

# Registration Form for the IFLA Satellite Meeting in Milnerton



International Federation of Library Associations and Institutions



*Continuing Professional Development and Workplace Learning (CPDWL) Section*

**Taking Charge of your LIS Career:  
Personal Strategies, Institutional Programs, Strong Libraries**

<https://iflasatellitemilnerton2015.wordpress.com/>

**The 10th World Conference on Continuing Professional Development and Workplace Learning for the Library and Information Professions**

**12-14 August 2015, Milnerton, Cape Town, South Africa**

The Conference Fee covers: the Opening Day Welcome Reception and other conference activities on that day; conference materials provided at registration; and lunches and coffee/tea at the conference venue, as indicated in the programme.

## **General Information**

The satellite Conference will start on the afternoon of Wednesday, August 12 with a reception. The sessions will run all day on Thursday, August 13 and will end by 16:00 on Friday, August 14th.

Participants are encouraged to reserve **accommodation** in Cape Town city centre (**See IFLA WLIC hotels**) and take public transportation (e.g. MyCiti bus service) to the Milnerton Public Library.

For more information see the Satellite conference web page

<https://iflasatellitemilnerton2015.wordpress.com/>

## **Tourist visas to visit South Africa**

Citizens of many countries are exempt from having to obtain visas to visit South Africa. If required, however, tourist visas must be obtained well before departure and applications should be made in good time.

(There has been recent new legislation regarding visas and particularly travel with children.)

It is strongly recommended that participants themselves check information about visa requirements on the following websites of the South African Department of Home Affairs:

- (for exempt countries) <http://www.dha.gov.za/index.php/countries-exempt-from-sa-visas>
- (for visa details) <http://www.home-affairs.gov.za/index.php/types-of-visas>

If in any doubt, participants should contact the South African consular offices in their home countries and should not rely on travel agent or other agency information.

## REGISTRATION FEES

**Registration is for the full Satellite Conference, 12-14 August 2015.** No 1-day registration is available. **Registration closes on 20 July 2015.** (Places are limited; if places are still available after 20 July, requests for registration may be accepted, but only until 7 August 2015 and at a Late Fee rate of R2000, payable onsite only, by credit card, on 12 August.

**Conference registration fees are only payable in South African currency (South African Rands, ZAR).** (Use currency converter websites such as XE Currency Converter to find equivalent in own local currency for personal information, but payments in non-South African currency will not be processed.)

**The Conference Fee for all delegates (including speakers and presenters) is R1800 (Eighteen hundred South African Rands, ZAR).** The fee for Late registration, if accepted after 20 July 2015, will be R2000, *by credit card payment only.*

**The only accepted methods of payment are CREDIT CARD or BANK TRANSFER using the forms below, to be downloaded, printed, completed, signed, scanned and emailed as attachments, or faxed, to the Conference Registration address as given. NO** cheques or other forms of payment will be accepted.

## Cancellations, refunds and claim forms

**Registration cancellations received by email or fax on/before 20 July 2015 will be refunded R900 (50% of the registration fee). No refund of registration fees will be made for cancellations received after 20 July 2015.**

Anyone cancelling registration before 20 July 2015 and requiring a refund should specifically **request a refund claim form** from the Conference Registration addresses below. No refunds can be processed without submission of this claim form. All refunds will be processed after the Satellite Conference and the IFLA WLIC, i.e. in late August/early September 2015.

**Any late cancellation, whether claiming a refund or not, should please as a courtesy be emailed to the Registration address as soon as possible, and by 11 August 2015 at latest.**

## Registration and payment forms

**THIS DOCUMENT IS IN MS WORD. Please download, complete, save, print, SIGN, SCAN and EMAIL AS ATTACHMENT, or fax, the THREE PAGES (3, 4, 5 or 6) of this registration form and relevant payment form to**

**CLARE WALKER** at all three email addresses, with the Subject Line: **CPDWL 2015 REGISTRATION**

[Clare.walker@wits.ac.za](mailto:Clare.walker@wits.ac.za) ; [clare.walker@cantab.net](mailto:clare.walker@cantab.net); [nelisiwe.sithole@wits.ac.za](mailto:nelisiwe.sithole@wits.ac.za)

(or fax for attention Clare Walker / Nelisiwe Sithole, at international fax number +27 11 717-1946)

Last name (family name) \_\_\_\_\_

First name (Preferred for Name Tag) \_\_\_\_\_

Institution/Organization \_\_\_\_\_

Position/ job title \_\_\_\_\_

Full postal address \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone (mobile for text messages) \_\_\_\_\_

FAX (if applicable for contact) \_\_\_\_\_

IFLA Membership number (Individual or Institutional) \_\_\_\_\_

<b>Registration details (Please complete, print &amp; sign before emailing)</b>
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- I wish to attend the 2015 CPDWL Satellite Conference, Wednesday, August 12 – Friday, August 14  (please mark **X** if Yes)
- I am making a presentation at the Conference  (please mark **X** if Yes)
- *I have received a CPDWL award to attend the full conference (give detail e.g. **Award no.** \_\_\_\_\_)*  
*NOTE: If you have received a CPDWL award to attend you still should complete this form*
- I am paying R1800 (ZAR) by Credit Card / Bank transfer (please circle one & complete relevant form on pp 5 or 6 below).

**PLEASE MARK [X] ALL THE FOLLOWING THAT APPLY** (only full registration is available):

**Wednesday, August 12**, following registration at Milnerton Public Library from 12noon:

Afternoon: short bus tour of local Nature Reserve & environment (to be confirmed)

Afternoon/early evening: Welcome \*Reception/networking/icebreaker

**Thursday, August 13:**

\*morning + afternoon coffee/tea

\*lunch

**Friday, August 14:**

\*morning + afternoon coffee/tea

\*lunch

Conference proceedings in electronic form (1).

\*If you have any dietary requirements (vegetarian, halaal, kosher or other special diet)

please indicate in brief \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PAYMENT BY CREDITCARD OR BANK ELECTRONIC TRANSFER (see below)**

All payments must be made in South African currency, South African Rands (ZAR), i.e. the fee on the Registration Form (R1800) is in South African Rands. Credit cards will be debited in ZAR and converted on personal or institutional bank statements. Personal or institutional bank transfers must be made as ZAR (R1800). No foreign (non-South African) currency amounts will be processed.

**1 -- PERSONAL or INSTITUTIONAL CREDIT CARD**

**NOTE:** Please note that there is NO online "secure payment" available.

Credit card forms should therefore be completed, signed, scanned, saved and sent as email pdf attachments.

Any of the CREDIT CARDS listed below may be used (but NO DEBIT CARDS, such as cash cards or "travel wallet" foreign currency cards). Please complete and sign the payment form:

**I AM PAYING THE REGISTRATION FEE OF R1800 BY**  
(please circle ONE credit card type and give required details below):

MASTERCARD

VISA

AMERICAN EXPRESS CARD

DINERS CLUB CARD

Name on Credit card (Billing name of card holder): \_\_\_\_\_

Credit card number: \_\_\_\_\_

Security number (CCV no., a 3 or 4 digit number): \_\_\_\_\_

Expiry Date \_\_\_\_ / \_\_\_\_ (month/year)

Billing name & billing address of card \_\_\_\_\_  
\_\_\_\_\_

ZIPCODE/ POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

\*\*Signature of card holder: \_\_\_\_\_

**\*\*THIS PAGE MUST BE SIGNED BEFORE SCANNING & EMAILING FOR CREDIT CARD PAYMENT**

Please either email scanned PDF copy of completed signed registration with full signed credit card information to all three of these addresses

[Clare.walker@wits.ac.za](mailto:Clare.walker@wits.ac.za); [clare.walker@cantab.net](mailto:clare.walker@cantab.net)); [nelisiwe.sithole@wits.ac.za](mailto:nelisiwe.sithole@wits.ac.za)

Or FAX to: ATTN: CLARE WALKER & NELISIWE SITHOLE, International Fax No. +27 11 717-1946

*Registration will only be final when full payment has been received within 14 days of the registration.*

## 2 -- BY DIRECT ELECTRONIC BANK TRANSFER

All payments must be made in South African currency, South African Rands (ZAR), i.e. the fee on the Registration Form (R1800) is in South African Rands. Personal or institutional bank transfers must be made as ZAR (R1800). No foreign (non-South African) currency amounts will be processed.

Electronic bank transfer payment should be made as follows :

**AMOUNT:** R1800.00 [ZAR] as given on the registration form

**TO BANK:** STANDARD BANK OF SOUTH AFRICA

**BANK BRANCH:** Braamfontein

**BANK BRANCH CODE:** 004805

**BANK ACCOUNT HOLDER NAME:** WITS University Foundation

**BANK ACCOUNT NUMBER:** 00290 0076

**BANK SWIFT CODE FOR INTERNATIONAL TRANSFERS:** SB ZAZA JJ 480502

**PAYMENT REFERENCE (THIS IS \*ESSENTIAL\*):**

1 – For personal transfers: L.2295 + LAST NAME & initial + “CPDWL”  
(e.g. Model reference: L.2295 Jones, A. “CPDWL”).

2 – For Institutional transfers: L.2295 + INSTITUTION +NAME OF DELEGATE + “CPDWL”  
(e.g. Model reference: L.2295 Mytown University, Jones, “ CPDWL”

Please email scanned PDF copy of completed signed registration and copy of bank transfer details (above) to all three of these addresses:

[Clare.walker@wits.ac.za](mailto:Clare.walker@wits.ac.za); [clare.walker@cantab.net](mailto:clare.walker@cantab.net); [nelisiwe.sithole@wits.ac.za](mailto:nelisiwe.sithole@wits.ac.za)

or fax to: ATTN: CLARE WALKER & NELISIWE SITHOLE, International Fax No. +27 11 717-1946

*Registration will only be final when full payment has been received within 14 days of the registration.*