



CORPORATE SECRETARIES' PROFESSIONAL DEVELOPMENT WORKSHOP

The Corporate Secretaries Professional Development Workshop is a part of a programme designed by the Eastern Caribbean Securities Exchange (ECSE) to enrich corporate secretaries' skills sets in order to enhance their effectiveness in their roles as integral parts of the governance structures within their organisations.

The sessions will have a broad appeal to all company secretaries in the public and private sectors, and will be of particular relevance to public companies, reporting issuers and listed companies. Registration is therefore open to all company/corporate secretaries, assistant company/corporate secretaries and other corporate executives in both the private and public sectors. Individuals aspiring to become and/or interested in becoming company secretaries are also invited to participate.

The details of the course are as follows:

Programme: The course will focus on the tools and practices for effective meetings management and minutes; the relationship of the company secretary with the ECSE; and reporting relationships with the Eastern Caribbean Securities Regulatory Commission.

Duration: 2 days.

Faculty: The lead facilitator is a recognised expert on governance and compliance matters, with international experience as a corporate secretary and legal counsel. Other facilitators will be drawn from the ECSE's and ECSRC's staff.

Venues &

Dates: The workshop will be held at the Ocean Terrace Inn, Fortlands, St Kitts, over the period 27 – 28 March 2019

Fee: A special introductory fee of EC\$2,000 is payable on registration

Registration for the programme may be done by completing and faxing the applicable registration form, for the session you wish to attend, to the ECSE at **(869) 465-3798**, or by completing the on-line registration form, which is accessible at **www.ecseonline.com**, and emailing it to **info@ecseonline.com**. Payment should be made by Bankers Draft, made payable to the **Eastern Caribbean Securities Exchange**, or by wire transfer. Wire transfer payments instructions are provided on the registration form. Drafts and proof of payment by wire transfer must be submitted with the original registration form to the ECSE at **P O Box 94, Bird Rock, Basseterre, St Kitts**.

Early registration is recommended, as places are limited and registrations will be accepted on a first in time basis. Payment must be received by the ECSE to confirm registration.

To facilitate overseas participants requiring accommodation, the host hotel, the Ocean Terrace Inn has offered a rate of US\$157.50 plus 20% taxes, per room per night, inclusive of breakfast, based on single occupancy. To make your reservation, kindly contact the OTI directly by Telephone at 869-465-2754, Fax at 869-465-1057, or email at reservations@oceanterraceinn.com . Please state that you will be attending the Workshop hosted by the ECSE when booking.