

2023 AAA CONFERENCE REGISTRATION FORM

Conference particulars:

Date: Thursday - Friday, 18-19 May 2023

Venue: Emperors Palace Convention Centre, at OR Tambo International Airport in Ekurhuleni, Gauteng

CLOSING DATE FOR REGISTRATIONS: **Wednesday, 10 May 2023**

Registration detail of delegate

Title: Dr/Mr/Ms	First name (On name tag)	Surname	
Position			
Institution			
	Tel no. (w):	Cell no:	
	E-mail:		
Special dietary requirements (only mark if any):			
<input type="checkbox"/> <u>strictly halaal</u> [Note: A surcharge of R650.00 will apply as such meals need to be ordered from certified halaal suppliers]			
<input type="checkbox"/> <u>no pork or beef (not strictly halaal)</u> <input type="checkbox"/> <u>vegetarian</u> <input type="checkbox"/> <u>vegan</u>			

Terms and conditions of registration:

1. I hereby request AAA to register me for the 2023 conference as follows:

Registration for Thursday and Friday, 18-19 May 2023 : Fee: R 4 300.00 (Not registered for VAT)	
Attending the Thursday evening dinner function (included in the conference fees)	Y(es) or N(o)

2. The personal details supplied above are the correct details of the delegate that will be attending the conference. If another person is to attend as a substitute, the AAA Administration must be informed accordingly **in writing by e-mail** at least 5 working days before the conference.
3. **Billing of conference fees.** Please indicate the method of payment below, as **delegates will not be allowed to attend the conference if payment is not arranged or received before the time.**

AAA to issue an invoice to my institution for the applicable conference fee	Purchase order no:
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OR

EFT to Association for Academic Administrators NPC. Please e-mail proof of payment to the AAA's GM: Peet du Plessis <stephandup1956@gmail.com> Bank: FNB Business Acc. No: 62842733794 Branch code: 250655	Amount: R
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4. If this registration is **cancelled** in writing or by e-mail, **within less than 5 working days (after 17:00 on Wed. 10 May) and before 2 working days (12:00 on Mon. 15 May)** of the conference commencement date, **50% of the full registration fee** will be payable to AAA. Telephonic cancellations will not be accepted.
5. Please note that if a registered delegate does not attend the conference **without written notice of cancellation** of this registration as specified in point 4 above, s/he will be liable for **the full registration fee**. This also applies if a cancellation is received **within less than 2 days (after 12:00 on Mon. 15 May)** before the conference commencement date.
6. The conference fee includes tea and coffee, lunches, and the dinner function on Thursday evening. Travelling costs to the conference venue and any overnight accommodation as well as dinner on the Wed. evening is for the delegate's account.

Delegate signature:	Date:	
Authorized by (name): (If applicable)	Signature:	Date:

Submission details: **Please e-mail this registration form** to the AAA's General Manager, Mr Peet du Plessis at stephandup1956@gmail.com **before the closing date of 10 May 2023.**

Please note that all registrations received will be acknowledged by email within 2 days after it was emailed to the above-mentioned email address.