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We would like to ensure your successful participation and have therefore put this document together to provide you with the basic information you may require. However, this document is intended as a guideline only.

Kindly visit [www.cips.org](http://www.cips.org) for more details on:

- Delegate Registration fees
- Exhibition opportunities
- Sponsorship opportunities
- Information on Zambia

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# Game changing

## procurement and supply management

**29 - 30 JULY 2014**  
INTERCONTINENTAL,  
LUSAKA, ZAMBIA

[www.cips.org](http://www.cips.org)

# Explore...

## Discover..

...how a career as a buyer opens up a wealth of opportunities and can take you anywhere in the world

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## Achieve..

...the qualifications you need to reach the highest levels in the profession

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## Benefit..

...from increased access to industry knowledge and professional resources, career support, events and increasing earning power

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[www.cips.org](http://www.cips.org)

# About CIPS...

The Chartered Institute of Purchasing & Supply (CIPS) Africa received formal recognition by South African Qualifications Authority (SAQA), as the professional body for the procurement and supply profession in South Africa.

**A career in procurement and supply can take you all around the world and help you achieve the highest levels within your company. Despite often working behind the scenes, buyers are in an extremely powerful position; procuring services and resources at the right time and at the right price, particularly in today's challenging economic environment, can literally make or break a business. This means that the senior procurement professionals are in extremely high demand.**

CIPS is the world's largest procurement and supply professional organisation. It is the worldwide centre of excellence on purchasing and supply management issues.

CIPS has a global community of over 103,000 in 150 different countries, including senior business people, high-ranking civil servants and leading academics. The activities of purchasing and supply chain professionals have a major impact on the profitability and efficiency of all types of organisation and CIPS offers corporate solutions packages to improve business profitability.

## **Belonging to a professional institute brings long-term career advantages.**

As an influential professional body, CIPS helps all kinds of organisations achieve all-round excellence in procurement and supply management.

We do this by offering a range of products & services to equip you with the knowledge, training, and practical skills you need to derive maximum benefit from your procurement practices.

For more information visit [www.cips.org](http://www.cips.org) or contact us on +27 12 345 6177

# Conference introduction...

It is once again my absolute pleasure to invite you to join us for our CIPS Pan African Conference in Lusaka, Zambia. Building on the success of the Ghana conference in 2013, this unique event promises to be the pre-eminent forum to be held on the continent of Africa.

As part of CIPS's dynamic plan to grow CIPS sub-Saharan African membership to 50 000 members by 2017, much has been done in the past year and therefore this will be a good opportunity to share the latest exciting developments with the procurement and supply management and business community.

Not only has much been achieved in Africa but as an institute, CIPS has developed many new products and services to support business, government and organisations. These new initiatives focus on Complex Capital Projects, Ethical Supply Chains, Return on Investment to name but a few. CIPS has launched a campaign to license the profession and this will be debated at the conference to ensure that the voices of our African colleagues are heard.

As Africa progresses on its journey towards an investment destination of choice, the procurement and supply profession continue to play a pivotal role in the economic development of the continent.

The procurement and supply profession is constantly evolving and the theme of game changing trends influencing the profession include: Top Line contributor, Innovation of the Supply base, Skills and Talent, Technology, Collaboration, SRM and Procurement as an embedded function into business.

All of these essential topics will be covered at the conference by African and international experts during presentations, workshops and panel discussions ensuring that the conference delivers on the promise to take the profession to new heights in Africa and support the needs and aspirations of the region.

I look forward to your participation in this premier event which will allow you all the opportunity to network and showcase your business in a professional setting.

See you in Lusaka!



André Coetzee  
Managing Director, CIPS Africa

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# Who should attend...

- Chief Procurement Officers
- Heads of Supply Chain/Procurement/Sourcing
- Commodity Managers
- Category Managers
- Chief Financial Officers
- Compliance Manager
- General Managers
- Logistics Managers
- Purchasing Managers
- Chief Buyers
- SCM Managers
- Procurement Managers/Directors
- Sourcing Managers
- Contract and Project Managers/Directors
- Operations Managers
- Programme Managers
- Supply Chain Executives
- Strategic Procurement Managers
- Government Officials/departments
- Policy makers
- Academics
- Donor funders
- NGO's
- High commission / Embassy staff
- Procurement Oversight Authorities

## Why should you attend?

- **NETWORK** with over 400 peers and procurement professionals.
- **GAIN** a group discount automatically, if you book 5 delegate places or more.
- **CONNECT** with industry suppliers at our exhibition and find the right business solutions for you.
- **EARN** up to 14 CPD points
- **SELECT** between different industry and business speakers, who will discuss the topics important to you and how they affect your career.
- **LEARN** from the industry pioneers. This is your industry conference, tailored around you and your career development.
- **MEET** leading procurement and supply chain practitioners.

**Victoria Falls is one of the seven natural wonders of the world.**

# Delegate registration fees...

## CIPS Member

- Entrance for both days
- Refreshments & lunch for both conferencing days
- Delegate pack
- Entrance to networking event
- Attendance Certificate

**\$ 380**

## CIPS Non-Member

- Entrance for both days
- Refreshments & lunch for both conferencing days
- Delegate pack
- Entrance to networking event
- Attendance Certificate
- **1 Year FREE CIPS membership**

**\$ 470**

## How to register?

Manual booking form available from the CIPS website. [www.cips.org](http://www.cips.org)  
F +27 86 680 1441 | E [conference@cips.org.za](mailto:conference@cips.org.za)

Online booking facility also available on website

## Contact

**Yolandi Venter**  
Marketing & Events Manager - CIPS Africa  
T +27 12 345 6177 | E [conference@cips.org.za](mailto:conference@cips.org.za)

**Event Co-Ordinator:**  
Chaseways - Destination & Event Management  
Louisa Jooste  
M +27 83 291 0965 | E [info@chaseways.com](mailto:info@chaseways.com)

The CIPS conference packages do not include your accommodation at InterContinental for the duration of the conference. You can book and pay directly with the hotel.

# The venue...

InterContinental Lusaka is a luxurious 4.5 star hotel.



InterContinental Lusaka is the preferred destination for businesspeople as well as those who want a leisurely escape. Embassies and government buildings are just across the street and the main shopping and commercial districts are within a 10-minute drive.

Of interest are the Lusaka Museum, Kabwata Cultural Village and Mundawanga Botanical Gardens.

**Address:** Haile Selassie Avenue | P O Box 32201, Lusaka 32201, Zambia

**T** + 260 211 250000  
**F** + 260 211 256035

## Exhibition Venue

The Exhibition spaces will be situated in the lunch venue to ensure maximum exposure for exhibitors. A draft floor plan of the exhibition venue will be provided on request and the final floor plan will be made available closer to the conference date. Stand allocation will be on a first come-first serve basis.

The Exhibition will be opened to delegates from 08h00 to 17h00.

## Build-up and breakdown

Build-up from 10h00 - 17h00 on 28 July 2014. The exhibition will open to delegates from 08h00 on 29 July 2014.

Breakdown may commence from 08h00, on 31 July 2014.

All exhibition material and equipment must be removed from the premises on this day.

## Security and insurance

Security will be provided by the hotel as part of their standard service, from commencement of build-up to breakdown.

The hotel and the organizers do not take any responsibility for any damage or loss of goods. Exhibitors are therefore encouraged to have their own insurance in place to cover all risks.

**Because of the Victoria Falls' spray, the forest beside it receives "rain" 24 hours a day, seven days a week.**

# Exhibition packages

Package 1	Package 2	Package 3
- 2m x 2m stand structure	- 3m x 2m stand structure	- 1.5m x 1.5m stand structure
- Refreshments & lunch for both conferencing days	- Refreshments & lunch for both conferencing days	- Refreshments & lunch for both conferencing days
- Fascia frame with company name	- Fascia frame with company name	- Fascia frame with company name
- 1 plug point	- 1 plug point	- 1 plug point
- 1 staff badge	- 2 staff badge	- 1 staff badge
<b>\$ 500</b>	<b>\$ 750</b>	<b>\$ 350</b>

## Contact

For more information on the exhibitions please contact:

**Event Co-Ordinator:** Chaseways - Destination & Event Management  
Juliet Jooste  
**M** +27 83 390 7013 | **E** juliet@chaseways.com

**Optional extras for the stands are available from the events company, and will be for your own account.**

# Exhibition

## Why should you participate?

The events previously hosted were each attended by more than 400 decision makers and officers in Purchasing and Supply Chain Management. You will have the opportunity to meet leading supply chain practitioners from a host of African countries including Namibia, Swaziland, Lesotho, Ghana, Nigeria, Tanzania, Kenya, Zimbabwe, Zambia, Malawi etc.

- Sponsors and Exhibitors will gain valuable brand awareness in a specific target market.
- Be part of incredible networking opportunities with a wide range of organizations.
- Listen to stimulating world class international and local speakers' presentations.
- Join interactive Q and A sessions, debates and round table discussions.
- The 2014 events promise to be full of potential, promise and surprise once again!

## Exhibition stand packages

Participants include a targeted and qualified audience and exhibitors will benefit from a successful marketing campaign that generates an ever-growing base of first-time attendees, but also participants who return year after year and all have a desire and intent to network, learn, purchase and implement. Have your product at event location to demonstrate and network personally with attendees.

- The Exhibition spaces will be situated in the lunch venue. The Exhibition will be open to delegates from 08h00 to 17h00.
- All tea and lunch breaks will be in the exhibition area to ensure maximum exposure.
- You may also provide promotional material to be inserted into the delegate packs.

**Zambia's name comes from the Zambezi River. Zambezi is from a local word yambezi "heart of all".**

# Sponsorship

Please remember that this document is intended as a guideline only, so please feel free to contact the event organizer should you wish to discuss a tailor-made package to suit you.

PACKAGE	Platinum +	Platinum	Gold	Silver
<b>COST \$</b>	<b>\$ 30 000</b>	<b>\$ 15 000</b>	<b>\$ 10 000</b>	<b>\$ 5 000</b>
Complimentary delegates	5	3	2	1
Visual branding at conference and logo on conference bags	★			
Logo on printed conference material	★	★		
Acknowledgment in electronic pre-conference literature / mailers	★	★	★	★
Exhibition space	complimentary	complimentary	complimentary	complimentary
One promotional item in delegate packs	★	★	★	★
Logo on break slides throughout conference	★	★	★	
Logo and hyperlink on conference web page	★	★	★	★
Acknowledgement in opening & closing ceremonies	★	★	★	★
Copy of delegate list post-conference	★	★	★	★
Advert in CIPS Africa Upd@te newsletter	A4	A4	A5	A5



# Frequently asked questions...

## **Will I receive a confirmation?**

A confirmation email will be sent to the contact email provided on your booking form.

## **Are there discounts on multiple registrations?**

For groups of 5 or more there are discounted rates available. Please call +27 12 345 6177 for information on discounts available.

## **Will speaker presentations be available at the conference?**

These presentations will not be provided in the delegate packs due to the sheer volume. Most presentations, where a speaker has given permission, will be available on the website after the conference.

## **What should I wear?**

The dress code is business attire.

## **When do I need to pay for the conference?**

All bookings must be paid for before the conference.

## **How can I pay for the conference?**

Once your booking was made you will receive an invoice with banking details for payment. Payment must be made in full before the conference.

## **How many delegates usually attend the conference?**

Approximately 450 delegates, exhibitors and sponsors will attend the conference over the course of the day.

## **Special requests**

Please contact us as soon as possible if you have any special dietary or access needs. Any requests made at the conference may not be able to be catered for.

## **When will I receive my delegate pack and name badge?**

You will receive these at the registration desk on the first day of the conference.

## **What are your cancellation and substitution policies?**

Cancellations are subject to a cancellation fee up to 30 days before the event. If you cancel later than this, the full payment will be forfeited. Substitutions may be made at any time.

## **Is the Conference venue, and the accommodation at the same venue?**

Yes. Conference is at the InterContinental hotel, who has more than enough rooms for attendees. You will be responsible to make your own booking for accommodation directly with the hotel.

The CIPS conference packages do not include your accommodation at InterContinental for the duration of the conference. You can book and pay directly with the hotel.

# Want to see more of Zambia?

Attractions in and around Lusaka:

## A - Munda Wanga Environmental Park and Transfer US \$ 25 pp

Clients can have picnics in the park. The Botanical Gardens house over 1000 species of plants. The Gardens boast of both exotic and endemic plant species.

## B - Kalimba Reptile Park and Transfer US \$ 28 pp

30 minutes' drive from Lusaka. At this Lusaka attraction you'll experience giant Nile crocodiles, a large variety of indigenous snakes, tortoises and other reptiles as well as the rare and shy slender-nosed crocodile.

## C - Kabwata Cultural Village and Transfer US \$ 20 pp

Kabwata Cultural Village is actually home to the 72 woodcarvers, basket weavers and artists who showcase their products here. Any purchase you make, since bought at source, will make a direct contribution to the people's livelihoods. Tigwilizane Restaurant in Kabwata Village is a traditional restaurant serving Zambian delicacies.

### Travel note

When traveling to Zambia you require Yellow fever vaccinations to get back into South Africa which must be done a min of 10 days prior to date of travel and are valid for 10 years. Contact your nearest travel clinic for further information

Prices may vary according to currency fluctuations.  
For other options please contact event co-ordinator.

## Victoria Falls Tours (3 options available)

### A - Protea Hotel Livingstone US \$ 820.00 pps

Hotel is situated 10km from the Victoria Falls on the outskirts of Livingstone.

**FLIGHTS:** Lusaka – Livingstone return on Pro flight-INCLUDES AIRPORT TAXES

**TRANSFERS:** Livingstone airport-Hotel return

**ACCOMMODATION:** 2 Nights Zambezi Sun in a standard room

**INCLUDES:** Breakfast, Sundowner Cruise, Guided Tour of the Falls including transfers

### B - Zambesi Sun Livingstone US \$ 1065.00 pps

**FLIGHTS:** Lusaka – Livingstone return on Pro flight-INCLUDES AIRPORT TAXES

**TRANSFERS:** Livingstone airport-Hotel return

**ACCOMMODATION:** 2 Nights Zambezi Sun in a standard room

**INCLUDES:** Breakfast Daily, Unlimited access to the falls

### C - Royal Livingstone US \$ 1300.00 pps

**FLIGHTS:** Lusaka – Livingstone return on Pro flight-INCLUDES AIRPORT TAXES

**TRANSFERS:** Livingstone airport-Hotel return

**ACCOMMODATION:** 2 Nights Royal Livingstone

**INCLUDES:** Breakfast Daily, Unlimited access to the falls

For bookings please contact Event Co-Ordinator: Chaseways - Destination & Event Management  
Louisa Jooste | M +27 83 291 0965 | E info@chaseways.com

Price quoted is base on a cash (EFT) discounted price.  
For any other means of payment contact us for an updated price.