



AFRICAN SCHOOL OF MANAGEMENT TECHNOLOGY

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ASMT/ICSR/TPD/04-2024

22nd April 2024

INVITATION TO PARTICIPATE IN THE INSTITUTE'S INTERNATIONAL CONFERENCE IN LOME-TOGO, AUGUST 19TH - 23RD, 2024.

We write to formally invite you to attend and participate in the forthcoming International Conference of the African School of Management Technology in collaboration with Chartered Institute of Certified Secretaries & Reporters of Nigeria the organizers of the above mentioned international conference scheduled from 19th – 23rd August, 2024 in Lome Togo.

The main objective is to institutionalize the core values and importance of office information management and technology practiced for Principal/Confidential Secretaries, Verbatim Reporters, Office Managers and other Administrative Professionals. The above mentioned international conference is designed for Professional Secretaries and Administrative Professionals who are members and non-members of the Institute to be sponsored and attend the International conference.

Theme: OFFICE MANAGEMENT STRATEGIC PLANNING AND EFFECTIVE DECISION MAKING PROCESS

Who can attend:

Directors, Senior Secretaries, Official Verbatim Reporters, Office Technologists, Administrative Directors and Office Managers. Professional Secretaries, Directors of Information, Directors of Administration, Confidential Secretaries, Administrative Professionals, Administrative Officers, Senior Executive Officers, Executive Secretaries/Personal Assistants and Private Secretaries in the public and private sectors.

Requirements Participants may need to attend with internet-ready laptop, notepad, iPad, iPod or any handheld device and mobile phone for practical sessions.

Workshop Fee US\$ 800 per person.

Workshop fee covers tea break, lunch, tuition and tutorial materials, practical, group photograph and certificate. Participants are to bear personal cost of lodging and transportation.

Mode of Payment

All payment must be in advance by direct bank deposit into ICSR UBA Plc Dom Acct. 3001467678 in favour of ICSR or FBN Plc. Account 2032837144 in favour of ASMT Cash payment at venue is accepted in Dollar but preference will be given to those who make e-payment in advance.

Conference Venue: Hotel Ecole Avenida, Souzai Netime, Be Pa De Souza, Lome-Togo

Date: August 19th - 23rd, 2024 (Monday – Friday) **Time:** 9am- 3:00pm daily

Call any of these numbers:

The Registrar - +2348034072979

Francis - +2348037849729

For further information, please contact:

Office of the Registrar/CEO

Chartered Institute of Certified Secretaries and Reporters of Nigeria

137, Egbeda Idimu Road Ile-Epo Alhaji Bus stop Egbeda Lagos.

P M B 038 Shomolu-Lagos State

Tel: 08034072979

Register by E-mail to asmtinfo@yahoo.com, icsr204@yahoo.com, icsr205@gmail.com,

A handwritten signature in black ink that reads "Oshili Francis". The signature is written in a cursive style with the first name "Oshili" and the last name "Francis" clearly legible.

Francis O. Oshili, B.Sc, PGDE, MCSR, (ITETO)

Assistant Registrar/CICSRN