



RAEI

2026 WORKSHOP REGISTRATION FORM

Workshop particulars:

Date: Thursday - Friday, 8 & 9 October 2026

Venue: Glenburn Lodge, Muldersdrift, Gauteng

CLOSING DATE FOR REGISTRATIONS: **Tuesday, 22 September 2026**

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): ☐ <u>strictly halaal</u> [Note: A surcharge of R850.00 will apply as such meals need to be ordered from certified halaal suppliers] ☐ <u>no pork or beef (not strictly halaal)</u> ☐ <u>vegetarian</u> ☐ <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, 8 & 9 October 2026: R 4 850.00 (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 info@raei.co.za	Amount: R
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Administered by:

Peet du Plessis – Sole Proprietorship

t/a Best Practice Forums & Events

Moreleta Park, Pretoria, 0181

T: +27 (0)82 651 6364 Email: info@raei.co.za Website: www.raei.co.za

If this registration is cancelled in writing or by e-mail, **within less than 8 working days (after 17:00 on. Monday 28 September) and before 2 working days (12:00 on Monday 05 October)** 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 Monday 5 October)** 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 info@raei.co.za before the closing date of: 22 September 2026
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