

SAAPI WORKSHOP/SYMPOSIUM/CONFERENCE

Terms and Conditions

1. Registration guidance

- a. Register your details on the SAAPI website and create a customer account. Link to website: www.saapi.org.za
- b. You will then be able to access our workshop schedule and register for workshops online.
- c. Complete the billing address on the registration form and not your personal address.
- d. Follow the prompts and enter all information required.
- e. Registration on the SAAPI website for your chosen workshop/event confirms your attendance.
- f. Paid delegates will receive the training material electronically prior to the workshop.
- g. Contact info@saapi.org.za with any queries or if you need any further information.

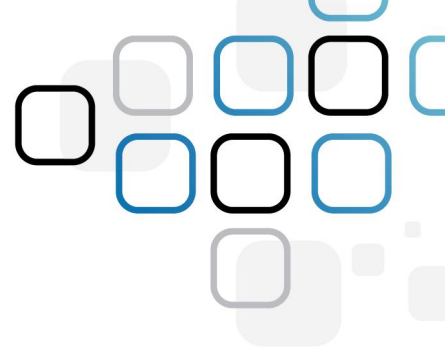
2. Payments

- a. Payment should be received **before** the date of the event, unless agreed otherwise in writing with the organisers.
- b. Should payment not be received by SAAPI this could result in legal proceedings. The legal fees associated with recovery of such fees will be for the delegate's account.
- c. Proof of payment must be sent to info@saapi.org.za
- d. Use your invoice number as your payment reference e.g. **INV-24-25/02PC-125**
- e. See banking details below (point 7).

3. Cancellation

- a. Should a delegate wish to cancel registration for a workshop/event, this must be done in writing no later than 48 hours prior to the workshop.
- b. If a delegate cancels less than 48 hours prior to the workshop date, the delegate will be responsible for the full workshop fee. In the event of emergency/extenuating circumstances, please contact the SAAPI Office in writing for alternate arrangements.
- c. Should a registered delegate be unable to attend but they wish to send a replacement delegate, it is the responsibility of the registered delegate to update SAAPI with the replacement delegate's name and contact details 24 hours prior to the workshop.
- d. Should a delegate not arrive at the event they have registered for, they will not have the fee reimbursed and will still be liable for payment of the full registration fee.
- e. Cancellations and enquiries can be sent to info@saapi.org.za.





4. **Change of attendance** (i.e. virtual to in-person & vice versa or change in workshop)
- Should a delegate, registered for a hybrid event, wish to change registration status from virtual to in-person or vice-versa, this needs to be done within 48 hours prior to the workshop/symposium and within 7 days for conference. Should a delegate not adhere to these timelines, an additional administration fee of 10 % of the registration fee will apply. Additionally, a delegate who wishes to change their registration from virtual to in-person or in-person to virtual will also be liable for the catering cost associated with in-person attendance.
 - Should a delegate registered for an event wish to change registration to a different event, this needs to be done 48 hours prior a workshop/symposium or 7 days before the conference or the relevant workshop/symposium. Should a delegate not adhere to these timelines, an administration fee of 10% of the registration fee will apply.
 - All requests for a change must be sent to info@saapi.org.za

5. **Recording of events/workshops**

SAAPI Events are recorded for compliance. Recordings will not be shared.

6. **Sponsorships**

Should a company/individual wish to sponsor a SAAPI event, a contract between the sponsor and SAAPI shall be signed. Sponsorship payments must be received before the event, unless agreed otherwise in writing with SAAPI. The terms and conditions will be outlined in a separate agreement signed between the sponsor and SAAPI.

7. **SAAPI Banking Details:**

Account Name/Name of Account Holder:	SA ASS OF PHARM IN IND
Account Number:	013045156
Account Type:	Business Current Account
Branch:	Lynnwood The Grove
Branch Code:	012445
Branch Code (electronic payments):	051001
SWIFT Address:	SBZA ZA JJ

Payment Reference - use your invoice number: e.g. **INV-24-25/02PC-125**

