



DELEGATE REGISTRATION FORM

EMPERORS PALACE, GAUTENG, SOUTH AFRICA, 19-22 NOVEMBER 2017

Title:	
Delegate name:	
Delegate surname:	
Identification Number	
Email:	
Company:	
Industry:	
Job title:	
Postal Address:	
Code:	
Province	
Contact number:	
Contact for invoice:	
VAT Number	
Please check appropriate option: (All amounts are VAT exclusive)	
Member:	Non-member:
Normal rate: R10 800.00	Normal rate: R12 800.00
Gala Dinner only: R1000.00 + VAT Yes <input type="checkbox"/> No <input type="checkbox"/>	
Cocktail Party only: R800.00 + VAT Yes <input type="checkbox"/> No <input type="checkbox"/>	
I would like to participate in the Golf tournament on 19 November 2017: Yes: <input type="checkbox"/> No: <input type="checkbox"/> Participation Fee: R650.00 + VAT	
Group Bookings: A further 10% discount applies for registration of 10 or more delegates from the same organization.	
Special dietary requirements: Please tick in the appropriate box	Vegetarian <input type="checkbox"/> Kosher <input type="checkbox"/> Halaal <input type="checkbox"/>
METHOD OF PAYMENT: Please tick the appropriate option	
Direct deposit <input type="checkbox"/>	Electronic transfers <input type="checkbox"/> Credit card / Master/VISA/Diner <input type="checkbox"/>
Delegate registration fee:	
Social events: Gala dinner	
Golf Tournament:	
Summary of total payment	
IPM BANK ACCOUNT DETAILS:	
Account name:	Institute of People Management
Bank:	Standard Bank
Acc. Number:	200 472 526
Branch code:	000 355
PAYMENT BY CREDIT CARD:	
Credit card number:	
Card holder's name:	
CVV number:	Expiry date:

TERMS AND CONDITIONS:

Substitution: registered delegates may be substituted prior to the event at no charge. IPM must be notified in writing 3 days before the Convention.

Delegate Cancellations –

If a registered delegate does not cancel and fails to attend the event, the delegate will be required to make full payment of the event.

Payment Policy

Payment – Registration fee is payable upon receipt of your invoice. Early bird payments will only be honored if paid in full by the due date. Any payments received after due date will revert to the normal fee applicable.

Right of admission – IPM reserves the right to refuse admission to the event where evidence of registration form and payment cannot be shown.

Please note – The fee for attending this event includes lunch, refreshments and event materials.

By signing and returning the registration form, the authorising signatory or his/her delegate on behalf of the organisation or individual is subject to the following Terms & conditions:

Confirmation – your registration is confirmed upon receipt of an IPM Registration Form with names of delegates attending the Convention.

Proof of payment: kindly fax or email proof of payment to Lavern at 086 545 9718 or lavern@ipm.co.za

Cancellations: All cancellations and requests to transfer must be made in writing to the events registrar either by email, letter or fax on +27(0)86 568 3831, and will be acknowledged in writing.

- There is no charge for cancellations received 61 or more days before the start of the convention.
- Cancellations received 29-60 days before the start of the convention are subject to a cancellation fee of 25 per cent of the convention fees.
- Cancellations received 15-28 days before the start of the convention are subject to a cancellation fee of 50 per cent of the convention fees.
- Cancellations received 0-14 days before the start of the convention are subject to a cancellation fee of 100 per cent of the convention fees.
- If the participant fails to attend the convention, the full convention fees are payable.

NB: Delegates will not be allowed to register on membership rates if membership fees are outstanding!

IPM RESPONSIBILITY:

IPM will do everything possible to ensure that your attendance at the Convention is as comfortable as possible. IPM staff members; committee members and its appointed agents or sub-contractors, cannot be held responsible for any loss or damage or inconvenience (however arising) experienced by delegates on their way to or at the Convention; neither can they be held responsible for unforeseen partial or total cancellation of the event. Please note that the programme is subject to change from time to time.

Delegate signature: _____

Date: _____

2017 IPM EXCELLENCE AWARDS

Nominations are invited from organizations and individuals.

Nomination forms to be submitted to executivepa@ipm.co.za

Nomination forms are available on line or at the IPM Central Office, Tel.: (011)544-4400

Please FAX completed form to Patricia Ramokgadi on +27(0)86 568 3831 or Lavern Meyers on +27(0)86 545 9718