



African Society for Pediatric and Adolescent Endocrinology



## REGISTRATION FORM

African Society of Pediatric and Adolescent Endocrinology(ASPAE) 2013,  
Durban, South Africa

**15 - 17 May 2013, Tsogo Sun Elangeni Hotel**

Please complete each page in full as is applicable to your registration.

Kindly fax to +27 31 303 9529 for attention **PHINDILE MADLALA**

Once your registration form has been processed an invoice with the ASPAE 2013 banking details will be sent through for your perusal and payment.

Please do not make any payment before receipt of your invoice.

To Register online please visit the conference website

## DELEGATE INFORMATION

Title: Ms/Mrs/Mr	First Name (for badge)	Last Name/Family Name	Nationality	ID/Passport Details
Organization				
Organization VAT Number				
Postal Address				
City		State/Province		Post/Zip Code
Country		Phone		Mobile
Email Address			Fax	
Dietary Requirements :				
<input type="checkbox"/> Halaal <input type="checkbox"/> Kosher <input type="checkbox"/> Vegetarian <input type="checkbox"/> Diabetic				
<b>NB:</b> For Kosher meals a Surcharge of R500.00 per meal will apply.				
Dietary Requirements Other:				

## REGISTRATION DETAILS

REGISTRATION TYPE	EARLY REGISTRATION FEE Register & pay by 30 April 2013	LATE REGISTRATION FEE
ASPAAE Member	R1 800.00	R2 000.00
Non ASPAAE Members	R2 250.00	R2 500.00

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## SOCIAL FUNCTIONS

For catering purposes please advise if you will be attending the Gala dinner. Gala dinner is inclusive for full delegate registration. Additional gala dinner ticket may be purchased at a cost of R500.00

Gala Dinner	16 May 2013	YES		NO	
Additional Gala Dinner	16 May 2013	YES		NO	

## ACCOMMODATION INFORMATION

HOTEL	STAR RATING	DISTANCE FROM CONFERENCE VENUE	SINGLE B&B PER PERSON PER NIGHT	SHARING B&B PER PERSON/ROOM PER NIGHT
<b>Tsogo Sun Elangeni</b>	4 STAR	At the conference venue	R1465.00	R1717.00
<b>Garden Court South Beach</b>	3 STAR	Walking distance- Less than 1 km	R912.00	R1017.50
<b>Garden Court Marine Parade</b>	3 STAR	Walking distance- Less than 1 km	R1113.00	R1325.00
<b>Tropicana</b>	3 STAR	Walking distance- Less than 1 km	R925.00	R1400.00

- **Should you require assistance with accommodation/transfers booking please complete the below information.**
- **For tours bookings please contact [phindile@confco.co.za](mailto:phindile@confco.co.za)**

Please indicate your hotel of preference below:

Hotel of 1<sup>ST</sup> Choice: \_\_\_\_\_

Hotel of 2<sup>ND</sup> Choice: \_\_\_\_\_

Room Type:      Standard Sharing per person per night

Standard Single per person per night

Arrival Date: (Date: dd/mm/yyyy format)

\_\_\_\_\_

Departure Date: (Date: dd/mm/yyyy format) \_\_\_\_\_

Sharing with: (If applicable) \_\_\_\_\_

Smoking  Non-Smoking

## AIRPORT TRANSFERS BOOKING ARRIVAL & DEPARTURE

Airport Transfers are charged at R290.00 per person one way and are only available to and from the Official ASPAE 2013 Hotels. **Please note that if the correct flight time and flight numbers are not supplied timorously, the collection cannot be guaranteed.**

**I do not require airport transfers**

**I require a transfer to the hotel from the airport**

**Airport Transfer from Durban International Airport to Official Hotel:**

Arrival Date: (dd/mm/yy) \_\_\_\_\_

Arrival Time: (Time in 24 hour hh.mm format) \_\_\_\_\_

Flight Number: \_\_\_\_\_

Number of Persons Travelling: \_\_\_\_\_

**I require a transfer from the hotel to the airport**

**Departure from Official Hotel to Durban International Airport:**

Departure Date: (dd/mm/yy) \_\_\_\_\_

Departure Time: (Time in 24 hour hh.mm format) \_\_\_\_\_

Flight Number: \_\_\_\_\_

Number of Persons Travelling: \_\_\_\_\_

## TERMS AND CONDITIONS

### Registration & Social Functions

- Participants cancelling on or before the **05 April 2013** will be entitled to an 80% refund. All refunds will only be processed after the Congress and on receipt of a written request sent to the Congress Organizers
- Participants cancelling after **05 April 2013** will not be entitled to any refund.
- Alternatively, the registration can be transferred to a new delegate, however a 10% substitution fee will be applicable
- Cancellations must be submitted in writing to the Congress Secretariat, The Conference Company, in order to receive any possible reimbursement..
- Transactions are conducted in ZAR and amounts could fluctuate due to changes in the exchange rate

### **ACCOMMODATION CANCELLATION POLICY:**

- Cancellations made before 15 March 2013 will incur a 50% charge on the entire stay
- Cancellations made after the 15 March 2013 will incur a 100% charge on the entire stay

### **ACCOMMODATION TERMS AND CONDITIONS:**

- All accommodation rates quoted are either per person per night or per room per night, including bed and breakfast. These rates include VAT at 14% and a 1% tourism levy.
- All accommodation is booked on a first come, first served basis, subject to availability.
- The Congress is being held during a peak period and as such accommodation is limited. It is strongly recommended that accommodation is booked and paid for as soon as possible to confirm your reservation.
- Accommodation booked must be pre-paid in full by 12 April 2013. All bookings thereafter are to be paid for on receipt of invoices.
- No accommodation bookings will be confirmed or guaranteed without full pre-payment.
- Check in at 14h00 and check out at 10h00.
- Please note that an accommodation booking fee of R228.00 (including VAT) will be charged.
- Your accommodation is NOT confirmed until full payment is received into the correct bank account.

### **PAYMENT DETAILS**

Once your registration has been received and processed an invoice will be sent to the details provided in your registration for payment.

- Payments may be made by either Electronic funds transfer (EFT) or direct Bank deposit.
- If we do not receive your payment into the account detailed on your invoice; before the stated deadlines, you will automatically be charged the later fee.<sup>3</sup>
- Please be advised that should payments incur bank charges, these charges will be for the delegate's own account. Any shortfalls will be re-invoiced and are to be settled prior to attendance.
- Please ensure all bank transfers make clear reference to the delegate being paid for. (Kindly include the INVOICE REFERENCE NUMBER)
- Once payment has been made, kindly fax or email proof of payment to the Conference Secretariat, The Conference Company as per your invoice.
- An Official receipt will be provided on confirmation of payment.
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### **LIABILITY**

The Congress Secretariat has taken all reasonable care in making the arrangements for the Congress. In the event of unforeseen disruptions, neither the Congress Secretariat nor ASPAE 2013 can be held responsible for any losses incurred by delegates. The Programme is correct at the time of printing, but ASPAE 2013 reserves the right to alter the programme if and when deemed necessary. The Congress Secretariat acts as an agent only in securing hotel, transport and travel services, and shall in no event be liable for acts or omissions in the event of injury, damage, loss, accident delay or irregularity of any kind whatsoever during arrangements organized through contractors or by the employees of such contractors. Hotel and transportation services are subject to the Terms and Conditions under which they are offered to the general public. Delegates should make their own arrangements with respect to personal insurance. The Congress Secretariat reserves the right to make changes as and when deemed necessary, without prior notice to the parties concerned. All disputes are subject to resolution under South African Law.

All accommodation, congress and other arrangements are subject to alteration and cancellation at any time without prior notice, due to factors that are outside of the organizers reasonable control. This will be at the sole and absolute discretion of the organizers. Should such events, such as Force Majeure, render the organizers unable to deliver such service, the organizers shall not be held responsible. The organizers cannot be held responsible for any damages, and or costs, whatsoever arising from any such alteration or cancellation.

I agree to the above Terms and Conditions

**Should you require any assistance please do not hesitate to contact:**  
**ASPAE 2013 Congress Secretariat**  
**The Conference Company**  
**Tel: 27 31 303 9852/ Fax: 27 31 303 9529**  
**Email: [phindile@confco.co.za](mailto:phindile@confco.co.za)**