

ICPSK CALENDAR OF EVENTS, YEAR 2018

	DATE	EVENT	CPD	VENUE	TENTATIVE FEES (Kshs)	
					M	NM
1.	Feb 7	Governance Round Table Breakfast	2	Nairobi	3,000	3,000
2.	Feb 8-9	Sensitization workshop on Business Registration Services	12	Nairobi	20,000	30,000
3.	Feb 16	Workshop on Director's Remuneration Reporting	6	Nairobi	10,000	20,000
4.	Feb 19-23	Governance Auditors Accreditation Course	20	Nairobi	100,000	N/A
5.	Mar 2-3	Capacity Building Programme	12	Nairobi	10,000	N/A
6.	Mar 6-8	Corporate Insolvency Seminar	18	Nairobi	30,000	40,000
7.	Mar 9	CS Practitioners' Seminar	6	Nairobi	10,000	20,000
8.	Mar 12-14	Training of Trainers Course	18	Nanyuki	50,000	60,000
9.	Mar 15-16	Corporate Governance Workshop for Issuers of Securities to the Public	12	Nairobi	40,000	50,000
10.	Mar 27-29	Companies Law Seminar	18	Nairobi	30,000	40,000
11.	APR 11-13	22ND ANNUAL INTERNATIONAL CONFERENCE	18	MOMBASA	45,000	55,000
12.	Apr 16-20	Governance Auditors Accreditation Course	20	Mombasa	100,000	N/A
13.	Apr 23-24	Governance Audit Sensitization Workshop	12	Mombasa	40,000	50,000
14.	May 4-5	Capacity Building Programme	12	Nairobi	10,000	N/A
15.	MAY 11	27^H ANNUAL GENERAL MEETING	4	NAIROBI	NIL	NIL
16.	May 23-25	Public Sector Governance Workshop	18	Naivasha	40,000	50,000
17.	May 31	The Digital Board	6	Thika	10,000	20,000
18.	Jun 6	Governance Round Table Breakfast	2	Nairobi	3,000	3,000
19.	Jun 11	CS Practitioners' Seminar	6	Nairobi	10,000	20,000
20.	Jun 13-15	Seminar on Governance in Family-Owned Enterprises	18	Kitale	50,000	60,000
21.	Jun 20-22	Strategic Board Leadership	18	Bungoma	50,000	60,000
22.	JUN 27-29	INTERNATIONAL GOVERNANCE CONFERENCE	18	MAURITIUS	100,000	120,000
23.	Jul 11-13	Seminar on Management of Meetings	18	Nairobi	30,000	40,000
24.	Jul 18-20	Stakeholders Management Seminar	18	Kisumu	50,000	60,000
25.	Jul 26-27	Corporate Secretarial Toolkit Workshop	12	Nairobi	40,000	50,000
26.	AUG 3	25TH ANNUAL DINNER	4	NAIROBI	5,000	6,000
27.	Aug 8-10	Enterprise Risk Management Seminar	18	Malindi	50,000	60,000
28.	AUG 15-17	REGIONAL CONFERENCE ON LEADERSHIP, GOVERNANCE AND INTEGRITY	18	ZANZIBAR	100,000	110,000
29.	Aug 24	Sustainability and Social Investment Workshop	6	Nairobi	10,000	20,000
30.	Aug 27-31	Governance Auditors Accreditation Course	20	Eldoret	100,000	N/A
31.	Aug 31-Sep 1	Capacity Building Programme	12	Nairobi	10,000	N/A
32.	Sep 5-7	Not-For-Profit Governance Seminar	18	Nyeri	50,000	60,000
33.	Sep 10-12	SACCO Societies Governance Seminar	18	Naivasha	50,000	60,000
34.	Sep 13-14	Governance of Unclaimed Financial Assets	12	Nairobi	30,000	40,000
35.	Sep 20-21	Listed and Multinational Companies Governance Seminar	12	Nairobi	30,000	40,000
36.	Sep 27-28	Educational Institutions Governance Seminar	12	Nairobi	30,000	40,000
37.	Oct 3	Governance Round Table Breakfast	2	Nairobi	3,000	3,000
38.	Oct 10-12	Retirement Benefits and Estate Management Governance Seminar	18	Naivasha	50,000	60,000

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39.	Oct 16	Governance Auditors Refresher Course	6	Nairobi	10,000	20,000
40.	Oct 17-18	Seminar on Share Registration & Dividend Management	12	Machakos	30,000	40,000
41.	Oct 19	CS Graduates and New Members Forum	4	Nairobi	3,000	NIL
42.	Oct 24-26	Board Induction & Evaluation Seminar	18	Kisumu	40,000	50,000
43.	NOV 2	ICPSK COG AWARD GALA NIGHT	4	NAIROBI	5,000	6,000
44.	NOV 7-9	THE INTERNATIONAL GOVERNANCE SUMMIT	18	MOMBASA	50,000	60,000
45.	Nov 13-14	Employee Share Schemes Training	12	Nairobi	20,000	30,000
46.	Nov 15-16	Corporate Secretarial Seminar	12	Nairobi	20,000	30,000
47.	Nov 21-23	Public Private Partnerships	18	Kakamega	40,000	50,000
48.	Nov 29-30	Ethics and Corporate Disclosure Seminar	12	Nairobi	30,000	40,000
49.	Nov 30	Post- COG Award Workshop	2	Nairobi	NIL	NIL
50.	Dec 7	Governance and Compliance Clinic	6	Nairobi	NIL	NIL

KEY

- CPD - Continuous Professional Development
M - Member of the Institute of Certified Public Secretaries of Kenya
NM - Non-Member of the Institute of Certified Public Secretaries of Kenya
TBC - To Be Confirmed

GUIDING NOTES FOR YEAR 2018 ICPSK CALENDAR OF EVENTS:

1. Required Continuous Professional Development (CPD) Credits Hours for each member is average of 30 Hours per annum (20 structured and 10 unstructured). Check CPD Policy for details.
2. No participant shall be allowed to attend any event before full payment of seminar fees.
3. All bookings must be done in writing, on email or online via Institute's website. Telephone bookings will not be accepted. Bookings received after the given cut-off date will attract a penalty of Kshs. 500 while participants attending without booking will pay a penalty of Kshs. 1,000. ICPSK reserves the right to decline any late registration.
4. Separate Communication will be issued with details on Capacity Building Programmes.
5. Fees indicated for Members also applies to students pursuing Certified Secretaries Course.
6. Upon written request, members above 60 and those below 25 years of age are eligible for 50% discount in seminar fees for Institute's events. This is also applicable for current student pursuing Certified Secretaries Course and who are below 25 years of age.
7. The presentations for each event will be available on the Institute's website within 7 days after the event
8. **Any member wishing to facilitate at any of the Institute's events should fill and email 'Events Facilitation Request Form' available on www.icpsk.com to info@icpsk.com (in word format) by latest December 31, 2017.**
9. Any changes to this calendar will be communicated to members via email and/or the Newsletter.
10. This Calendar of Events is to be read alongside the "ICPSK CPD Policy" available on www.icpsk.com

PAYMENT OPTIONS

1. Cheques payable to Institute of Certified Public Secretaries of Kenya.
2. Deposit to A/c No: 1103151045, Kenya Commercial Bank, Capital Hill Branch and email a scanned copy of the deposit slip to the Institute.
3. Mpesa Pay Bill No: 533800. On the 'Account Name' option, members should enter ICPSK membership number while Non-members should enter their names
4. All payments should indicate the event to which they relate as well as the full names of the participants.

FOR MORE DETAILS PLEASE CONTACT-

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