

PLANNING AFRICA 2010 DELEGATE REGISTRATION FORM

13 – 15 September 2010, International Convention Centre, Durban, South Africa

Please complete & send to: E-mail: sapi@precisionconferences.co.za

Fax: + 27 (0) 86 672 7484

Conference Secretariat Tel: + 27 (0) 86 010 9962

1. DELEGATES DETAILS										
Type	Delegate	<input type="checkbox"/>	Plenary Speaker	<input type="checkbox"/>	Parallel Session Presenter Or Chair	<input type="checkbox"/>	Organising Committee	<input type="checkbox"/>	Tick in the applicable box	
Salutation	Prof	<input type="checkbox"/>	Dr	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>
									Other	<input type="checkbox"/>
Surname:		(Family name)				First Name:		(Name to appear on badge)		
Organisation/Company/Institution:										
Full Postal Address:										
City:										
Postal Code:			Country:							
Telephone:	Code	()	Number	Fax:			Code	()	Number	
E-Mail:										

2. REGISTRATION FEES			
Includes:			
<ul style="list-style-type: none"> • Entrance to the conference, teas, lunches and exhibition for the 3 days of the conference • One (1) Welcome Cocktail Function ticket and one (1) Conference Dinner ticket • Complimentary single entry/exit parking tickets at the ICC for the 3 days of the conference • Delegate pack, including conference bag, conference programme, CD of conference proceedings 			
Description			Early Bird Fee If paid by 30 July 2010
SAPI (South African Planning Institute) Member	Membership number		ZAR 3 500.00
Non-Member			ZAR 3 800.00
Parallel Session Presenters and Chairs – Registration & payment deadline 15 July 2010			ZAR 3 500.00
Registration Fees Total			

NOTE : The Early Bird Fee payment deadline date stated above is strictly the date by which money should be reflected in our bank account and proof of payment must accompany your registration form. You will be confirmed as a delegate on receipt of your completed form AND your payment. The delegate registration form and payment of fees must be in our receipt before Friday, 3 September 2010.

SAPI IS A VOLUNTARY ORGANISATION AND IS VAT EXEMPT.

3. SOCIAL EVENTS				
<ul style="list-style-type: none"> ▪ One (1) Welcome Cocktail Function ticket is included in the delegate registration fee ▪ One (1) Conference Dinner ticket is included in the delegate registration fee ▪ Costs below are applicable to accompanying persons and guests ▪ All functions will have limited complimentary bar after which a cash bar will be available 				
Should you wish to bring a spouse or accompanying person, who is NOT a registered delegate but would like to attend the social events, please indicate their details as follows :				
Title	Prof	<input type="checkbox"/>	Dr	<input type="checkbox"/>
	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>
	Ms	<input type="checkbox"/>	Miss	<input type="checkbox"/>
	Other	<input type="checkbox"/>		
Surname:		(Family name)		First Name:
				(Name to appear on badge)
Event	Date	No of persons	Price per person	Total
Cocktail Reception additional ticket	13/09/2010		ZAR R310.00	
Conference Dinner additional ticket	14/09/2010		ZAR R350.00	
Social Events Total				

4. DIETARY REQUIREMENTS / SPECIAL REQUESTS	
<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Kosher
<input type="checkbox"/> Disability access – my requirements are:	<input type="checkbox"/> Halaal
<input type="checkbox"/> Special Requests	<input type="checkbox"/> Other

5. PARALLEL SESSION THEMES	
Please indicate below in order of interest (i.e. 1 st , 2 nd , 3 rd) the areas of planning that you have a special interest in.	
<input type="checkbox"/>	Economic Crisis
<input type="checkbox"/>	Climate Change and Consequences for Planning
<input type="checkbox"/>	Spatial Trends and Sustainable Urbanization
<input type="checkbox"/>	Planning and Governance
<input type="checkbox"/>	The Changing Discourse and Practice of Planning in the 21st Century
<input type="checkbox"/>	Rural Development and Rural-Urban Inter-relationships
<input type="checkbox"/>	Planning Profession and Education

6. EXHIBITION / SPONSORSHIP

<input type="checkbox"/>	I am interested in participating as an exhibitor. Please send me information regarding the exhibition.
<input type="checkbox"/>	I am interested in sponsoring a conference item. Please send me information regarding the sponsorship opportunities.

7. TECHNICAL TOUR

Please visit www.sapi.org.za for a detailed programme. A refreshment pack is included in the cost. Seats are limited.

Event	Date	No of persons	Price per person	Total
Technical Tour	12/09 at 11h00		ZAR 380.00	
Technical Tour Total				

8. SUMMARY OF PAYMENTS

DESCRIPTION	ZAR
Registration Fees Total	
Accompanying Person/s Social Events Total	
Technical Tour Total	
Please note that the conference is not registered for VAT	
Total Payment	

9. DETAILS FOR INVOICING

Organisation to be invoiced if different from Section 1:			
Postal Address:			
City:		Postal Code:	
Person responsible for payment:		VAT Number:	
Telephone:	Code ()	Number	Fax: Code () Number
E-Mail:			

10. METHOD OF PAYMENT

Please indicate below the type of payment. **It is important to indicate the delegate's name on bank transfers and drafts to facilitate the processing of the registration.**

- EFT Bank Transfer** I have requested my bank to make an electronic transfer and will send you a copy of the documents.
- Bank Draft** • I have requested a bank draft and will send it to you by airmail.
Please ensure that all bank fees are paid for by yourself and NOT deducted from this bank draft for payment
- SA Rand Cheque** • I have requested my accounts departments to issue a cheque and will send it to you by mail.
You are welcome to deposit this into our bank account.
Please note that we cannot guarantee that posted cheques will be received by a specific date/at all.

Proof of Payment

It is important to fax or post a copy of your proof of payment to :

Conference Secretariat, P O Box 20602, Durban North, KwaZulu-Natal, 4016, South Africa

Fax: +27 (0) 86 672 7484

Amount R:

Date transfer sent:

Ref No:

SAPI Bank Account Details	
Bank	Nedbank
Bank Branch	Brand Road
Branch Code	17430500
Account Holder	The South African Planning Institute
Account No:	1743024940
Account Type	Cheque (non-profit)
Swift Code	NEDSZA

11. REGISTRATION TERMS AND CONDITIONS

- Registration will only be validated if all monies are paid prior to the conference
- No-shows will result in full fees being due.
- All payments to be made payable to **The South African Planning Institute.**
- SAPI is a voluntary organisation and is VAT exempt.
- All cancellations must be received in writing. No telephonic cancellations will be accepted.
- If cancellations are received before 30 July 2010, a full refund will be issued less a 6% administration fee. If cancellations are received between 31 July 2010 and 27 August 2010, 50% will be refunded less the administration fee. After 27 August 2010, there will be no refunds as the conference has to confirm final numbers and pay suppliers by this date.
- Completed registration forms will be acknowledged within 7 days by the conference secretariat.
- Registrations are transferable to delegates not yet registered.

CONFIRMATION OF REGISTRATION

I confirm that I have read and agree with the terms and conditions.

Signature

Date