



# SASA

SOUTH AFRICAN SOCIETY OF ANAESTHESIOLOGISTS

**SOUTH AFRICAN SOCIETY OF ANAESTHESIOLOGISTS**

Association Not for Gain

T: +27 (0) 86 010 3137 (share call) T: +27 (0) 64 908 1489 F +27 (0) 86 242 9804

E: [sasa@sasaweb.com](mailto:sasa@sasaweb.com)

PO Box 22511, Glenashley, 4022 South Africa

[www.sasaweb.com](http://www.sasaweb.com)

VAT Registration Number: 4680223379

## Checklist for Submission of Event Programmes for TDC Approval

### Introduction

The SASA Council has amended its bylaws with regards to the National Congress as well as all events hosted by a SASA entity such as a Branch, Business Unit (BU) or Special Interest Group (SIG). The updates are intended to make explicit the expectations of the SASA Council in delivering such events and to enable SASA's Transformation and Diversity Policy.

Included in these bylaws is a requirement to submit the proposed event programme to SASA, together with the checklist below. The purpose of this submission is threefold:

- To document the efforts and processes followed by the local organising committee (LOC) in putting the programme together. This not only helps others to understand the enormous amount of work required to put such a programme together, but also helps address any queries that may arise about any specific event;
- To indicate where the LOC would like the assistance of the SASA Council in best meeting the expectations outlined in the bylaws; and
- To ensure proper governance, oversight and compliance with SASA policies, for which the SASA Council is accountable to the broader membership.

### Checklist

Branches, BUs and SIGs are expected to submit their panel of speakers to the SASA Secretariat via email (see below). This submission will be reviewed by the Convener of the Transformation and Diversity Committee (TDC) and the Convener of the Education Business Unit (EBU) for approval prior to publication of speaker panels and lists. Approval by the TDC and EBU Conveners will occur within 10 working days of application being received, failing which the review and approval will be finalised by the SASA Exco.

Where diversity does not reach stipulated minimums, the reviewers will require motivation and supporting documentation before approval of the programme is granted. The reviewers may suggest the LOC approach SASA Council for assistance in finding further speakers. Panel applications should be sent via email to the SASA Secretariat [sasa@sasaweb.com](mailto:sasa@sasaweb.com); [gm@sasaweb.com](mailto:gm@sasaweb.com) AND [comms@sasaweb.com](mailto:comms@sasaweb.com) (all three).

**President** | Dr CB Corbett **Vice President** | Prof. S Chetty  
**President (Past)** | Dr L Lasersohn **Chief Executive Officer** | Ms N Zimmelman  
**National Secretary** | Dr GL Davies **National Treasurer** | Dr A de Goede



Please include:

- Title of event;
- Date of event;
- Draft event programme
- Series number i.e., how many events held/planned by the Branch / BU / SIG for the year and where this event falls within that;
- LOC team member names;
- A list of people who were requested to present, the topic requested and the reason they are not available (e.g., a table / list with the headings of Name; Topic; Reason they cannot present). A record of communication should be kept and may be requested from SASA if necessary.

Bylaw Requirement	Requirements Achieved (Y/N)	Percentage Achieved (Numeric or examples to be provided)	Steps taken in achieving requirements (Provide detail on who was approached, responses, adverts, etc.)	Is assistance required from SASA in meeting requirements? If yes, please stipulate.
Professional Congress Organiser (PCO) appointment (Only applicable to Annual Congress but may be of value for other events organisers to consider.)				
Have you considered a rotation of provider?				
Have you made the opportunity transparently available to all possible applicants?				
Have you considered the transformation efforts of the selected PCO?				



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Programme:				
Speaker panel, moderators and chairpersons (excluding international speakers) Were below composition criteria considered?				
Representation from the public and private sectors				
Gender diversity meets or exceeds bylaw target (33% male, 33% female)				
Racial diversity meets or exceeds bylaw targets <ul style="list-style-type: none"> <li>i. African 20%</li> <li>ii. White 10%</li> <li>iii. Indian/ Asian 4%</li> <li>iv. Coloured 6%</li> </ul>				
The geographical spread of speakers. (LOCs are encouraged to consider speakers from the African continent when selecting international speakers.)				
The age range of the speakers, especially opportunities given to further develop young talent.				
With whom did LOC engage to help identify potential speakers (university depts, other Branches/SIGs, private practice groups, etc.)?				



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Topics:				
Was the breadth and variety of the programme considered, unless a topic-specific event is planned?				
Was the inclusion of topics of strategic importance to the profession considered, such as wellness?				
Date:				
Was the date confirmed as not conflicting with another SASA or associated organisation (e.g., PainSA) event?				
Was the date checked against the calendar of religious dates to ensure no conflict?				
Did LOC consider time and day of event, to allow for maximum participation and taking into account work, family, religious and other responsibilities members may have?				
Has the LOC considered rotating the day and time, especially in relation to previous and future events, to enable greater participation?				



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Did LOC consider making event content available outside of event to promote access to those unable to attend?				
<b>Promotion of Event:</b>				
Did LOC advertise this event through the SASA newsletter?				
Did LOC send posters of event to universities, other Branches/SIGs/Business Units?				
Did LOC submit a poster to SASA that can be used to advertise the event at other events on the SASA calendar?				
Is event branded and does it identify itself as a SASA Branch/SIG/Business Unit event?				
<b>Platform/Venue being used:</b>				
For a fully face-to-face event, did LOC consider using a virtual platform to enable greater access?				
Was consideration given to specific preferences or needs caused by disability, such as eyesight / visual needs, physical access needs, broad pronoun selection options and dietary requirements?				



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### At the event itself

The SASA Council further encourages LOCs to consider access, transformation in the running of the event itself. This includes:

- Registration – consideration given to access, terminology, pronoun usage, etc. through the registration process;
- Delegate engagement – that every effort be made to encourage broad and diverse engagement, including not permitting dialogues and inviting participation from younger delegates. LOCs are encouraged to create anonymous engagement opportunities;
- Adherence to the SASA Social Media and On-line Events Code of Conduct – the LOC should be aware of this Code of Conduct ([click here](#)) and ensure adherence thereto.
- Feedback – while this is a requirement for CPD certified events, SASA strongly encourages all events to ensure that feedback is sought and that the mechanisms for delegates and sponsors to provide this feedback is administratively easy, diverse and accessible.