

RAEI 2023 WORKSHOP REGISTRATION FORM

Workshop particulars:

Date: Thursday - Friday, 5 & 6 October 2023
Venue: East London International Convention Centre, East London
CLOSING DATE FOR REGISTRATIONS: **Wednesday, 27 September 2023**

Registration detail of delegate

Title: Dr/Mr/Ms	First name (On name tag)	Surname	
Position			
Institution			
Institution address			
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 R600.00 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, the undersigned, hereby request to be registered for the RAEI workshop as follows:	Mark Y(es) or N(o)
Registration for Thursday and Friday, 5 & 6 October 2023: R 4 500.00 (No VAT applies))	
Attending the Thursday evening dinner (included in the registration fees)	

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

On receipt of a Purchase Order from my institution, please issue a VAT invoice to my institution for the applicable workshop fees	Order no:
---	-----------

OR

Direct deposit / EFT to: PS du Plessis t/a Best Practice Forums and Events. Bank: Capitec; Savings Account; Account no: 1968022382. Branch code: 470010. Kindly e-mail proof of payment with invoice number as reference to stephandup1956@gmail.com	Amount: R
---	-----------

4. If this registration is cancelled in writing or by e-mail, **within less than 5 working days (after 17:00 on Wed. 27 Sep.) and before 2 working days (12:00 on Mon. 2 Oct.)** of the workshop commencement date, **50% of the full registration fee** will be payable to Best Practice Forums & Events. Telephonic cancellations are not acceptable.
5. Please note that if a registered delegate does not attend the workshop **without written notice of cancellation** of this registration as specified in point 4 above, he/she 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. 2 Oct.)** before the conference commencement date.
6. The workshop fee includes tea and coffee, lunches, and the dinner function on Thursday evening. Transport to the venue and any overnight accommodation is for the delegate's account.

Administered by:

Peet du Plessis – Sole Proprietorship
t/a Best Practice Forums & Events
180 Walnut str. Moreleta Park, Pretoria, 0181
T: +27 (0)82 651 6364 Email: stephandup1956@gmail.com Web: www.raei.co.za

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

Submission details: Please e-mail this registration form to stephandup1956@gmail.com before the closing date of 27 September 2023
--