve the right to refuse admission where evidence of full payment or endorsement cannot be shown.
- THERE WILL BE NO REFUND/ CREDIT GIVEN ON CANCELLATIONS OR NON-ATTENDANCE.
- Alternate/replacement delegates are welcome if details are submitted timeously.