

## REGISTRATION TERMS AND CONDITIONS

**Registrations and application submissions are processed online by all participants to attend the 7th SA TB in-person Conference scheduled from 13 to 16 September 2022.**

The submission of the Conference registration form shall be deemed as an acceptance of the Terms and Conditions herein by the delegate. The registration is confirmed only once the full registration fee is paid and received and acknowledged by the Conference Secretariat.

### Invoice and Fee Payment

An invoice with the bank details is automatically generated and sent to the email provided by the delegate after successfully completing the online registration form.

Receipts are only issued once proof of payment is received and payment identified in the Conference bank account.

Proof of payment must be emailed to [registration@tbconference.co.za](mailto:registration@tbconference.co.za).

Please ensure that all payments made use clear reference to the delegate being paid for, with the unique Invoice number (7TB-...) or Registration number (ID-...). Failure to do so could result in your payment not being identified in the bank account nor acknowledged and therefore not being allowed to attend the conference. *It is the Delegate's responsibility to provide the proof of payment with the correct information.*

Delegates attending from countries outside of South Africa are requested to make payment in South African Rands (ZAR) and are responsible for covering the full bank charges. The full delegate registration fee amount invoiced must appear in the Conference Secretariat bank account. Should this not be the case, the delegate will need to pay the difference before being allowed to attend.

### Registration Fee Structure

1. **Regular registration fees of R 5,000.00 incl. VAT:** Delegates who register and pay prior to **1<sup>st</sup> September 2022**. Should we not receive your payment or proof thereof, delegates will be invoiced for the on-site registration fee. ***Pre-registrations close on 5<sup>th</sup> September 2022.***

2. On-site registration fees of R 5,500.00 incl. VAT.

To qualify for one of the specified registration fees, payment must be made within the period of time indicated in the registration fee structure. Purchase orders are subject to approval from the Conference Secretariat.

#### Registration Terms and Conditions

## Registration Cancellation Clause

Having accepted the Registration Terms and Conditions, the applicant accepts responsibility for full payment of the registration fee without prejudice. No telephonic cancellations will be accepted. Cancellation notification must be submitted in writing to the following e-mail address: [registration@tbconference.co.za](mailto:registration@tbconference.co.za) and received by **31 July 2022** to the Conference Secretariat, thereafter, no cancellations will be considered, and the delegate will be liable for the entire fee whether payment has been received or not.

**A 25% admin fee will be charged for any registration cancellation.**

**Replacements:** If the delegate is unable to attend the Conference, a substitute delegate is welcomed at NO extra charge provided written notification is given to the Conference Secretariat prior to 7 September 2022.

Onsite replacement of ID tags will be charged R100.00 (Incl. VAT).

**All approved refunds are processed after the conference.**

## Scholarships Terms & Conditions

1. Please note if you register as a delegate and also apply for a scholarship, your scholarship application will automatically be disqualified.
2. A scholarship recipient who confirmed acceptance of the scholarship and does not attend the conference is liable to pay the regular registration fee of **R5 000.00 incl. VAT**. An invoice will be issued to that effect.
3. **A scholarship registration is not transferable.**
4. A **fee waiver scholarship** is a complimentary registration to attend the Conference. Kindly note that travel, accommodation, flights, parking, meals, visa cost and other incidentals will be for the participants own account.

## Invitation Letter

Individuals requiring an official letter of invitation from the conference organisers may request in writing to the following e-mail address [registration@tbconference.co.za](mailto:registration@tbconference.co.za). To receive a Letter of Invitation, delegates must first register for the conference to receive an invoice and email the proof of full payment. The amount paid must be acknowledged in the Bank Account of the Conference Secretariat.

The deadline for requesting a Letter of Invitation is 31 August 2022.

The Letter of Invitation does not in any way or form whatsoever hold the conference organisers financially responsible, nor does it guarantee a visa to South Africa. All expenses incurred relating to the conference are the sole responsibility of the delegate.

## Visa Requirements

It is the sole responsibility of the delegate to take care of his/her visa requirements. Delegates who require a visa must allow enough time for the application procedure. Delegates should contact the nearest South African Embassy or Consulate to determine the appropriate timing of their visa applications.

Details of participants may be shared with the South African immigration authorities to assist in the immigration process.

**FPD Conference Secretariat will not directly contact embassies or consulates on behalf of delegates.**

## In-person Attendance

The COVID-19 pandemic puts a spotlight on the imperative of protecting human capital in times of crisis. With reference to the Disaster Management Act: Regulations: Alert level 1 during Coronavirus COVID-19 lockdown, available in the South African Government Gazette (<https://www.gov.za/covid-19/about/coronavirus-covid-19-alert-level-1>), access control and all precautionary measures will be enforced to that effect. All participants should first report to the Registration Area to finalise their registration process and produce an identification document with their COVID-19 Coronavirus Vaccination Certificate or proof of negative RT-PCR or Rapid Antigen tests taken within 36 hours prior to event check-in if not vaccinated. Access to the conference sessions is ID Tag controlled.

## Currency on Site

Please note that only South African Rand (ZAR) will be accepted on-site. Payment in any other currency will not be accepted.

## Meals

Meals and refreshments will be available at the Conference venue but for the delegate own account for duration of the Conference. Public Catering is approximately R 60.00 per person per meal.

## Parking

Parking is available at the venue and costs approximately R50.00 per car per day.

## Photographs and Recording

By submitting the registration form for the Conference, the delegate agrees that the Organiser may take photographs and recordings (video and/or audio) of the delegate during the Conference.

The Organiser shall own the intellectual property rights to the photographs and recordings captured during the Conference and may use the said photographs and recordings for educational and/or marketing purposes.

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## Promotional Materials

By submitting the registration form for the Conference, the delegate indicates his/her consent to receiving marketing messages from the Organiser and its business partners unless the delegate has informed the Organiser in writing that the delegate does not wish to receive marketing messages from the Organiser.

Website: <http://www.tbconference.co.za>  
Tel: +27 (0) 12 110 4080 / 087 821 1109  
Email: [registration@tbconference.co.za](mailto:registration@tbconference.co.za)

## Disclaimer

On these terms, if any services become unavailable for any reason, the Conference Secretariat, its appointed agents and other sub-contractors will make every effort to supply alternatives of equal standard and value, but no responsibility can be accepted for failure to provide the specific services.

The Conference Secretariat, any member and/or members of its committee and its appointed agents or either subcontractors, act on the basis that they attend to the arrangements of the Conference for the convenience of the participants. They perform all tasks on condition that the Conference Secretariat, any member or members of its committee and appointed agents or subcontractors, cannot be held responsible for any loss, damage or inconvenience (however arising) experienced by the delegates at the Conference. Speakers' comments during the conference are in no way binding on the Conference Organisers.

## Cancellation of the Conference

In the event that the Conference cannot be held or is postponed due to events beyond the control of the Conference Secretariat (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Conference Secretariat, the Conference Secretariat cannot be held liable by delegates for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc. Under these circumstances, the Conference Secretariat reserve the right to either retain the entire registration fee and to use it for a future conference, or to reimburse the delegate after deducting costs already incurred for the organization of the conference and which could not be recovered from third parties.

## Interpretation, Governing Law and Jurisdiction

Interpretation of the terms and conditions herein lies solely with the Organiser. The Terms and Conditions herein shall be governed by and construed according to South African law. The parties hereto hereby agree to submit to the exclusive jurisdiction of the South African courts.