

2024 AAA CONFERENCE REGISTRATION FORM

Conference particulars:

Date: Thursday - Friday, 16-17 May 2024

Venue: The Boardwalk Convention Centre, Gqeberha (PE), Eastern Cape

CLOSING DATE FOR REGISTRATIONS: **Wednesday, 08 May 2024**

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):

☐ strictly halaal [Note: A surcharge of R700.00 + VAT will apply as such meals need to be ordered from certified halaal suppliers]
☐ no pork or beef (not strictly halaal)
☐ vegetarian
☐ vegan

Terms and conditions of registration:

1. I hereby request AAA to register me for the 2024 conference as follows:

Registration for Thursday and Friday, 16-17 May 2024 : Fee: R 4 300.00 plus VAT @ 15% = R4 945.00
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 at: peet.duplessis@assocacadadmin.co.za 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. 08 May) and before 2 working days (12:00 on Mon. 13 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. 13 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 peet.duplessis@assocacadadmin.co.za before the closing date of **08 May 2024**.

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