



Registration FAQ's

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25th Annual South African Psychology Congress

EMPERORS PALACE, JOHANNESBURG, SOUTH AFRICA,
03-06 SEPTEMBER 2019

FAQ's

Submission Process:

1. How do I register for the PsySSA Congress?



Click the "PsySSA Congress" tab on the Home Page (www.psyssa.com) and select "Congress 2019"

2. What are the dates of the PsySSA Congress?

03 September 2019 – PsySSA Pre-Congress Workshops

04 September 2019 – 06 September 2019 – PsySSA Congress

3. What are the Congress Fees for 2019?

Please visit: <https://www.psyssa.com/psyssa-congress/psyssa-congress-2018-2/> to see a full breakdown of Congress fees.

"Congress prices are reduced should you become a Paid PsySSA member"

4. What is the cut-off date for Pre-Booking fee?

To qualify for the Pre-Booking Fee, full congress registration fees must be paid by the 29th March 2019.

5. What is the cut-off date for Early Bird fee?

To qualify for the Early-Bird Fee, full congress registration fees must be paid by the 31st May 2019.

6. What is the cut-off date for all Government/Purchase orders?

The cut-off date for Government/Purchase orders is 14th June 2019. All Government/Purchase orders must be emailed to: registrations2019@psyssa.com, Avril@vibrantmedia.co.za and Sue@vibrantmedia.co.za. **Note*: Kindly ensure that the correct government/purchase orders forms are sent.**

7. How Do I Become a PsySSA Member or Renewal my PsySSA Membership?

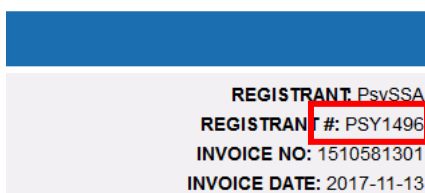
Click the "Membership" tab on the Home Page (www.psyssa.com). Refer to the Membership FAQ document.

8. How do I find my Membership number?

Click the "Login" option on the top right corner of the Home Page (www.psyssa.com). Once logged in, click on "Manage Account" on the top right corner of the webpage.



Click on Invoice – top right-hand corner:



9. Where do I send my proof of payment for Congress?

You may send your proof of payment to Registrations2019@psyssa.com



10. How do I convert my quote to an invoice?

Contact Vibrant Media registration company on: Sue or Avril Tel: 011-880-5202
Email address: Sue – Sue@vibrantmedia.co.za or Avril – avril@vibrantmedia.co.za

11. How do I add workshops to my invoice?

Contact Vibrant Media registration company on: Sue or Avril Tel: 011-880-5202
Email address: Sue – Sue@vibrantmedia.co.za or Avril – avril@vibrantmedia.co.za. They will assist with work-shop related issues.

12. How do I get a Visa or Invitation Letter?

An invitation letter is attached to your registration confirmation email. Contact Vibrant Media with a copy of your current passport.

13. I have booked for the full congress but can only attend one day – do I get a refund?

Contact registrations2019@psyssa.com as per Cancellation and Refund policy on the website.

14. How do I qualify for the Student rate?

You first need to register and pay as a PsySAA Student Member then upon completing the congress online registration process you need to upload your proof of student registration from your university for 2019. Contact registrations2019@psyssa.com.

15. How do I register for the pre-congress workshops only?

Contact Vibrant Media registration company on: Sue or Avril Tel: 011-880-5202
Email address: Sue – Sue@vibrantmedia.co.za or Avril – avril@vibrantmedia.co.za. They will assist with work-shop related issues.

16. Can I pay onsite at registration?

Yes, but this needs to be prearranged with Vibrant Media.

17. How do I get a payment receipt /proof of payment to claim from my institution/company?



This is sent to you as an email when your payment is allocated.

18. What should I do if I have not received any email communication after registering?

Please check your spam/junk folders as system generated emails sometimes do go to these mailboxes or contact Vibrant Media. You should receive your confirmation email within minutes of completing the online registration process. If you do not please contact Vibrant Media: Email address: Sue – Sue@vibrantmedia.co.za or Avril – avril@vibrantmedia.co.za

19. How do I register a group and receive one invoice?

Each delegate must register individually in order to upload the individual delegate information once all delegates have registered please contact Vibrant Media to request a combined invoice with the delegate names.

20. I have been invited to co-present a symposium – am I required to pay the congress fee?

Yes, all presenters are required to register for the congress via the online registration form and pay the applicable fee according to the timelines. You are able to register and pay for a one day attendance for the day of your presentation.

21. If my paper/abstract has been accepted for presentation do I need to register and pay for the congress?

Yes, all presenters are required to register for the congress via the online registration form and pay the applicable fee according to the timelines. You are able to register and pay for a one day attendance for the day of your presentation.