



**LEARNING EVENT REGISTRATION FORM**

**ACTION ASSIST ADMINISTRATOR TRAINING**

Venue: Piekenierskloof Mountain Resort  
Dates: 17 to 19 May 2023  
Number of days: 3  
Participants limited to: 35

**Registrations Close: 03 May 2023**

**YOUR BOOKING CAN ONLY BE CONFIRMED ONCE WE HAVE RECEIVED YOU REGISTRATION FORM AND FULL PAYMENT FOR THE LEARNING EVENT**

EMPLOYER / MUNICIPALITY DETAILS	PERSON RESPONSIBLE FOR PAYMENT
Employer/Municipality: _____	Full Name: _____
Name of Organisation: _____	Designation: _____
Postal Address: _____	Contact Number: _____
Postal Code: _____	e-Mail: _____
Vat Registration No.: _____	

**I / We hereby acknowledge that I / We have read and fully understand and agree to the terms and conditions of this registration form.**

Name: _____	Signature: _____
Surname: _____	
ID Number: _____	Date: _____
Designation: _____	

<b>Registration Fee Payable per Delegate:</b> _____	Including VAT
<b>Number of Delegates:</b> _____	
<b>Total Payment:</b> _____	
Do you require a VAT Invoice (Yes / No): _____	

DELEGATE DETAILS	
Surname: _____	Surname: _____
Name: _____	Name: _____
ID No: _____	ID No: _____
Designation _____	Designation _____
Contact Number: _____	Contact Number: _____
e-Mail: _____	e-Mail: _____
Surname: _____	Surname: _____
Name: _____	Name: _____
ID No: _____	ID No: _____
Designation _____	Designation _____
Contact Number: _____	Contact Number: _____
e-Mail: _____	e-Mail: _____

**DELEGATE DETAILS (Continued)**

Surname: _____	Surname: _____
Name: _____	Name: _____
ID No: _____	ID No: _____
Designation _____	Designation _____
Contact Number: _____	Contact Number: _____
e-Mail: _____	e-Mail: _____

**TERMS AND CONDITIONS**

1. Delegates are required to attend the conference in person
2. Attendance cannot be delegated to another person. Substitutions will only be permitted if communicated and approved by the facilitator by e-mail at least 24 hours before event
3. Delegates are required to have their own laptop as certain learning activities will be online
4. Refreshments and lunches at the venue are included
5. No refunds or credits will be issued on cancellation
6. Substitutions will only be permitted if communicated by e-mail at least 24 hours before event and the substitution is agreed to by facilitator
7. Action iT Learning reserves the right to change the programme in the event of unforeseen circumstances
8. You give us permission to share your contact details with the Conference Venue
9. You give us permission to take photos / videos for our social media / marketing initiatives
10. This fee does not include any Travel, Accommodation and other cash costs incurred by any delegate. These are for the account of the delegate

**BANKING DETAILS (for registration fees only)**

Account Name: Action iT Learning Pty Ltd	<i>Please use the Organisations name or invoice number as payment reference</i>
Account Number: 50019738190	
Bank: Investec Bank	<i>All proof of payments must be e-mailed to learning@actionassist.co.za</i>
Branch Number: 580105	

**For more information please e-mail [learning@actionassist.co.za](mailto:learning@actionassist.co.za) or contact one of our approved business partners**

**We have agreed a special rate (called: Perform Well) with the conference venue for accommodation (dinner, bed and breakfast).**

***Accommodation is not guaranteed and is provided on a paid booking basis as long as there is availability.***

***ALL ACCOMODATION HAS TO BE ARRANGED AND PAID FOR DIRECTLY WITH THE CONFERENCE VENUE and ALL COSTS ARE FOR THE PARTICIPANT.***

**CONFERENCE VENUE CONTACT DETAILS**

Name of Organisation: _____	Piekenierskloof Mountain Resort
Address: _____	N7 Piekenierkloof Pass
	Citrusdal
Postal Code: _____	7340
Vat Registration No.: _____	4810261695

**CONTACT PERSON FOR BOOKING**

Full Name: _____	Glen Hadden
Designation: _____	Front Office Lead
Contact Number: _____	0229213574
e-Mail: _____	<a href="mailto:pkres@dreamresorts.co.za">pkres@dreamresorts.co.za</a>

**ACCOMODATION PRICING**

***SHARING ACCOMMODATION per night (2 people)*** R2 520.00 Including VAT

includes: Breakfast and a 3 Course Dinner with 2 soft drinks

***SINGLE ACCOMMODATION per night (1 person)*** R1 700.00 Including VAT

includes: Breakfast and a 3 Course Dinner with 2 soft drinks