



Brief History:

SAACDHE represents the interests of the organized student counselling and development profession in Southern Africa. The association (established in 1978) was created as a platform for student counsellors of whom many are professional psychologists and social workers from tertiary institutions in Southern Africa, including Botswana, Mozambique, Swaziland, Lesotho and Namibia. It also serves to ensure the highest level of professionalism and international benchmarking in these very important support units in tertiary institutions.

Higher Education institutions are faced with the serious challenge of retention and throughput and the resultant impact on DOE subsidy. Student Counselling staff with their unique roles and competencies provide the necessary extra curricular professional support to ensure that students enjoy a positive and successful tertiary experience from registration to graduation. The core function of Counseling Centres is career and personal counselling, lifeskills training, personal development and preparing students for their successful entry into the world of work.

The 2009 SAACDHE conference will provide a forum where key players will discuss the latest developments in counselling and psychology issues, including inviting insightful key note speakers, exploring relevant case studies and sharing research based as well as other relevant information and skills among its members. The conference also provides hands on learning and the opportunity to network and discuss critical challenges.

Vision of SAACDHE:

SAACDHE strives to be a dynamic and proactive network of counselling and development service providers within higher education in Southern Africa.

Mission of SAACDHE:

Our mission is to provide and protect the interests of counselling and development service providers, and develop and monitor the delivery of counselling and development services, at institutions of higher education in Southern Africa.



SAACDHE

SOUTHERN AFRICAN ASSOCIATION FOR
COUNSELLING AND DEVELOPMENT IN HIGHER EDUCATION

CONFERENCE REGISTRATION FORM

CONTACT DETAILS:			
Surname:	Title:	First Name:	
Professional Registration Number:			
Designation:	Institution:		
Postal Address			
Town/City:	Country:	Zip/Postal Code:	
Business Tel:	Business Fax:		
Mobile Tel:	Home Tel:		
Email:			
CONFERENCE FEES - ZAR (R): (Includes Conference Package and Social Evening Functions)			
Members			
Non-member/Associate and Affiliate Members			
Delegates interested in individual daily attendance please contact the Conference Organisers on			
	or Email:	for rates.	
Conference fees exclude accommodation and shuttle service. Please see			
for accommodation at	and		
SHUTTLE SERVICE			
Please tick (✓) relevant block	YES	NO	
I require transportation from and to	International		
Airport at an additional cost of	return fare.		
If YES , please indicate the following details:			
Date, Time and Flight Number (Arrival)			
Date, Time and Flight Number (Departure)			
CONFERENCE FEES SUB-TOTAL:	R		
SOCIAL EVENTS:			
<i>Please note that a cash bar will be available for the delegates own account.</i>			
DIETARY REQUIREMENTS: Please tick (✓) relevant block		YES	NO
Vegetarian?			
Observing Ramadaan?			
Special dietary requirements (if any):			



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METHOD OF PAYMENT:	
Direct Deposit/Bank draft/Cheque – deposited directly into the following bank account:	
Name of Account:	
Name of Bank:	
Account No.	
Account Type:	
Branch No.	
Reference:	Delegate's Name and Contact Number
Proof of payment to be faxed to	
REGISTRATION CANCELLATION POLICY:	
No cancellations of registration or refund of registration fees will be permitted. Substitutions however can be made at any time. Please advise us of substitutions in writing so we can have the correct name badges at the registration desk.	
LETTER OF INVITATION:	
Please tick (✓) if you require a letter of invitation (for visa purposes only)	
PLEASE RETURN COMPLETED FORM TO:	



CONFERENCE PROGRAMMING

Dear SAACDHE Member

You have been selected to act as **Chairperson** for one or more sessions at the 30th Annual Conference to be hosted in Gaborone, Botswana from 14-17 September 2009. Please refer to the attached **draft programme** for the presentation(s) you have been appointed to chair.

As a Chairperson you will be expected to:

- Introduce the presenter(s)
- Ensure that the presenter stay within the allocated time for the presentation
- Manage the questions and comments following the presentation
- Hand over a small gift as token of appreciation to the presenter(s) after the presentation
- Bring to the delegates' attention that there are individual evaluation forms with the title of each presentation on the top of the form. Request that they fill out the correct category of each presentation.
- Request delegates to forward their evaluation forms to the front of the room where you can collect them, after which, kindly ensure that the evaluation forms are handed to a member of the conference secretariat before you attend the next session on the programme.

Please obtain the following from the conference organizers at the desk when you register:

- Guidelines for chairpersons (*copy attached for your perusal*)
- Short CV(s) of the presenter(s)
- Gift(s) for the presenter(s)

Please inform the Conference Secretariat by no later than _____ if you are unable to act as Chairperson or if you are not willing/able to chair a specific slot.

We look forward to seeing you at the conference.

Kind regards.

Conference Organizing Committee

Date

CHAIRPERSON'S GUIDELINES

Thank you for your willingness to chair one or more of the sessions during the Conference. Feedback from previous conferences suggests that people chairing sessions, would appreciate some guidelines regarding what will be expected of them. Some aspects of the guidelines stated below are invariably prescriptive, but critical for the smooth running of the Conference.

PRIOR TO THE SESSION

- The abbreviated CV of the presenter(s) whom you have to introduce at the start of the session should be collected from the Registration Desk. Some presenters however did not submit their CV's prior to the conference and were requested to hand these in as soon as they arrive at the conference. Should you miss a CV, it is your responsibility to obtain this from the presenter(s) prior to the session that you chair. (*Familiarizing yourself with the content of the CV, will increase your confidence when introducing the presenter*).

DURING THE SESSION

1. Start as soon as the presenter(s) are ready. (*Hopefully this will be at the stated time for the start of the session*). Should the presenter(s) need any assistance (e.g. equipment) you should notify the Registration Desk or Technical Assistant.
2. Welcome the delegates attending the session.
3. Briefly introduce the presenter(s) by using information from the abbreviated CV.
4. ***For the Chair of a PAPER presentation:***
 - 4.1 Allow 25 minutes of presentation time for a paper:
 - Signal the presenter after 20 minutes (using the RED signal "5 minute" card)
 - Signal again 3 minute before closing (using the YELLOW signal "3 minute" card)
 - Should you need, finally signal the PINK "time-up" card(*a set of signal cards should be on the front desk or podium and leave it there after the session for the next session chair to use*)
 - 4.2 Allow 10 minutes for questioning/discussion. Ask delegates to attempt to be brief and "to the point" as possible when speaking from the floor. Attempt to summarize the question where necessary.
 - 4.3 Allow 5 minutes for delegates to evaluate the workshop.

5. ***For the Chair of a WORKSHOP presentation:***

- 5.1 Allow the presenter(s) 85 minutes for the workshop.
- Signal the presenter after 20 minutes (using the RED signal “5 minute” card)
 - Signal again 3 minute before closing (using the YELLOW signal “3 minute” card)
 - Should you need, finally signal the PINK “time-up” card
 - *(a set of signal cards should be on the front desk or podium and leave it there after the session for the next session chair to use)*
- 5.2 Allow 5 minutes for delegates to evaluate the workshop.

Firm time-keeping will ensure that subsequent presenters will not be disadvantaged.

LAST 5 MINUTES AT THE END OF THE SESSION:

- Thank the presenter's
- Request delegates to complete the evaluation form (available in the conference pack)
- Bring to the delegates' attention that there are individual evaluation forms with the title of each presentation on the top of the form. Request that they fill out the correct category of each presentation.
- Request delegates to forward their evaluation forms to the front of the room where you can collect them.
- Please ensure that the evaluation forms are handed in to a member of the conference secretariat before you attend the next session on the programme. Only then your duties as session Chairperson will be over.

Thank you for your assistance with this task.

Conference Organizing Committee



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SOUTHERN AFRICAN ASSOCIATION FOR
COUNSELLING AND DEVELOPMENT IN HIGHER EDUCATION

30th ANNUAL CONFERENCE

SESSION REGISTER

DAY		DATE	
SESSION TOPIC			

NO	FULL NAME	PROFESSIONAL REGISTRATION NUMBER	INSTITUTION	SIGNATURE
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COUNSELLING AND DEVELOPMENT IN HIGHER EDUCATION

30th ANNUAL CONFERENCE

ATTENDANCE REGISTER

DAY	DATE
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NO	FULL NAME	PROFESSIONAL REGISTRATION NUMBER	INSTITUTION	SIGNATURE
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30th ANNUAL CONFERENCE

WORKSHOP BOOKING SHEET

WORKSHOP TITLE					
DATE		TIME		VENUE	

NO	FULL NAME	PROFESSIONAL REGISTRATION NUMBER	INSTITUTION	SIGNATURE
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SOUTHERN AFRICAN ASSOCIATION FOR
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*Theme: Coming Together: A Framework
for Growing Individuals and Building
Nations*

This is to certify that

Professional Registration Number: _____

Conducted a Workshop at the
SAACDHE 30th Annual Conference

hosted by
SAACDHE Botswana Region

on
14-17 September 2009

at the
Gaborone International Convention Centre (GICC)

Harm Stavast
SAACDHE President

17 September 2009



SAACDHE

SOUTHERN AFRICAN ASSOCIATION FOR
COUNSELLING AND DEVELOPMENT IN HIGHER EDUCATION

*Theme: Coming Together: A Framework
for Growing Individuals and Building
Nations*

This is to certify that

Professional Registration Number: _____

Presented a Poster at the
SAACDHE 30th Annual Conference

hosted by
SAACDHE Botswana Region

on
14-17 September 2009

at the
Gaborone International Convention Centre (GICC)

Harm Stavast
SAACDHE President

17 September 2009



SAACDHE

SOUTHERN AFRICAN ASSOCIATION FOR
COUNSELLING AND DEVELOPMENT IN HIGHER EDUCATION

*Theme: Coming Together: A Framework
for Growing Individuals and Building
Nations*

This is to certify that

Professional Registration Number: _____

Presented a paper at the
SAACDHE 30th Annual Conference

hosted by
SAACDHE Botswana Region

on
14-17 September 2009

at the
Gaborone International Convention Centre (GICC)

Harm Stavast
SAACDHE President

17 September 2009



SAACDHE

SOUTHERN AFRICAN ASSOCIATION FOR
COUNSELLING AND DEVELOPMENT IN HIGHER EDUCATION

*Theme: Coming Together: A Framework
for Growing Individuals and Building
Nations*

This is to certify that

Professional Registration Number: _____

attended the
SAACDHE 30th Annual Conference

hosted by
SAACDHE Botswana Region

on
14-17 September 2009

at the
Gaborone International Convention Centre (GICC)

Harm Stavast
SAACDHE President

17 September 2009



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30TH ANNUAL CONFERENCE – 14-17 SEPTEMBER 2009 EVALUATION FORM: WORKSHOP

WORKSHOP NUMBER		TITLE	
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TRAINING WORKSHOP: These are facilitated activity-based group interactions primarily intended to demonstrate process issues and/or impart new skills or insights.

DISCUSSION WORKSHOPS/ These are facilitated discussion groups, the primary intention of which is

FOCUS GROUPS: for participants to share thoughts, ideas and experiences in relation to a specific issue or topic.

INSTRUCTIONS:

- Evaluate the workshop either on the criteria for *Training Workshops* or the criteria for *Discussion Workshops*.
- Please write the **number of this session** (as indicated in the conference programme in the block above).
- Mark a tick (✓) over the rating of your choice.

EVALUATION OF TRAINING WORKSHOP

Relevance to the conference theme	Extremely Relevant			Some Relevance			Little Relevance		
	9	8	7	6	5	4	3	2	1
Appropriateness of Structure and Process	Extremely Effective in Achieving its Goal			Moderately Effective in Achieving its Goal			Limited Effectiveness in Achieving its Goal		
	9	8	7	6	5	4	3	2	1
Originality and innovation of ideas and findings <i>(Extent to which paper broke new ground or expanded your knowledge and understanding)</i>	Extremely Innovative and Original			Innovative and Original			Limited in its innovation and originality		
	9	8	7	6	5	4	3	2	1
Facilitation Skills <i>(Extent to which the Facilitator was Engaging and Effective in Managing the Interactions of the Group)</i>	Extremely Effective			Moderately Effective			Limited in Effectiveness		
	9	8	7	6	5	4	3	2	1



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EVALUATION OF DISCUSSION WORKSHOP

Relevance to the conference theme	Extremely Relevant			Some Relevance			Little Relevance		
	9	8	7	6	5	4	3	2	1
Diversity and Significance of Discussion (<i>Extent to which the discussion involved a meaningful exchange of diverse ideas, perspective, or experiences</i>)	Extremely Diverse and Significant			Moderately Diverse and Significant			Limited in Diversity and Significance		
	9	8	7	6	5	4	3	2	1
Originality and innovation of ideas and findings (<i>Extent to which paper broke new ground or expanded your knowledge and understanding</i>)	Extremely Innovative and Original			Innovative and Original			Limited in its innovation and originality		
	9	8	7	6	5	4	3	2	1
Facilitation Skills (<i>Extent to which the Facilitator was Engaging and Effective in Managing the Interactions of the Group</i>)	Extremely Effective			Moderately Effective			Limited in Effectiveness		
	9	8	7	6	5	4	3	2	1

COMMENTS:

TOTAL:



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30TH ANNUAL CONFERENCE – 14-17 SEPTEMBER 2009
EVALUATION FORM: RESEARCH PAPER
SESSION NUMBER: _____

RESEARCH PAPER:

These are papers which are based on rigorous research, conducted and presented in accordance with recognized academic standards.

INSTRUCTIONS:

- Evaluate this paper either on the criteria for **Research Papers**, or the criteria for **Conceptual Papers**.
- Please write the number of this session (as indicated in the conference programme in the block above).
- Mark a tick (✓) over the rating of your choice.

EVALUATION OF RESEARCH PAPER

Relevance to the conference theme	Extremely Relevant			Some Relevance			Little Relevance		
	9	8	7	6	5	4	3	2	1
Quality of Research/ Research Methodology	Extremely Thorough			Thorough			Limited		
	9	8	7	6	5	4	3	2	1
Originality and innovation of ideas and findings <i>(Extent to which paper broke new ground or expanded your knowledge and understanding)</i>	Extremely Innovative and Original			Innovative and Original			Limited in its innovation and originality		
	9	8	7	6	5	4	3	2	1
Style of presentation and quality of aids	Extremely High Standard			Average Standard			Low Standard		
	9	8	7	6	5	4	3	2	1
Audience participation and response	Enthusiastic Participation and Lively Discussion			Some Participation and Discussion			Little/No Participation and Discussion		
	9	8	7	6	5	4	3	2	1

COMMENTS:

	TOTAL:
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30TH ANNUAL CONFERENCE – 14-17 SEPTEMBER 2009 EVALUATION FORM: POSTER

POSTER NUMBER		TITLE	
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INSTRUCTIONS:

- Evaluate this Poster on the criteria below, **either** as a paper presented as a poster **or** as a conceptual poster.
- Mark a tick (✓) over the rating of your choice.
- Indicate your overall rating for the poster in the appropriate box below.

EVALUATION OF PAPER PRESENTED AS A POSTER

Relevance to the Conference Theme	Very Good	Good	Average	Weak	Very Weak
	5	4	3	2	1
Quality of content and innovation	Very Good	Good	Average	Weak	Very Weak
	5	4	3	2	1
Originality and Innovation of Ideas (Extent to which the paper broke new ground or expanded your knowledge and understanding)	Very Good	Good	Average	Weak	Very Weak
	5	4	3	2	1
Visual Presentation (well organized, creative and visually stimulating)	Very Good	Good	Average	Weak	Very Weak
	5	4	3	2	1
TOTAL					

EVALUATION OF CONCEPTUAL POSTER

Relevance to the Conference Theme	Very Good	Good	Average	Weak	Very Weak
	5	4	3	2	1
Quality of content and innovation	Very Good	Good	Average	Weak	Very Weak
	5	4	3	2	1



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	Very Good	Good	Average	Weak	Very Weak
Originality and Innovation of Ideas (Extent to which the paper broke new ground or expanded your knowledge and understanding)	5	4	3	2	1
Visual Presentation (well organized, creative and visually stimulating)	5	4	3	2	1
TOTAL					

COMMENTS:

	TOTAL:
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30TH ANNUAL CONFERENCE – 14-17 SEPTEMBER 2009
EVALUATION FORM: KEYNOTE ADDRESS
SESSION NUMBER: _____

INSTRUCTIONS:

- Evaluate this keynote address
- Mark a tick (✓) over the rating of your choice.

Relevance to the conference theme	Extremely Relevant			Some Relevance			Little Relevance		
	9	8	7	6	5	4	3	2	1
Quality of Presentation	Extremely Thorough			Thorough			Limited		
	9	8	7	6	5	4	3	2	1
Originality and innovation of ideas and findings	Extremely Innovative and Original			Innovative and Original			Limited in its innovation and originality		
	9	8	7	6	5	4	3	2	1
Style of presentation and quality of aids	Extremely High Standard			Average Standard			Low Standard		
	9	8	7	6	5	4	3	2	1
Audience participation and response	Enthusiastic Participation and Lively Discussion			Some Participation and Discussion			Little/No Participation and Discussion		
	9	8	7	6	5	4	3	2	1

COMMENTS:

	TOTAL:
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SOUTHERN AFRICAN ASSOCIATION FOR
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30th ANNUAL CONFERENCE 14-17 SEPTEMBER 2009

EVALUATION OF CONFERENCE

INTRODUCTION AND INSTRUCTIONS:

- The SAACDHE Management and the Conference Organizing Committees need your valuable feedback on the key components of the 2008 Conference.
- In order to rate and analyze this conference and for improvement on future conferences, please take some time on the final day (Thursday) of the conference to complete this evaluation form. Once completed, please hand in at the registration desk.
- Place a tick (✓) over the rating of your choice.

1. Rate your satisfaction with the **administrative arrangements** prior to the conference.

EXCELLENT	GOOD	ADEQUATE	POOR
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Please provide a reason(s) for your rating and/or make recommendations:

2. Rate your satisfaction with the **administrative arrangements** during the conference.

EXCELLENT	GOOD	ADEQUATE	POOR
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Please provide a reason(s) for your rating and/or make recommendations:

3. What do you think of the structure and presentations of the **papers** presented at the conference?

EXCELLENT	GOOD	ADEQUATE	POOR
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Please provide a reason(s) for your rating and/or make recommendations:



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4. What do you think of the relevance of the **papers** to the conference theme and/or to present and future concerns of Student Counsellors?

EXCELLENT	GOOD	ADEQUATE	POOR
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Please provide a reason(s) for your rating and/or make recommendations:

5. What do you think of the structure and presentations of **workshops** presented at this conference?

EXCELLENT	GOOD	ADEQUATE	POOR
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Please provide a reason(s) for your rating and/or make recommendations:

6. What do you think of the relevance of the **workshops** to the conference theme and/or to present and future concerns of student counselors?

EXCELLENT	GOOD	ADEQUATE	POOR
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Please provide a reason(s) for your rating and/or make recommendations:

7. Rate your satisfaction with the **overall organization** of this conference.

EXCELLENT	GOOD	ADEQUATE	POOR
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Please provide a reason(s) for your rating and/or make recommendations:

8. What is your perception of the evening functions?

EXCELLENT	GOOD	ADEQUATE	POOR
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Please provide a reason(s) for your rating and/or make recommendations:



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9. Any other comments that may be helpful to the conference organizers?
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30TH ANNUAL CONFERENCE – 14-17 SEPTEMBER 2009
EVALUATION FORM: CONCEPTUAL PAPER
SESSION NUMBER: _____

CONCEPTUAL PAPERS: These are papers which, while they may contain data from surveys and other research, are largely conceptual or descriptive in nature and are primarily intended to convey new insights, perspectives and/or experiences.

INSTRUCTIONS:

- Evaluate this paper either on the criteria for *Research Papers*, or the criteria for *Conceptual Papers*.
- Please write the number of this session (as indicated in the conference programme in the block above).
- Mark a tick (✓) over the rating of your choice.

EVALUATION OF CONCEPTUAL PAPER

Relevance to the conference theme	Extremely Relevant			Some Relevance			Little Relevance		
	9	8	7	6	5	4	3	2	1
Quality of Research/ Research Methodology	Extremely Thorough			Thorough			Limited		
	9	8	7	6	5	4	3	2	1
Originality and innovation of ideas and findings <i>(Extent to which paper broke new ground or expanded your knowledge and understanding)</i>	Extremely Innovative and Original			Innovative and Original			Limited in its innovation and originality		
	9	8	7	6	5	4	3	2	1
Style of presentation and quality of aids	Extremely High Standard			Average Standard			Low Standard		
	9	8	7	6	5	4	3	2	1
Audience participation and response	Enthusiastic Participation and Lively Discussion			Some Participation and Discussion			Little/No Participation and Discussion		
	9	8	7	6	5	4	3	2	1

COMMENTS:

	TOTAL:
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