



Bursars' Association of Jamaica

130-132 East Street

P.O. Box 76

Kingston 10

Tel: (876) 383-8071/6202238/66

Email: bursarsassocofja@yahoo.com

Website: www.bursarsja.com

July 22, 2019

The Chairman
c/o The Principal

RE: Caribbean Bursars' Conference

The Bursars' Association of Jamaica will host the 19th Annual Caribbean Bursars' Conference at the Jewel Grande, Montego Bay Resort & Spa, St James, from November 20-23, 2019,

The theme for this year's conference is "Balancing Professionalism with Personality". The sub-themes will examine the following:

- Budget Preparation Monitoring and Evaluation
- Financial Management Skills for the 21st Century
- Implementing an Effective Financial Reporting Strategy
- Gender and Stress
- Effective Management of People, Plant and Projects
- Payroll Principles and Internal Controls

The theme is especially important to us, as we seek to enhance the professional leadership in our educational institutions, thus improving the standards of accountability, efficiency, effectiveness and wellness.

The conference will commence on Wednesday, November 20, 2019 with check-in and registration at 12 o' clock and the Annual General Meeting commencing at 5:00 p.m.

The cost for accommodation, meals and conference materials (**MINIMUM OF 3 NIGHTS STAY**) will be as follows:

MEMBERS

Standard Rooms

President: Mrs. Avis Graham J.P

Secretary: Miss Tanesha Smith

- Single occupancy \$140,000
- Double occupancy (per person) \$90,000
- Triple Occupancy (per person) \$60,000
- Conference Pass - J\$30,000 per person (2 days)

NON MEMBERS

Standard Rooms

- Single occupancy \$150,000
- Double occupancy (per person) \$100,000
- Triple occupancy (per person) \$70,000
- Conference Pass – \$40, 000 per person (2 days)

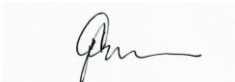
To register for the conference, you are required to complete the attached Registration Form and email along with proof of payment to: bursarsassocofja@yahoo.com . Cheques should be made payable to the Bursars’ Association of Jamaica and lodged to National Commercial Bank (Matilda’s Corner Branch) **Account # 371 003 126.**

Please note that the **deadline for Registration is October 4, 2019.**

Please feel free to contact us via email at bursarsassocofja@yahoo.com or by calling any of the following persons:

- 1.Mrs. Avis Graham, President - BAJ- 876-620-2238/66/383-8071
2. Miss Tanesha Smith, Secretary –BAJ- 876-406-6784

Sincerely,



Avis Graham J.P.
President

President: Mrs. Avis Graham J.P

Secretary: Miss Tanesha Smith

