

# 3rd IAF Africa FACILITATORS CONFERENCE

## ENQUIRY FORM

Title ..... Initials .....

First Name .....

Surname .....

Job Title .....

Company Name .....

Postal Address .....

Country .....

Code .....

Telephone [.....] .....

Fax [.....] .....

E-mail .....

### I am interested in:

- Attending the conference.**  
*Please send full details when available.*
- Attending the Pre-Conference IAF Certified™ Professional Facilitator Assessment Event.**
- Presenting a paper** and will submit an abstract before 30<sup>th</sup> November 2007.
- Sponsorship opportunities** for suppliers of relevant products and services. *Please send full details when available.*
- Bringing an accompanying person.**
- Advertising in the published conference proceedings.**

### Please fax or post this form to:

The Registrar, Strategic Business Services (Pty) Ltd,  
P O Box 1059, Bellville 7535, South Africa

Tel (021) 914 2888 International code (+27 21)

Fax (021) 914 2890 International code (+27 21)

E-Mail registrar@sbs.co.za

[www.sbs.co.za/iaf2008](http://www.sbs.co.za/iaf2008)

# 3rd IAF Africa FACILITATORS CONFERENCE



## CONFERENCE FEES

| IAF Members             | early bird | normal | late  |
|-------------------------|------------|--------|-------|
| <b>2 day conference</b> | R3420      | R3990  | R4560 |
| <b>1 day conference</b> | R1995      | R2280  | R2565 |

| Non Members             | early bird | normal | late  |
|-------------------------|------------|--------|-------|
| <b>2 day conference</b> | R3990      | R4560  | R5130 |
| <b>1 day conference</b> | R2280      | R2565  | R2850 |

### Optional

**Dinner Tues evening** R200 **Airport transfers (return)** R500

**NOTE** 2 day conference fee includes: VAT, conference, documentation, refreshments, lunches and cocktail party/dinner on Wednesday evening.

1 day conference fee includes: VAT, conference, documentation, refreshments and lunch.

| IAF Certification Fee   | early bird | normal |
|-------------------------|------------|--------|
| <b>IAF Members only</b> | R7500      | R8500  |

| Payment Deadlines     | early bird  | normal      | late             |
|-----------------------|-------------|-------------|------------------|
| <b>Payment due by</b> | 29 Feb 2008 | 30 May 2008 | from 1 June 2008 |

**NOTE:** this applies to conference fees and IAF Certification Fees

## HOTEL ACCOMMODATION ★★★★★

**Misty Hills offers comfortable, modern rooms with breakfast:**

(Prices are per night including breakfast but excluding 1% tourism levy)

| Standard Rooms | R665 single per person per night | R380 double per person per night sharing |
|----------------|----------------------------------|--|
|                |                                  |  |

| DeLuxe Rooms | R945 single per person per night | R575 double per person per night sharing |
|--------------|----------------------------------|--|
|              |                                  |  |

Whilst there is no official accompanying partners programme, there are lots of activities close by including: Game drives in the Rhino and Lion Park • Sterkfontein Caves • Hiking and horse trails • Hot air ballooning

## ABOUT IAF

The **International Association for Facilitators (IAF)** is the premier facilitation organisation to promote, support and advance the art of professional facilitation through methods exchange, professional growth, practical research, collegial networking and support services.

[www.iaf-world.org](http://www.iaf-world.org)

[www.sbs.co.za/iaf2008](http://www.sbs.co.za/iaf2008)

## FIRST ANNOUNCEMENT

# 3rd IAF Africa FACILITATORS CONFERENCE 2008

## the BIG FIVE of facilitation

*Towards the 5 foundational competencies (+1)  
of facilitation excellence in Africa*



## MISTY HILLS

COUNTRY HOTEL, CONFERENCE CENTRE & SPA

Muldersdrift • Gauteng • South Africa

**3rd IAF Africa FACILITATORS CONFERENCE  
23 & 24 July 2008**

**1<sup>st</sup> Africa Facilitator Certification Event  
21 & 22 July 2008**

Presented by  
**The International  
Association of Facilitators**

in association with  
**SBS Conferences**



[www.sbs.co.za/iaf2008](http://www.sbs.co.za/iaf2008)

The International Association of Facilitators (IAF) provides conferences around the world to promote facilitation, cultivate and enhance facilitation skills and provide forums for networking among professional facilitators. IAF conferences are also of value to people wishing to enter the facilitation profession and executives wishing to gain a deeper understanding of facilitation techniques and how best to use them in their own organisations.

The 3<sup>rd</sup> IAF Africa facilitator's conference is aimed at facilitators from all sectors. To coincide with the 1<sup>st</sup> IAF Certified™ Professional Facilitator assessment event to be held in Africa prior to the conference, we will focus and explore on the **Big 5 foundational competencies (plus 1) of facilitation** — namely:

- Create collaborative client relationships
  - Plan appropriate group processes
  - Create and sustain a participatory environment
  - Guide groups to appropriate and useful outcomes
  - Build and maintain professional knowledge
  - Model positive professional attitude (plus 1)
- (See for [www.iaf-world.org](http://www.iaf-world.org) more details on the competencies)

This theme ties in with our African heritage of hosting the best concentration of the **Big 5** wildlife in Africa with session tracks grouped accordingly:

**Lion, Leopard, Elephant, Buffalo, and Rhino, plus... Cheetah!**

Join us as we examine the basic skills, knowledge, and behaviours that facilitators must have in order to be successful facilitating in a wide variety of environments. Our conference guarantees to reflect some of the distinctive characteristics that has made the IAF Global conferences professional and unique such as an opening interactive session, share-a-method session (egalitarian interactive sharing among participants), birds-of-a-feather session (sharing session around a common topic or shared interest), memorable conference celebration that celebrates the progression and development of the profession in Africa, qualified sessions presented by practicing facilitators, conference closing and celebration and finally CPF assessment events.

It is a unique and exciting opportunity to network with fellow facilitators (local, African and International), develop your personal facilitation skills and be part of the overall growth and development of facilitation as a profession.

## WHO SHOULD ATTEND

- Professional full time facilitators at all levels
- Potential new entrants to the facilitation field
- Corporate executives in all disciplines responsible for research, planning and implementation of company strategy and plans
- Local Government councilors and administrators, responsible for planning and implementation of services.
- Union officials responsible for negotiations.

## CALL FOR PAPERS

Proposed papers are invited focussed on the theme and covering the 5 plus 1 foundational facilitator competencies of the IAF, but not limited to these:

### Create Collaborative Client Relationships (Lion)

- Develop working partnerships
- Design and customise applications to meet client needs
- Manage multi-session events effectively

### Plan Appropriate Group Processes (Elephant)

- Select clear methods and processes that foster open participation with respect for client culture, norms and participant diversity, engage the participation of those with varied learning / thinking styles and achieve a high quality product / outcome that meets the client needs
- Prepare time and space to support group process

### Create and Sustain a Participatory Environment (Leopard)

- Demonstrate effective participatory and interpersonal communication skills
- Honour and recognize diversity, ensuring inclusiveness
- Manage group conflict
- Evoke group creativity

### Guide Group to Appropriate and Useful Outcomes (Buffalo)

- Guide the group with clear methods and processes
- Facilitate group self-awareness about its task
- Guide the group to consensus and desired outcomes

### Build and Maintain Professional Knowledge (Rhino)

- Maintain a base of knowledge
- Know a range of facilitation methods
- Maintain professional standing

### Model Positive Professional Attitude (Cheetah)

- Practice self-assessment and self-awareness
- Act with integrity
- Trust group potential and model neutrality

## SUBMISSION PROCEDURE

Proposed papers should consist of a **cover page including a CV** and an **abstract of the paper**. Presentation time will be 60 or 90 minutes of which 10 minutes should be allocated to questions.

The **Cover page** should contain Title of the paper, Proposed topic, Full name and title ( Mr., Ms., Dr., Prof.), Name of your employer / company & Job title, **AND** a brief CV of 50 — 100 words (including details of papers previously presented and where such papers were presented, if applicable.)

The **abstract** should contain brief details of the main areas of the presentation and should be no longer than 300 words, preferably in Microsoft Word format. Please supply **full contact details**: postal address; telephone; fax; e-mail; cell phone and alternative contact.

Please e-mail your CV and abstract to:

The Registrar IAF 2008, SBS Conferences  
P O Box 1059, Bellville 7535, South Africa

Tel: 021-914 2888 Fax: 021-914 2890 International dialing code: (+27 21)

E-mail: registrar@sbs.co.za

## DEADLINE DATES

|                         |                                 |
|-------------------------|---------------------------------|
| <b>30 November 2007</b> | Submission of abstracts         |
| <b>15 December 2007</b> | Notification of selected papers |
| <b>30 May 2008</b>      | Final paper for publishing      |
| <b>30 May 2008</b>      | Copy of visual presentation     |

## SPONSORSHIP

We are open to any types of sponsorship suggestions or proposals: in return we offer complimentary full conference registrations, logo on web site and all promotional material, double-sided A4 page of advertising in the speaker's notes and company banner on stage alongside speaker's podium. **Other more specific items could be sponsored** such as name branding of the celebration dinner, or name branding of daily lunches, or other items such as conference bags – pads – pens – printing of speaker's papers etc.

## VENUE

**IAF Africa 2008** takes place in the serenity of the Muldersdrift countryside at the 4-star Misty Hills Country Hotel, Conference Centre & Spa offering an ideal location for both locals & visitors to South Africa.

This charming venue is set in lavish landscaped gardens displaying an abundance of indigenous plants and birdlife.

