

28th Annual South African Psychology Congress Terms and Conditions

Congress Registration is on a Register and Pay basis.

1. Complete the online registration form – please select the applicable type of registration as PsySSA membership will be verified.
 - Register and Pay: payment is required immediately upon completion of the registration form and via online debit/credit card or instant EFT.
 - Quotation: only applicable for payment by companies, institutions, and government departments.
2. Payment is required online via debit/credit card or instant EFT upon registration. Please verify that all details are correctly captured on the registration page, then click “**go to pay**” and you will be redirected to the online payment gateway. Select your ticket and click “pay now” if paying for yourself. If your employer is paying for you, select the “company” option and complete billing information as shown and select your choice between a quotation or invoice. If you have not received an immediate confirmation of payment approval – you will have 48 hours to try again or contact registrations@psyssa.com to avoid automatic cancellation of registration.
3. If payment is to be made by your employer and they work on a purchase order system – please select “**request quote**” and submit your quotation for purchase order and payment processing by your company/organisation. You will receive a confirmation of intent with a copy of the quotation with all banking details for company/organisation payments. Once a purchase order is issued, kindly visit the registration site again using the same **First Name, Surname and Email** information you initially registered with. You will be presented with a completed registration page, whereby you will be able to include the **Purchase Order Number** on the “**Company**” payments section and request an invoice. This process will convert the quotation to an invoice and send the company/organisation’s contact person, the invoice email, and a PDF copy of invoice.

Only once payment is received will your registration be converted into a confirmed registration. Please note that you are responsible for ensuring that all processes and documents relating to your company/organisation’s processes are followed up and received.

4. Please ensure to capture all information accurately as all registrations will be verified.
5. Your registration and the data that you capture will appear on your registration record on the official Congress database.

6. Registration fees are quoted in South African Rand (ZAR) and are inclusive of 15% Value Added Tax (VAT).

For any queries regarding technical support with your registration process please contact Support at ShowWave at support@showwave.co.za.

Alternatively, contact PsySSA at registrations@psyssa.com or Tel: 011 486 3322.

Registration Includes:

- Admission to all scientific sessions
- Admission to the poster sessions and the exhibition
- Congress material (delegate bag, final programme, etc.)
- Tea/ Coffee Breaks
- Lunch

Student Registration:

NB: This option is open to bona fide FULL-TIME students who are members of PsySSA (undergraduate, honours and masters students **only**). Student registration **does not** apply to PhD or part time students. Student registration also excludes students who are not PsySSA student members.

Day Delegate Registration:

Attendance of all Congress sessions for the day(s) selected. Please note that there are only options for 1-day registration or full congress registration. Two or three-days registration will be charged at full Congress rates.

Gala Dinner Booking

Limited 30th Anniversary Gala Dinner tickets are available at an additional fee. The Gala Dinner will be held on the evening of 8th October 2024. Bookings and payment for the Gala Dinner tickets must be made no later than 31st July 2024.

QR Code

Once payment has been received a QR Code will be sent to you via email and/or WhatsApp (should you select the ***"I agree to receiving my QR code via WhatsApp"*** option on the registration platform). Each Delegate will receive the following via WhatsApp:

- The initial WhatsApp message is a generic message (*this is due to WhatsApp not allowing any messages to be sent to unconsented recipients*) that will state:
 - Hi NAME *<unique per delegate>*, The Psychological Society of South Africa (PsySSA) thanks you for completing the 28th Annual South African Psychology Congress pre-registration. Please reply to this message with this code XXXXX *<unique per delegate>*, so we can send you your personalised QR Code for quicker access on arrival at the Congress.
 - You are then required to reply with the unique code XXXXX *<unique per delegate>* to the message on WhatsApp, and your unique QR Code will be sent to you.
- The QR Code will give you access to the Congress. Each QR Code is unique to each delegate and can only be used by 1 delegate.

Terms and Conditions

1. Access to and attendance at the congress will only be confirmed upon receipt of payment.
2. Payment is due prior to the start of the Congress. In the event of there being a limited number of delegates, preference will be given to persons who have paid their registration in full.
3. All pre-booking and early bird registrations must be paid upon registration **by the expiry date**. Failure to pay by the applicable expiration dates will result in the registration being **upgraded to the next applicable rates**.
4. A confirmation email with a link to open the PDF Receipt/Paid Invoice will be sent to you upon submission of the online registration and payment.
5. A link to the payment gateway is provided in the confirmation of registration email with an option to pay by credit card or online EFT directly upon registration.
6. Receipts will only be issued once payment has been received and allocated.
7. Company/organisation's proof of payment/remittance advice is to be emailed to Nthabiseng Masipa at PsySSA at nthabiseng@psyssa.com. Contact Nthabiseng Masipa at 011-486-3322 for any registration, quotation or group booking enquiries.
8. All payments must be made payable online to PsySSA. Please ensure that all payments make clear reference to the issued **Invoice Number** and **Delegate Full Name** only. If this reference is not used, we cannot guarantee that payment will be traced and cleared timeously.

CPD Compliance

As a CPD service provider, PsySSA is required as per HPCSA regulations, to collect and maintain accurate records of delegate attendance throughout the congress. This process is conducted by consistently scanning delegates' QR codes at each session, during the duration of congress.

Additionally, PsySSA must furnish delegates with an evaluation form at the end of the congress. Delegates are required to complete the evaluation form and submit it before the allotted closing date. Subsequently, the completed evaluations forms must, upon request, be submitted to HPCSA.

The online link for the evaluation form is sent to all delegates via email on the last day of congress.

These two requirements form the basis upon which CPD allocation is collated, verified, and submitted to HPCSA after the conclusion of congress. ***Delegates intending to claim CPD points for their participation and attendance must therefore adhere to the two requirements diligently.***

Cancellations and Termination of Registrations

1. On completion of this application, you will be liable for the full amount of the registration fees subject to the cancellation conditions below.
2. All cancellations must be received in writing by the Congress Secretariat, and marked for attention: Nthabiseng Masipa at nthabiseng@psyssa.com
3. Cancellations received before 31 May 2024 will receive a full refund, subject to a 10% administration fee.
4. Cancellations received before 30 June 2024 will receive a 50% refund, subject to a 10% administration fee.
5. **No refunds will be issued for cancellations received from the 01 July 2024 onwards.**
6. All refunds due will only be processed after the conclusion of Congress.
7. Any registrations received after 1 July 2024 will not be entitled to any refund or credit, and such persons will be liable for the full registration fee as per point (1) above.
8. **All cash deposits will attract a 10% administration fee.**
9. The Organising Committee reserves the right to decline a request for a refund subject to the cancellation policy.
10. **NOTE: Delegates who do not cancel in writing by 30 June 2024, as well as delegates who do not arrive at the Congress and who cannot provide proof of written**

cancellation to the Congress secretariat within the above-mentioned cancellation dates, will be liable for the full Congress registration fee. If fees have been paid, no refund will be issued.

Privacy Statement

All information submitted is supplied by you voluntarily. This information will be used for the following purposes:

- To process your registration.
- To process any other transactions requested by you.
- To inform you of updates.
- To send you relevant information regarding Congress.

We do not sell, rent, or lease our delegate lists to third parties. Details of delegates could be made available to sponsors for once off use after the Congress. In order to provide our services, we may occasionally provide information to the companies that work on our behalf. Showwave and PsySSA shall take all reasonable steps to protect the personal information of delegates.

Modification of Terms

The congress organisers reserve the right to modify or amend these Terms and Conditions at any time without prior notice. Any changes will be effective immediately and communicated to attendees through the congress website or other official channels.