

ORGANISATIONAL DEVELOPMENT CONFERENCE 2015

FEES

A ORGANISATIONAL DEVELOPMENT Conference & Pre-conference Workshop

17-19 February 2015	R13 650.00
EARLY BIRD SPECIAL	R11 600.00 (save R2 050.00)

B ORGANISATIONAL DEVELOPMENT Conference only

18-19 February 2015	R10 900.00
EARLY BIRD SPECIAL	R9 200.00 (save R1 700.00)

C Pre-conference Workshop only

17 February 2015	R4 250.00
EARLY BIRD SPECIAL	R3 600.00 (save R650.00)

- EARLY BIRD SPECIALS: Register and pay by 12 December to qualify
- Fees include VAT, refreshments, lunch, parking, conference and workshop material

HOW TO REGISTER

ONLINE

www.kr.co.za

EMAIL

Email completed form
kgomotso@knowres.co.za

PHONE

Kgomotso Molefi
+27 (11) 706 6009

FAX

Fax completed registration form
+27 (11) 706 1127

SPECIAL OFFERS

- Register 3 delegates and the 4th delegate attends free of charge!
- Special discount for registered NPO's, small businesses (30 or less employees) & full-time lecturers at universities – contact us for more information!

TERMS AND CONDITIONS OF REGISTRATION

Payment must be received before the event takes place. Knowledge Resources reserves the right to refuse admission where evidence of payment cannot be shown.

CONFIRMATION OF BOOKING

If you have not received confirmation in writing, of your booking before the event, please contact us on 011 706-6009 to confirm that we have received your registration.

SOMETHING HAS COME UP AND YOU CAN'T ATTEND

If you cannot make it to the event, you have several options (the below options need to be received in writing):

- You may send a substitute delegate in your place, please inform the Customer Care Department of the new name for registration purposes. No additional charges will be applicable for substitutions
- You may transfer at no extra charge to another event, provided you do so in writing at least 10 working days before the event. Transfers within the 10 working days will be charged an administration fee of 20%
- You may cancel your registration, in writing, up to 10 working days before the event takes place. Cancellations inside of 10 days will be liable for the full fee

- Unfortunately, no refund or credit can be given to delegates who do not attend without giving prior notice
- Registrations received during the 10 working days before the event date, will not be excluded from any terms & conditions

In the event of unforeseen circumstances Knowledge Resources reserves the right to change the programme content, the speakers, the venue or the date. You will be notified no less than 5 working days prior to an event. Should the event be postponed, you will have the option to attend the next available date of the relevant event. The registration fee will be credited on delegate accounts, should they opt not to attend the next available date of the relevant event or in the case where an event is cancelled.

PAYMENT

- Cheques should be made payable to Knowledge Resources (Pty)Ltd. Please do not mail any cheques.
- Electronic Transfer or Direct Deposit into our bank account, validated by faxed copy of transaction slip

Nedbank Cresta

Account No.: 1913164489

Branch Code: 191305

Fax: 011 706-1127

SETA grants and accreditation requirements

Many of our delegates enquire about the accreditation of our events. There is a misconception that organisations qualify for SETA grants only for accredited programmes. This is not correct. The payment of SETA grants is regulated by the Government Gazette, no. 9867, Vol. 570, 3 December 2012, no. 35940. These Regulations clearly state that the SETAs "must allocate a mandatory grant to a levy paying employer" that has submitted a WSP and ATR by the regulated date, has provided all the information required in the regulated template, and is up to date with skills levy payments. Furthermore, the template in the Regulations (Section C: Skills Development) allows employers to include ALL planned training in the report; not only accredited programmes.

Knowledge Resources is a Level 2 Contributor BBBEE company

PLEASE NOTE

Payment must be received by no later than **15:00** the day before the first morning of the event.

VARIOUS OPTIONS AVAILABLE

REGISTER ONLINE WWW.KR.CO.ZA

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Once payment has been made please fax through proof of payment with the event's name written in the top right-hand corner. PLEASE NOTE Delegates will not be allowed entry to the event if payment has not been received. ENSURE You select the option you wish to attend.

Booking made by:

Phone:

Email:

Date:

Signature:

By signing this registration form, the delegates agree to the enclosed terms and conditions

DELEGATE 1 ! Tick option a b c

Name:

Title: Mr / Mrs / Miss / Dr / Prof

Designation:

Email:

Phone:

Fax:

Cellular:

Company:

Company VAT number:

Postal address:

Postal code:

Dietary requirements:

DELEGATE 2 ! Tick option a b c

Name:

Title: Mr / Mrs / Miss / Dr / Prof

Designation:

Email:

Phone:

Fax:

Cellular:

Company:

Company VAT number:

Postal address:

Postal code:

Dietary requirements:

DELEGATE 3 ! Tick option a b c

Name:

Title: Mr / Mrs / Miss / Dr / Prof

Designation:

Email:

Phone:

Fax:

Cellular:

Company:

Company VAT number:

Postal address:

Postal code:

Dietary requirements:

DELEGATE 4 ! Tick option a b c

Name:

Title: Mr / Mrs / Miss / Dr / Prof

Designation:

Email:

Phone:

Fax:

Cellular:

Company:

Company VAT number:

Postal address:

Postal code:

Dietary requirements:

CREDIT CARD PAYMENT (Mark appropriate box)

VISA

MASTERCARD

AMEX

DINERS

Cardholder:

Expiry date:

CCV number:

Card number:

Amount (All prices are VAT inclusive):

Date:

Signature:

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