

2026

IMICAD

Bi-Annual International CONFERENCES



- **Pretoria - South Africa**

APRIL 27TH - MAY 1ST

- **Dubai - U.A.E**

JUNE 15TH - 19TH

- **Nairobi - Kenya**

SEPTEMBER 21ST - 25TH

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BI-ANNUAL INTERNATIONAL CONFERENCE

for Leaders, Seniors Managers, Auditors, Finance and Procurement Managers and HR Practitioners.

THEME: *“Intelligent Governance: Enhancing Efficiency through Digital Transformation and AI”*

Conference Overview

Governments are facing increasing pressure to deliver high-quality services with limited resources, ensuring transparency, accountability and value for money in public service delivery. The 2026 Bi-annual International conference explores how the integration of Artificial Intelligence and digital tools can revolutionize core functions in Public Finance, Procurement, Auditing and HR performance.

This conference serves as a strategic platform for public sector leaders to navigate the complexities of the 21st-century digital landscape. By moving beyond traditional paper-based systems toward real-time, data-driven oversight, public sector managers can unlock unprecedented levels of transparency, mitigate fraud, and ensure that every taxpayer's cent is utilized with maximum impact. The aim is to bridge the gap between emerging technology and institutional policy, providing Senior Managers in Administration, Human Resource Finance, Procurement and Audit with the actionable frameworks needed to build a resilient, responsive, and future-ready public administration.

Conference Benefits

- *Shift from reactive management to proactive leadership with executive dashboards and predictive analytics.*
- *Consider AI ethics to maintain public trust and safeguard data privacy during digital transformation.*
- *Gain strategies for managing the transition as AI automates routine tasks, allowing your staff to shift to higher-value roles.*
- *Discover how AI can reduce HR recruitment bias and enable fair, merit-based performance management.*
- *Use machine learning to predict revenue and costs more accurately than traditional methods.*
- *Discover how Robotic Process Automation (RPA) can eliminate manual entry in accounts payable, payroll, and reconciliation.*
- *Replace annual audits with real-time digital monitoring to instantly detect anomalies*
- *Investigate ways blockchain and artificial intelligence can safeguard supply chains, streamline contract enforcement, and stop vendors from colluding.*



Conference Sessions

- The vital role of governance and leadership in the era of AI
- Moving from intuition-based decisions to real-time executive dashboards.
- Forecasting, Automation, and Value for Money
- Precision Auditing & Accountability
- Leading Digital Skilling, and promoting Digital Trust
- Building Autonomous Procurement in the Age of AI
- Contract Analytics and Automated Negotiation
- The AI -Enabled HR Function: Where we are and where we are going
- Performance Management in the digital age: Fairness, Feedback and Data
- Responsible AI in Hiring: Bias, Transparency and Legal Risk

WHO SHOULD ATTEND

- *Chief Executive Officers, Managing Directors and Principal Officers*
- *Directors, Commissioners and Heads of Departments*
- *Chief Finance Officers and Senior Finance Managers*
- *Senior Procurement and Supply Chain Managers*
- *HR Directors, Talent Management Leaders and Workforce Planners*
- *Heads of Planning, Strategy and Policy Units*
- *Reform, Change Management and Innovation Officers*
- *Senior Officials in Regulatory and Oversight Bodies*

BI-ANNUAL INTERNATIONAL CONFERENCE

for Secretaries, Administrative Professionals, Records Officers and Personal Assistants

THEME: *“Digital Command: Mastering AI, Innovation, and Cybersecurity in the Modern Office”*

Conference Overview

In an era where Artificial Intelligence (AI) is no longer a future concept but a daily tool, and where cyber threats are increasingly targeting the public sector offices, office administrators have taken on roles far beyond traditional support they are now vital strategic partners. This conference delivers both technical expertise and a forward-thinking mindset to help professionals confidently navigate the new digital landscape.

With organizations depending more on advanced technologies, administrative staff are crucial in driving innovation and protecting sensitive data. By adopting cutting-edge tools and methods, office administrators improve efficiency and play an essential part in strengthening their organization's resilience and growth. The Digital Command 2026 conference prepares participants with the knowledge and skills required to excel in this dynamic environment, giving them the confidence to lead change and advance their teams' success.

Conference Benefits

- *Transition from traditional administrative tasks to high-value AI-augmented roles.*
- *Gain the skills to detect deepfakes, phishing, and social engineering attempts targeting your executives.*
- *Learn to use "Agentic AI" to manage complex scheduling, travel, and research.*
- *Transform your filing systems into secure, AI-powered e-Records hubs.*
- *Use advanced tools like SharePoint to efficiently manage documents and ensure secure, compliant collaboration across your organization.*
- *Gain proficiency in project management and virtual communication to ensure smooth collaboration and successful project outcomes within modern hybrid and remote workplaces.*



Conference Sessions

- The AI-Driven Executive Office
- The Ethics of AI in the Office – Privacy, Bias, and Transparency
- Mastering Digital Records & Information Governance
- Digitization Workflows: Strategies for a Truly Paperless Executive Office
- Cybersecurity: The Administrative Frontline
- Innovation and Strategic Smart Automation
- Leadership, Digital Diplomacy & Future Planning
- Strategic AI Applications for Admins
- AI Based Document Processing and Data Entry
- AI Tools for Office Productivity Enhancement

WHO SHOULD ATTEND

- *Executive and Private Secretaries*
- *Executive and Personal Assistants, Secretaries*
- *Office Managers/Administrators, Executive Coordinators*
- *Receptionists, Front Desk Executives*
- *Administrative Officers, Clerical Staff*
- *Team Coordinators, Department Support Staff*
- *Public Relations Executives, Protocol & Liaison Officers*
- *Administrative Managers & Supervisors*
- *Records Officers, ICT Personnel.*
- *Registry and Document Control Officers*
- *Strategic and Management Assistants, Executive Coordinators.*

BI-ANNUAL INTERNATIONAL CONFERENCE

for Fleet Managers, Transport Officers, and Corporate Drivers

THEME: *“Steering Innovation, Safety, and Sustainability in the Future of Transport”*

Conference Overview

The landscape of transport management is no longer defined by simple logs and manual scheduling; it is now an ecosystem of real-time data, environmental accountability, and high-tech safety protocols. Fleet, transport managers and corporate drivers must evolve into digital navigators capable of harnessing telematics to drive efficiently. This conference is designed to bridge the gap between traditional administrative support and the future of smart logistics. By mastering the integration of IoT sensors, AI-driven analytics, and sustainable practices, participants will transition from being observers of data to being the strategic architects of a safer, greener, and more efficient fleet operation.

Conference Benefits

- *Move beyond simple GPS tracking to analyze complex data sets regarding vehicle health, fuel consumption, and route efficiency.*
- *Showcase emerging technologies and smart mobility solutions that are revolutionizing fleet management and driver performance*
- *Develop and manage administrative systems that support organizational safety goals through driver behavior monitoring and automated incident reporting.*
- *Understand the administrative requirements for Electric Vehicle (EV) fleets, including tracking charging cycles, battery health records, and carbon credit documentation.*
- *Transition from manual logbooks to cloud-based, blockchain-secured document management systems that ensure audit readiness and legal compliance.*
- *Utilize AI agents to automate repetitive tasks such as maintenance scheduling, dispatch coordination, and compliance alerts.*



Conference Sessions

- Future Leadership in Transport Management
- Driving Innovation through Telematics and Big Data for Smarter Fleet Operations
- AI application for Corporate Drivers, fleet and logistics management
- The Safety Command Center
- Smart Mobility Solutions: Integrating Autonomous Systems in Fleet Management
- Sustainability and Green Logistics: Transitioning to Electric & Alternative Fuel Vehicles
- Regulatory Frameworks, Compliance & Records Integrity: Navigating the Changing Landscape
- Preventive Maintenance: Reducing Downtime with Predictive Technologies

WHO SHOULD ATTEND

- *Transport Officers and Fleet Coordinators*
- *Road Safety and Traffic Management Officers*
- *Fleet Managers, Transport and Logistics Managers*
- *Logistics Coordinators and Operations Directors*
- *Vehicle Maintenance and Driver Supervisors*
- *Traffic Police Commanders*
- *Urban Mobility Planners*
- *Corporate Drivers and Executive Chauffeurs*
- *Professional Chauffeurs and VIP Transport Officers*
- *Procurement Officers (In-charge of Vehicle Acquisition and Transport Contracts)*
- *Compliance and Regulatory Officers in Transport*
- *Sustainability and Emissions Control Specialists*



Register Today

Registration for **IMICAD** Bi-Annual International Conferences is open to anyone who is willing to attend. You can register online on our website www.imicad.org or you can send us an email or call the conference coordinator on the numbers at the back.

Conferences Application/ Nomination Form

Name of the Conference	<input type="text"/>
Conference Dates	<input type="text"/>
Conference Venue	<input type="text"/>
Name of Nominee(s)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name of Authorizing Officer	<input type="text"/>
Title	<input type="text"/>
Signature/Official Stamp	<input type="text"/>
Telephone Contact	<input type="text"/>
Email	<input type="text"/>
Sponsoring Organization	<input type="text"/>
Fee Payment Mode:	Cash <input type="checkbox"/> EFT <input type="checkbox"/> T.T <input type="checkbox"/> Cheque <input type="checkbox"/>

NB: This nomination form must be filled and returned to IMICAD at least a week before the conference. You can either send through our emails: info@imicad.org, admin@imicad.org or deliver a hand copy at our Head Office.



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