

RAEI

2025 WORKSHOP REGISTRATION FORM

Workshop particulars:

Date: Thursday - Friday, 9 & 10 October 2025
Venue: The Ocean Breeze Hotel and Conference Centre
CLOSING DATE FOR REGISTRATIONS: **Wednesday, 01 October 2025**

Registration detail of delegate

Title: Dr/Mr/Ms	First name (On name tag)	Surname	
Position			
Institution		Campus (if applicable)	
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 R750.00 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>			
Please note that the above personal information will only be used for the registration for the workshop and for communications to registered delegates on all workshop matters.			

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, 9 & 10 October 2025: R 4 650.00 (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 an invoice to my institution for the applicable workshop fees	Purchase Order no:
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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
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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. 01 Oct.) and before 2 working days (12:00 on Mon. 06 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 pre-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. 6 Oct.)** before the conference commencement date, and **it also applies to a pre-registered delegate that does not pitch (no show)** for the workshop without written notice as specified herewith.
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.

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

Submission details: Please e-mail this registration form to stephandup1956@gmail.com or to info@raei.co.za before the closing date of: **01 October 2025**