

2026 RAEI WORKSHOP & 19TH AGM



8 & 9 OCTOBER 2026



**GLENBURN LODGE & SPA,
MULDERSDRIFT, GAUTENG**

WORKSHOP ARRANGEMENTS



VENUE:

Glenburn Lodge & Spa, Muldersdrift, Gauteng

[The venue is +/- 10 minutes' drive from the Lanseria Airport. Directions will be supplied to delegates two weeks prior to the workshop]

You can check it out on:

<https://guvonhotels.co.za/glenburn-lodge-spa/>



REGISTRATION FEE:

> Workshop attendance on Thursday & Friday,
8 & 9 October 2026

R 4 850.00 per delegate

(No VAT applies as Best Practice Forums and Events is not a registered VAT Vendor)

The workshop fee includes refreshments, lunches, and the dinner function on Thursday evening, **but excludes the cost of travelling, overnight accommodation, dinner on Wednesday evening** and breakfasts.



NOTE: The workshop registration fee includes the R150.00 membership contribution to the RAEI Fund.



PAYMENT: All delegates' institutions will be invoiced on receipt of the completed registration form, and the amount is **payable on or before 8 October 2026**.

The registration fees can be paid electronically by EFT directly into the account of:

Account name:	PS du Plessis (t/a Best Practice Forums and Events)
Bank:	Capitec
Account type:	Savings account
Account number:	1968022382
Branch code:	470010

The workshop fee is payable directly to Peet du Plessis – Sole Proprietorship t/a Best Practice Forums and Events.

REGISTER NOW!

- ✓ The registration form is distributed herewith.
- ✓ The closing date for registration is **Tuesday, 22 September 2026**.
- ✓ Registration forms to be emailed to Peet du Plessis at info@raei.co.za



Scan the QR code
or visit
www.raei.co.za
to view more.



AMPORTANT: Delegates must please ensure that they receive acknowledgement of receipt by e-mail after submission.

ADMINISTERED BY:
Peet du Plessis – Sole Proprietorship
t/a Best Practice Forums & Events



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Email: stephandup1956@gmail.com



Web: www.raei.co.za



The premier
forum for Payroll,
Remuneration;
Benefits and HR
professionals in
Higher Education.

REMUNERATION AND PAYROLL MANAGEMENT @ EDUCATIONAL INSTITUTIONS

– An Interactive Best Practice Workshop

The Remuneration Association for Educational Institutions (RAEI) will once again host its annual workshop on best practices in payroll administration, remuneration, and human resources management for educational institutions on **Thursday, 8 October and Friday, 9 October 2026**.

The event will also incorporate the **19th Annual General Meeting (AGM)** of RAEI and will be held at **Glenburn Lodge & Spa, Muldersdrift, Gauteng**.

The annual RAEI Workshop is organised and sponsored by **Peet du Plessis Sole Proprietorship, trading as Best Practice Forums and Events**.



OVERNIGHT ACCOMMODATION

Delegates who need overnight accommodation must please do their own reservations. The account of the accommodation is not included in the workshop registration fee and must be settled by delegates directly with their place of accommodation.



GLENBURN LODGE & SPA

The hotel is situated at R374, Kromdraai Road, Muldersdrift, near Lanseria Airport. The hotel has ample rooms available, but it is important that you book your accommodation in time to ensure that you get a room. The Hotel has reserved a block booking for RAEI delegates but will start releasing rooms held as from the end of August.



To book accommodation please contact +27 11 668 1600 or e-mail at reservations@glenburn.co.za.



One can also book online on their website
<https://guvonhotels.co.za/glenburn-lodge-spa/>

It is important that you indicate that you are attending the RAEI Workshop to qualify for the special negotiated rates as indicate below.

SPECIAL RATES: HOTEL/CHALET ROOMS

- **Single accommodation:** R1 615.00 depending on room type (Per person - Bed & breakfast)
- **Sharing accommodation in double room:** From R1 005.00 (Per person - Bed & breakfast)

[These rates include 15% VAT, but exclude the tourism levy of 1%]



IMPORTANT: Please note that if you are arriving on the preceding Wednesday, 7 Oct. that you book with dinner included, i.e. dinner, bed and breakfast which then will incur an extra added charge for a buffet dinner in their restaurant at R365.00 per person inclusive of one soft drink. It is not required for the Thursday evening, 8 Oct. as then it is the gala dinner function, and this is included in the workshop registration fee.



ALTERNATIVE ACCOMMODATION:

Note: There are various other accommodation options available in the vicinity, but not within walkable distance. If the hotel gets fully booked, please contact the RAEI office for information on alternative accommodation.



SHUTTLE SERVICE FROM LANSERIA AIRPORT:

Glenburn Lodge recommends shuttle service providers from and to Lanseria Airport. A list of providers will be distributed to delegates. It will probably be cheaper to use this service than to rent a car.

