



2020 AAA CONFERENCE REGISTRATION FORM

Conference particulars:

Date: Thursday - Friday, 14 - 15 May 2020

Venue: The East London International Convention Centre, East London, Eastern Cape

CLOSING DATE FOR REGISTRATIONS: **Tuesday, 05 May 2020**

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 **R600.00** will apply as such meals need to be ordered from certified halaal suppliers]
☐ no pork or beef (not strictly halaal) ☐ vegetarian

Terms and conditions of registration:

1. I hereby request Adapt IT to register me for the AAA conference as follows: **Mark Y(es) or N(o)**

Registration for Thursday and Friday, 14 & 15 May 2020 : Fee: R 4 600.00 (Excl. VAT of R 690.00)	
Attending the Thursday evening gala dinner (included in the conference fees)	

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, Adapt IT 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.**

Adapt IT to issue a VAT invoice to my institution for the applicable conference fee	Purchase order no:
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OR

A cheque payment will be submitted to Adapt IT on or before 14 May 2020	Amount: R
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OR

EFT to Adapt IT. Please e-mail proof of payment to Talent.Zulu@adaptit.com Bank: ABSA Acc. No: 610411274 Branch code: 632005	Amount: R
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4. If this registration is cancelled in writing or by e-mail, **within less than 5 working days and before 2 working days** of the conference commencement date, **50% of the full registration fee** will be payable to Adapt IT T & D. Telephonic cancellations are not acceptable.
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, he/she will be liable for **the full registration fee.**
6. The conference fee includes tea and coffee, lunches and the gala dinner on Thursday evening. Transport to the conference venue and any overnight accommodation 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 peet.duplessis@adaptit.com before the closing date of: **05 May 2020**

For office use only:

Cost Centre & Account code:	4512:100014
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