



## **Post Conference Report**

### **54<sup>th</sup> Annual Conference of the Southern African Lecturers' Association Tuscan Rose, Bloemfontein Wednesday, 30 July to 1 August 2025**

**Date:** 19 September 2025

**Appointment:**

Following a quotation process - Mongoose Communications and Design Pty Ltd was appointed as the conference organiser of SACLA 2025 on 20 August 2024

**Meetings:** 20 Online meetings and one meeting at the UFS were held in the planning and execution of the conference. Minutes were updated and distributed monthly.

#### **1. Venue Selection**

Three venues were considered and quotations obtained for SACLA 2025, based on the same brief:

- Bloemfontein Sun
- Tuscan Rose
- Protea Marriot

Tuscan Rose was considered the most suitable and preferred venue:

- More cost effective
- Attractive, well maintained outdoor and indoor conference and social event spaces
- Ample and free parking
- Décor was included at no additional fee in the venue hire cocktail and conference dinner fees
- Well maintained and cost-effective accommodation
- Excellent track record

Mongoose C&D – revisited the original Tuscan Rose quotation and requested revised daily conference rates based on the historic structure of the SACLA programme – which resulted in an overall reduced rate.



A site visit to Tuscan Rose was conducted in December 2024 to meet management and familiarise us with the venue.

SACLA paid a 10% deposit to secure the venue.

## **2. Conference Structure and Attendance**

### **2.1 Structure and confirmed attendee numbers**

- **Wednesday, 30 July 2025**

HOD Colloquium | **Reserved for 15 People | Attended by 21 People**

SACLA Executive Meeting | Reserved for 10

Cocktail and Photobooth | **Reserved for 40 people**

- **Thursday, 31 July 2025**

Conference Day | **Reserved for 59** (Attendees, including sound and AV teams in two venues

Three-course Conference Dinner with Entertainment | **Reserved for 53 People** (Including 3-man AV Team)

- **Friday, 1 August 2025**

Morning Conference with a packed lunch | **Reserved for 40 people**

### **2.2 Registration**

**Total Registrations:**

- Total number of registrations: 59
- Sponsors: 11
- LOC Members: 6
- Attendees presenting papers: 25 (+1 Absent)
- Cancellations and substitutions: 3
- Non-attendance: 2



### 3. Financial Management and Invoicing

Summary: SACLA 2025 as at 19 September 2025

| Receipts & Payments Summary SACLA2025              |                   |
|----------------------------------------------------|-------------------|
| For the period from 01/08/2024 to 19/09/2025       |                   |
|                                                    | 19/09/2025        |
| <b>Receipts</b>                                    |                   |
| Conference Fees                                    | 123 694,75        |
| Seed Funding SACLA 2025                            | 34 782,61         |
| Sponsorship                                        | 272 005,22        |
| <b>Total — Receipts</b>                            | <b>430 482,58</b> |
| <b>Less: Payments</b>                              |                   |
| Bank charges                                       | 216,84            |
| Production Expenses: Bags, Gifts, and Programmes   | 74 314,83         |
| Production Expenses: Conference Management         | 104 142,35        |
| Production Expenses: Conference Venue              | 112 309,56        |
| Production Expenses: Entertainment and Photography | 5 400,00          |
| Production Expenses: Sound and AV                  | 37 215,00         |
| Production Expenses: Travel and Accommodation      | 3 029,25          |
| VAT Control Account                                | 73,74             |
| <b>Total — Payments</b>                            | <b>336 701,57</b> |
| <b>Net increase (decrease) in cash held</b>        | <b>93 781,01</b>  |
| <b>Cash at the beginning of the period</b>         | <b>221,78</b>     |
| <b>Cash at the end of the period</b>               | <b>94 002,79</b>  |



**3.1 Seed Funding Received:** R 40 000.00 (R 34 782,60 Ex VAT)

### **3.2 Sponsorships**

Once sponsor agreements were formalised, invoices were generated and dispatched in a timely manner. Sponsors were contacted to ascertain who would be representing them at the conference to ensure they were registered as complimentary attendees.

The UFS SACLA team secured a phenomenal amount of sponsorship funding that enabled the team to host an even more memorable conference experience for all attendees.

**Total Conference Sponsorship:** R 312 806.00 (R 272 005,22 Ex VAT)

- UFS CSI - R 50 000.00 Platinum
- BBD – R 50 000.00 Platinum
- Oracle - R 57 500.00 Platinum
- Microzone - R 40 000.00 Gold
- IBM – R 40 986,00 Gold
- SAS – R 34 500.00 Silver
- IITPSA - R 30 000.00 Silver
- Cengage - R 9 820,00

### **3.3 Registration Fees and Social Event Tickets**

**Total Registration Invoices created: 54**

Invoices Paid: 37

Invoices Cancelled: 3

Substituted: 1

Invoices fees waived: 15

**Registration fees invoiced:** R210 000,00

**Registration Fees Waived:** R69 250,00

**Total Paid:** R 140 750.00

**Social event Tickets: 3**

**Event ticket fees Paid:** R 3150.00

#### **Online Registration, Invoice Creation and Receipts**

An online system for attendee registration was configured according to client's conference fee requirements, ensuring that each attendee received an invoice and confirmation of their payment.

The system allowed for payments by credit card as well as by electronic fund transfer. Credit card payment could be made by the registered person directly via the registration system or a payment link was sent to person paying on behalf of the attendee.



The conference registration fees were determined through financial modelling to ensure budget viability. The rate structure was designed to cover all projected expenses. Financial risks, such as lower-than-expected attendance or last-minute cancellations were considered.

**Supplier registration:**

Mongoose C&D registered as a supplier with several local and international institutions and companies to enable payment.

**Supplier Liaison:**

Suppliers were contacted before the event to confirm deliverables and times of arrival.

**Bank Account Management:**

A dedicated bank account was set up for all conference-related transactions. All incoming payments from sponsors and attendees, as well as outgoing payments for services and expenses, were managed and tracked through this account to ensure full financial transparency.

Financial statements were sent to the financial chair before monthly meetings. A complete financial statement is provided with this report – up to 27 August 2025.

**VAT Management:**

Value-Added Tax (VAT) was accurately calculated on all applicable services and goods. All invoices were generated with the correct VAT component, and the necessary VAT payments were made to SARS.

**Attendee Payment Communication:**

Regular communication was held with registered attendees to confirm payment status, address any invoicing queries, and ensure that all outstanding payments were made prior to the event.

**Venue Invoice Reconciliation:**

All billed items on the Tuscan Rose venue invoice were verified, a service fee was added and following the approval of the of the LOC the balance due paid to the venue.

A ticket system was used to manage the consumption of beverages at the social events – which proved very efficient.

#### **4. Onsite support**

- Registration Management: We managed the onsite registration, which included printing and distributing registration tags and bags to attendees. We also assisted with any new registrations or payment issues.
- Speaker Liaison
- Technical and Logistical Support
- Sponsors/Exhibitor Liaison
- Attendee Support
- Venue liaison (Scheduling, catering, social events)



## 5. Post-Conference Reconciliation

### **Financial Reconciliation:**

A full financial reconciliation was performed, comparing all income streams, including seed funding, sponsorships, registration invoices and additional social event tickets and all expenses.

Copies of all invoices created for the projects and invoices received from suppliers have been retained and will be shared with the client.

This reconciliation confirms that the conference was a financially successful and remained within budget.

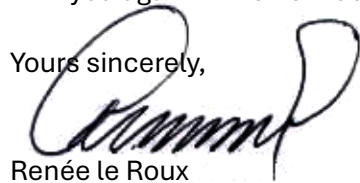
### **Final Invoices and Attendance List:**

All registration invoices were collated and filed for record-keeping. A list of all paid and attending individuals was compiled and provided to all relevant parties.

The registration/invoice list containing attendees' personal details will be saved on the Mongoose C&D back-up server for two years – whereafter it will be deleted. The server is not connected to the internet.

On behalf of Mongoose C&D I would like to extend my sincerest thanks for the opportunity to manage SACLA 2025. We are grateful for your trust in our services. We look forward to working with you again in the not-too-distant future.

Yours sincerely,



Renée le Roux  
Director

Mongoose Communications and Design (Pty) Ltd.

