

CONFERENCE PROGRAMME

17TH

08:30 – 09:30

Opening Keynote

Opening Keynote: The Administrator as the Operational “Control Tower”. Setting the vision of AI-enabled excellence: Ms Danny Venter, IT technician, author of an AI book, AI consultant

This section will focus on repositioning administrators as central coordinators of institutional operations, rather than task-based support staff. It frames the administrator as a “control tower” that provides oversight, alignment, and real-time decision support across workflows, systems, and stakeholders.

Key focus areas include:

- Strategic coordination: Managing and aligning multiple tasks, teams, and digital platforms to ensure seamless operations
- AI-enabled decision-making: Using AI tools to prioritise work, streamline processes, and improve efficiency
- Workflow visibility: Gaining a holistic view of processes to identify bottlenecks and optimise performance
- Brand and communication oversight: Ensuring consistency and quality across all institutional outputs
- Data responsibility: Acting as the first line of defence in compliance, including frameworks like the Protection of Personal Information Act.

09h30 – 11h30

The Magic Studio Masterclass

Rapid Lab 1: The Magic Studio Masterclass

Session lead: Go-Digital teams

This session will focus on using AI tools to turn simple content into high-impact communication.

Led by **Sandile Mahlaba** and **Thandeka Mahlaba**, the Masterclass will show administrators how to:

- Create professional visuals quickly using AI tools like Canva
- Personalise bulk communications for students and staff
- Turn data into clear, engaging visual stories

Overall, the session is about improving productivity and communication impact using AI.

11:30 – 12:00

Break and networking

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12h00 – 13:30

Compliance confidence in the AI Era

This session will focus on using AI safely and responsibly in everyday admin work.

It will cover:

- Basic rules for safe AI use
- Good record-keeping practices
- How to handle data correctly in line with the Protection of Personal Information Act.

13h30-14h30

Lunch

14h30-16h00

The cyber-ready office playbook

This session will focus on simple, practical ways to stay safe online at work, including:

- Spotting phishing emails
- Sharing documents securely
- Building everyday digital hygiene to protect information.

17h30-20h30

EAC Gala dinner

A promotional graphic for the EAC Gala Dinner. The background is a photograph of a elegantly set dining table with white linens, glassware, and lit candles. The text is overlaid on the right side of the image.

Gala Dinner

Rooted in purpose, rising in innovation

Rooted:
Earth tones (brown, ochre, deep green, indigo)

Rising:
Gold, silver, metallics, crisp black/white contrast

Fabrics:
Cotton prints, silk blends, textured weaves

Lots of quizzes to test your knowledge.
Expect getaway prizes.

EAC 2026

CONFERENCE PROGRAMME

18TH

Day 2: Execution, innovation and leadership

Focus: Problem-solving, executive presence, and the Hackathon.

08h30-09h30

Keynote Panel

Keynote Panel: Elevating your influence: The future-ready office professional

This panel will guide a dynamic conversation on how administrators can build influence, grow their personal brand, and unlock career opportunities in a changing workplace.

Discussion focus:

- From visibility to influence: How to position yourself as a valuable and trusted professional
- Personal branding: Building a strong, consistent professional identity (online and offline)
- Career mobility: Moving beyond traditional roles into leadership and strategic positions
- Future-ready skills: What administrators need to stay relevant in an AI-driven environment
- Networking with purpose: Building relationships that support growth and opportunity

09:30 – 11:00

Advanced AI workflow engineering

Rapid Lab 2: Advanced AI workflow engineering

This session will focus on using AI to simplify and automate daily admin tasks, including:

- AI-powered minute-taking
- Smarter inbox management
- Automating meeting scheduling and coordination

Goal: Help administrators save time and work more efficiently using AI tools.

11h00 – 11h30

Break

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11h30-14h30

(Working Lunch)

The EAC Adminovatathon (Signature Experience)

This session will focus on teams working together to solve real administrative challenges.

Participants will:

- Identify a major recurring problem in their work
- Use no-code AI tools to design a simple solution
- Work across departments to build and test ideas

Goal: To help administrators become problem-solvers who design better and smarter ways of working.

14h30-15h30

Break

Solution pitches and EAC recognition awards

This session will focus on teams presenting their solutions and being recognised for their work.

Participants will:

- Pitch their Adminovatathon solutions
- Receive EAC Passport points and digital credentials
- Be recognised through awards

Goal: To showcase ideas and celebrate innovation and achievement.

15h30-16h00

Close-out

Close-out: The 30/60/90-Day Action Plan.

