



CHARTERED INSTITUTE OF CERTIFIED SECRETARIES & REPORTERS OF NIGERIA

(Founded 1981 Chartered by Act No. 16, 2015)

National Secretariat:

No. 137 Idimu Egbeda Road Elepo Alhaji Bus Stop, Lagos State

P.M.B. 038, SHOMOLU, Lagos Nigeria,

Phone: 08034072979, 08037849729, 08124579111

Website: www.cicsrng.org Email: icsr204@yahoo.com

icsr205@gmail.com, icsrtransictee@yahoo.com, info@cicsrng.org



Our Ref: CICSRN/NSMC/37/11-2024

Date: 26th April, 2024

Re: INVITATION TO ATTEND THE 37TH ANNUAL NATIONAL CONFERENCE/SEMINAR NOVEMBER 12 – 15, 2024 (ABIA STATE 2024).

We humbly request you to sponsor our registered members and other eligible officers of your organization to the above-mentioned conference/seminar. It is a mandatory continuous professional development programme (MCPDP) for Official Verbatim Reporters, Confidential Secretaries, Secretarial Assistant Officers, Data Processors, Executive Officers and other categories of Administrative Officers and Professionals who hold positions of responsibility in Office management and secretarial practice.

The theme and sub-themes of this year's conference are tailor-made to broaden the skills and scope of duties of participants for present and future relevance in their areas of responsibility. The conference is aimed at ensuring that all administrative professionals are developed to acquire relevant ICT (Executive and Artificial intelligence) skills that would enhance managerial effectiveness and inclusive participation in promoting human intelligence and machine learning. It would also facilitate productivity in today's position and enhance competence and responsibility for future opportunities. The following has been chosen and approved by the Governing Board as the topical issues of national and professional interests to be focused upon by the Institute in 2024.

Main theme: "IMPACT OF AI TECHNOLOGY ON THE DUTIES OF REPORTERS, SECRETARIES AND ADMINISTRATIVE PROFESSIONALS".

Sub-Themes:

- i. Integrating Executives and Artificial Intelligence into Administrative Procedures
- ii. Integrating AI into E-Government for Economic Sustainability
- iii. AI trends for Administrative Professionals and Reporters

Conference Registration Fee: *N100,000 for ICSR-Members and N120, 000 for Non-Members payable by e-payment into ICSR-UBA Plc. Acct No. 1000535871 or ICSR-FBN Plc. Acct. No. 2000861708. Credit participation is NOT ALLOWED*

Conference Venue: MURPHY'S MANSION RESORT, War Museum Road, Behind National War Museum, Ebite Amafor, Umuahia, Abia State,

Conference Date: 12 – 15, November 2024.

Our request is for you to kindly forward the nomination of our members' in your Organization as well as pass information to the various Departments in your organization for service-wide nomination and sponsorship of sizeable number of delegates to this year's stimulating Conference/Seminar.

**Samuel O. A. Ozomah, FCSR, MNIM, FIDPM
Registrar/Chief Executive**

Governing Board: **President:** Elder (Mrs). Charity Favour Nwoko, FCSR, MBA,
Founder/Registrar: Samuel O. A Ozomah, FCSR, MNIM, FIDPM, DIL, _____ Obong Louis Ekpah, FCSR,
Engr. H. I Anyanwu, FCSR, FMS, FCPQM, FIIE, FNIE, Mrs. Olufunmilayo .J. Sado, MSc, FCSR. Mr. Joseph C. Chikagwa FCSR, Govt.
Representatives: Mrs. Juliana Muolokwu (NBTE), Mr. Essien Sunday Essien (NUC), Mrs. Annb Chima (FME) (Two Reps. Office of the Head of Civil Service of the Federation)