



## Congress Registration Fees and Entitlements

\*Congress Registration is on a Register and Pay basis.

1. Complete the on-line registration form – please select the type of registration:
  - **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 and institutions – please note that all bank costs are to be paid by the company/institution.
2. Payment is required upfront and online via debit/credit card or instant EFT upon registration. Press “continue” and verify that all details are correctly captured, then press “submit” and you will be redirected to an online payment gateway. **If you have not received an immediate confirmation of payment approval – you will have 48 hours to try again or contact [Sue@vibrantmedia.co.za](mailto:Sue@vibrantmedia.co.za) to avoid automatic cancellation of registration.**
3. If payment is to be made by your institution – please register as a “Quotation” and submit your quotation for purchase order and payment processing by your institution. You will receive a confirmation of intent with a copy of the quotation with all banking details for institutional payments. Only once this 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 institution’s processes are followed up and received.**
4. Please be sure to capture all the information accurately as all registrations will be verified.
5. Your registration and the data that you input 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) – VAT is reflected on the invoice.

For any amendments or queries please contact

Sue Gibson at Vibrant Media on [sue@vibrantmedia.co.za](mailto:sue@vibrantmedia.co.za) or Tel: 011 880 5202.



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Alternately, contact PsySSA on [registrations2019@psyssa.com](mailto:registrations2019@psyssa.com)

**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 Includes:

*NB: This option is only open to bona fide FULL TIME students (undergraduate to masters students). A letter from your study supervisor/supervising professor, confirming your formal registration as a full time student must be included with your registration (student cards will not be accepted ). Student registration does not apply to PhD or part time students.*

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

Day Delegate Registration:

*Attendance for all Congress sessions on the day selected. - Please note that 2 or 3 day options will be charged at full Congress rates.*

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



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\*IF YOU WOULD LIKE TO ATTEND THE PRE-CONGRESS WORKSHOP ONLY – PLEASE EMAIL [SUE@VIBRANTMEDIA.CO.ZA](mailto:SUE@VIBRANTMEDIA.CO.ZA) WITH YOUR REQUEST TO ATTEND AND YOUR WORKSHOP SELECTION. PREFERENCE WILL BE GIVEN TO FULL CONGRESS REGISTRANTS.

### Terms and Conditions

1. Access to and attendance at the congress will only be confirmed on 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 before the expiry date. Failure to pay upon registration will result in the registration being deleted and the delegate will need to re-register again.
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 on the PDF Invoice 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.
7. Institutional Proof of payment is to be emailed to Sue Gibson, at [sue@vibrantmedia.co.za](mailto:sue@vibrantmedia.co.za) or contact: Sue on +27 11 880 5202 for any registration or quotation or group booking enquiries. Please ensure that all payments make clear reference to the Invoice Number and Delegate Surname only. If this reference is not used, we cannot guarantee that payment will be traced and cleared.
8. All payments must be made payable online to PsySSA.
9. Online Registration will close on 26th August 2019



### 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: Sue Gibson at [sue@vibrantmedia.co.za](mailto:sue@vibrantmedia.co.za)
3. Cancellations received before 30 April 2019 will receive a full refund, subject to the 10% administration fee.
4. Cancellations received before 31 May 2019 will receive a 50% refund, subject to the 10% administration fee.
5. **No refunds will be issued for cancellations received from the 1 June 2019 onwards.**
6. All refunds due will only be issued after the Congress.
7. Any registrations received after 1 June 2019 will not be entitled to any refund or credit, and such person 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 1 June 2019, 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 on this website is supplied by you voluntarily. This information will be used for the following purposes:

- To process your registration.



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- To process any other transactions requested by you.
- To inform you of updates.
- To send you relevant information regarding the 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. Vibrant Media Events and PsySSA shall take all reasonable steps to protect the personal information of delegates.