



2026 AAA CONFERENCE REGISTRATION FORM

Conference particulars:

Date: Wednesday, Thursday & Friday, 13-15 May 2026
Venue: The Boardwalk Convention Centre, Gqeberha (PE), Eastern Cape
CLOSING DATE FOR REGISTRATIONS: **Monday, 4 May 2026**

Registration detail of delegate:

| | | |
|---|-----------------------------|----------|
| Title: Dr/Mr/Ms | First name (On name tag) | Surname |
| Position | | |
| Institution | Campus (if appl.) | |
| | Tel no. (w): | Cell no: |
| | E-mail: | |
| Declaration: In terms of the POPI Act, you hereby confirm that by submitting this information to the AAA, irrespective as to how such information is submitted, you consent to the collection, collation, processing, and storing of such information and the use and disclosure of such information for the sole purpose of pre-registration as a delegate for this conference. This information will not be shared by the AAA NPC with any third party without your expressed consent. | | |
| Special dietary requirements (only mark if any): <input type="checkbox"/> <u>strictly halaal</u> [Note: A surcharge of R750.00 + VAT 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 2026 conference as follows:

| | |
|---|----------------------|
| Registration for Wed., Thu., and Fri., 13-15 May 2026: Fee: R 4 800.00 plus VAT @ 15% = R5 520.00 | |
| Attending the Wednesday evening (13 May) welcoming and teambuilding function (included in the conference fees) | Y(es) or N(o) |
| Attending the Thursday evening (14 May) gala 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 7 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, or an official purchase order, is not received before the conference.**

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

OR

| | |
|--|-----------|
| EFT to Association for Academic Administrators NPC. Please e-mail proof of payment to the AAA's GM at: peet.duplessis@assocacadadmin.co.za Bank: FNB Business Acc. No: 62842733794 Branch code: 250655 | Amount: R |
|--|-----------|

4. If this registration is **cancelled** in writing or by e-mail, **within less than 5 working days (after 17:00 on Tue. 5 May) and before 2 working days (12:00 on Fri. 8 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 Fri. 8 May)** before the conference commencement date.
6. The conference fee includes tea and coffee, lunches, and the dinner functions on Wednesday and Thursday evenings. Travelling costs to the conference venue and any overnight accommodation are 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 peet.duplessis@assocacadadmin.co.za before the closing date of 4 May 2026. | |

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