



Circles of Reflection

SHARING OUR STORIES

IBSC AFRICA REGIONAL CONFERENCE

Proudly hosted by

ST DAVID'S MARIST INANDA

DELEGATE REGISTRATION FORM

Please return the completed form by **12 February 2016** to

Att: Cathy Braans PR

Tel: 046 622 7896

Fax: 046 622 7889

Email: cathy@cathybraanspr.co.za

Please complete this registration form in full as is applicable to your registration

One form per delegate

Should you wish to register online, please visit www.cathybraanspr.co.za

Please use your initial and surname, and IBSC 2016 as reference

Title:	
Last Name:	
First Name:	
Name for Badge:	
Name of School:	
School – VAT number (if applicable)	
Postal Address:	
Suburb/City:	
Postal Code:	
Country:	
Telephone:	
Fax:	
Cell:	
Email:	

Dietary Requirements

- None
- Vegetarian
- Halaal
- Kosher

PRE-CONFERENCE OPTIONS

Golf at The Wanderers Golf Club on 10 March **OR**

Pre-conference tour to the Cradle of Humankind on 10 March

Yes	No
Yes	No

Please note that the conference fee **DOES NOT INCLUDE** the pre-conference options.

REGISTRATION FEE

Conference Fee excluding accommodation – **R2300 per person**

EARLY BIRD R2000.00 (if paid by 11 December 2015)	REGULAR REGISTRATION R2300.00 per delegate	LATE REGISTRATION R2500.00 (closes on 12 February)
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Please note that the registration fee includes:

- Conference attendance
- All teas, meals and entertainment
- Trip to Liliesleaf Farm
- Goody bag
- Hotel shuttles to designated conference hotels.

ACCOMMODATION

Accommodation is to be booked and paid directly to the hotels.

Shuttles will be arranged to and from the selected conference hotels listed below:

Hotel 1: Protea Hotel Wanderers

Address: Cnr Corlett Drive and Rudd Road, Illovo

Proximity to the conference venue: 2km

Contact name: Melinda Swartz

Contact number: 011 770 5500

Reference: St David's – please email your reservation request to
Melinda.Swartz@proteahotels.com

Hotel 2: Holiday Inn Rosebank

Address: The Zone, 177 Oxford Rd, Rosebank

Proximity to the conference venue: 3km

Contact name: Tshepiso Matuludi

Contact number: 011 218 6000

Reference: 164212 - please email your reservation request to
reservations@hi-rosebank.co.za

Hotel 3: Courtyard Hotel Rosebank

Address: 39 Tyrwhitt Ave (Cnr Oxford Rd & Tyrwhitt Ave), Rosebank

Proximity to the conference venue: 3km

No rooms have been reserved at this hotel. It is across the road from the Holiday Inn Rosebank.

PLEASE NOTE:

ALL REGISTRATION FEES MUST BE PAID BY **12 FEBRUARY 2016**.

TRANSPORT

Airport Transfers and Ground transportation

Delegates flying into OR Tambo will be required to catch the Gautrain to Rosebank Station. We suggest that you make use of either Gautrain buses or Uber taxis for ground transportation.

Daily shuttles will be arranged for delegates staying at the Protea Wanderers Hotel and the Holiday Inn Rosebank. The daily shuttles will run as follows:

Thursday 10 March: From St David's after the evening cocktail party.

Friday 11 March: Morning pick-up to St David's and return after conference dinner.

Saturday 12 March: Morning pick-up to St David's and shuttle to Rosebank Gautrain station after the conference closure.

Return flights on Saturday 12 March

The following flights are recommended:

CAPE TOWN

FLIGHT NO.	TIME
MN127	14h25
BA6425	15h00
SAA347	15h15

DURBAN

FLIGHT NO.	TIME
BA 6223	14h55
SAA 563	15h15

Please note that these details are subject to change.

YOU WILL NEED TO CHECK OUT FROM YOUR HOTEL BEFORE THE START OF CONFERENCE ON 12 MARCH.

TRANSPORT WILL DEPART FROM ST DAVID'S MARIST INANDA ON 12 MARCH FROM 12h00

KINDLY BOOK YOUR RETURN FLIGHTS ACCORDING TO THESE TIMES.

Cancellation Policy

Cancellations made after 30 JANUARY 2016 will incur a 50% charge on their registration fee.

Cancellations made after 28 FEBRUARY 2016 will incur a 100% charge on their registration fee.

Payment policy

- Once your registration form has been received and processed, an invoice with banking details will be sent to you for payment.

- **Method of Payment**

Direct Deposit / EFT

Name of Account: St David's Marist Inanda

Name of Bank: Standard Bank

Branch Name: Sandton

Branch Code: 0192015

Account Number: 420 943 714

Ref: **ISBC 2016/Surname & School**

- Once you have made a deposit or transfer, please fax or scan and email the proof of payment to Cathy Braans: Registrations – Fax: 046 622 7889 or
Email: cathy@cathybraanspr.co.za

RESPONSIBILITY

Once your registration form and proof of payment have been received and processed, a confirmation letter will be sent to you for checking of details.

The Conference organising committee for the IBSC 2016 will endeavour to assure that your attendance at Conference is as comfortable as is reasonably possible. IBSC, St David's Marist Inanda, the organising committee members, appointed agents or other sub-contractors cannot be held responsible for any loss, damage or inconvenience (of whatever nature) that might arise. Delegates should make their own arrangements with respect to personal insurance. The Conference programme is provisional and, in emergency, subject to change at short notice. The Conference committee reserves the right to make changes as and when deemed necessary, without prior notice to the parties concerned.

NAME OF DELEGATE:

SIGNATURE OF DELEGATE:

DATE: _____