

## 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. Please ensure to capture all information accurately as all registrations will be verified.
3. 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 **“I agree to the Terms and Conditions, Next”** and you will be redirected to the payment page. Select “online payment” if paying for yourself.
4. If your employer is paying for you, select the “electronic payment” option.
5. 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 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. You will need to register and add your **Purchase Order Number** under **“Billing Information”**. On the payment page, please select electronic payment to receive and invoice reflecting your PO number.

**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.

6. Your registration and the data that you capture will appear on your registration record on the official Congress database.
7. 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 Scatterlings at [elle@soafrica.com](mailto:elle@soafrica.com) or Tel: 011 463 5085.

### Registration Includes:

- Admission to all scientific sessions
- Admission to the poster sessions and the exhibition
- Congress material (delegate bag, final programme, access to and use of congress App, 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.

### 1-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-days' registration will be charged at full Congress rates.

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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 [registrations@psyssa.com](mailto:registrations@psyssa.com). Contact Nthabiseng Masipa at 011-486-3322.
8. For any registration, quotation or group booking enquiries, please contact Scatterlings at [elle@soafrica.com](mailto:elle@soafrica.com) or Tel: 011 463 5085
9. 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 up timeously.

#### **Purchase Order Terms and Conditions**

1. SBD forms must be submitted within **5 business days** of receipt of quotation, pro-forma invoice or tax invoice. Failure to submit will result in cancellation of the registration.
2. Support documents (CSD report, tax compliance pin status, bank confirmation letter, BBB-EE affidavit and or sole provider letter), must be requested in writing **within 5 business days** of receipt of quotation, pro-forma invoice or tax invoice.
3. Purchase Orders must be submitted within **14 business days** of receipt of quotation, pro-forma invoice or tax invoice. Failure to submit will result in cancellation of the registration.
4. The deadline for purchase order submissions is **15 July 2025**.
5. Payment must be made within the agreed payment terms after receipt of a valid invoice.
6. We reserve the right to terminate the Purchase Order if the issuer fails to comply with these Terms and Conditions.

#### **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 [registrations@psyssa.com](mailto:registrations@psyssa.com)
3. Cancellations received before 31 May 2025 will receive a full refund, subject to a 10% administration fee.
4. Cancellations received before 30 June 2025 will receive a 50% refund, subject to a 10% administration fee.
5. **No refunds will be issued for cancellations received from the 01 July 2025 onwards.**
6. All refunds due will only be processed after the conclusion of Congress.
7. Any registrations received after 1 July 2025 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 writing by 30 June 2025, 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.