



**REGISTRATION FORM : AFRICA GIS 2005 CONFERENCE**  
**31 October - 4 November 2005**  
**CSIR International Conference Centre, City of Tshwane (Pretoria), South Africa**

Please return this form to the Conference Secretariat by post, email or fax preferably <b>BEFORE OR ON 29 July 2005</b> <b>Private Bag X10</b> <b>Mowbray</b> <b>7705 South Africa</b>	Fax: +27 21 6891351	<i>Secretariat use only</i> <b>Reg. No</b>
	E-mail: <a href="mailto:registrations@africagis2005.org.za">registrations@africagis2005.org.za</a> or <a href="mailto:info@africagis2005.org.za">info@africagis2005.org.za</a> (general enquiries)	

**1. PARTICIPANT ATTENDANCE INFORMATION**

**Note:** Please provide information as you wish it to appear on your badge and on official participant database. A copy of pages one and two of this registration form should be completed for *each participant*.

Title: Mr/Ms/Dr/Prof			Family Name / Surname		
Mailing Address:			First Name		
			Company / Organisation		
			Phone & Cell		
Country:			Fax		
Postal/Zip Code:			Passport number or ID number		
Nationality:			E-mail address		
<b>Special Dietary Requirements:</b> <b>Mark with "X"</b>	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Halaal	<input type="checkbox"/> Other	Please specify -	

**2. IF STUDENT INDICATE:**

Name of Institution			Student number		
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NB: A copy of the Student ID or an official letter from the Institution must accompany the registration form.

**3. ACCOMPANYING PERSON / SPOUSE (Not participating in the technical program)**

	Title	Family Name / Surname	First name
First accompanying person			
Second accompanying person			
Third accompanying person			

**4. SPONSORED PARTICIPANTS FROM AFRICA**

If you are a sponsored participant by a donor funded agency or third party, please attach a formal letter from the donor organization or third party confirming that your registration fee will be paid by them. You are also requested to furnish the secretariat with the name and contact details of the person responsible for payment of your registration.

Name of donor institution/organisation			Name of contact person		
Fax number			E-mail		

Turn to page 2 and complete tables B, C, D and E. The subtotals of tables B, C and D should be inserted in Table A below.

**5. SUMMARY OF ITEMS**

**TABLE A**

		Total
Registration for Conference Program	Insert subtotal of <b>TABLE B</b> (see page 2) →	
Optional Items	Insert subtotal of <b>TABLE C</b> (see page 2) →	
Accompanying persons	Insert subtotal of <b>TABLE D</b> (see page 2) →	
<b>Total Amount to be paid in Rand</b>		

**6. PAYMENT BY MEANS OF A MASTER OR VISA CREDIT CARD.** If you submit credit card details, your card will be manually debited. Please provide the following information.

Card type (Visa and Master only)		Card Number	
Expiry date (month and year)		Last 3 digits on back of card – CCV number	
Signature of card holder			

**By completing & signing this form you:**

- Accept the terms and conditions as stated in point 8, payment and cancellation policies and point 9 legal, liability and disclaimer, on page 3 of the registration form.

Signature

Date

## 7. BREAKDOWN OF REGISTRATION FEES

Complete tables B, C, D and E and enter the subtotals of these tables in Table A on page one.

**TABLE B: REGISTRATION FOR CONFERENCE PROGRAM:** Please mark relevant category with "X" in column A and insert the applicable amount in the last column.

- To qualify for the discounted registration fee, please arrange for payment in full on or before 29 July 2005.
- The penalty (R 270) for payment after 10 October 2005 will not be applied to sponsored participants from Africa provided that the required documentation stipulated under point 4 on page one have been submitted on or before 10 October 2005.

A	Description	C	Amount in Rand			Total
			On or before 29 July	Between 1 Aug. and 10 Oct.	After 10 October	
	Full Registration	Cocktail Reception, Conference Dinner	1650.00	1770.00	2040.00	
	Student Registration	Cocktail Reception	840.00	960.00	1080.00	
	One day registration: 31 October		360.00	390.00	450.00	
	One day registration: 1 November		360.00	390.00	450.00	
	One day registration: 2 November		360.00	390.00	450.00	
	One day registration: 3 November		360.00	390.00	450.00	
	One day registration: 4 November		360.00	390.00	450.00	
						<b>Subtotal</b>

Registration fees above include the following entitlements: Entrance to sessions, registration pack, Proceedings on CD, daily lunch and refreshment breaks plus the items listed in column C.

**CANCELLATION NOTICE:** See cancellation and refunds policy under point 8 on page 3.

**TABLE C: OPTIONAL ITEMS:** Please mark relevant number with "X" in column A and complete the last two columns.

A	Number	Description	Amount in Rand		
			Unit price	Number	Total
	1	Additional copies of proceedings on CD.	30.00		
	2	Daily return transfers from official conference hotels to conference centre plus transport to and from conference dinner	300.00		
	3	Additional lunch ticket: 31 October	80.00		
	4	Additional lunch ticket: 1 November	80.00		
	5	Additional lunch ticket: 2 November	80.00		
	6	Additional lunch ticket: 3 November	80.00		
	7	Additional lunch ticket: 4 November	80.00		
	8	Additional ticket for cocktail party 31 October	150.00		
	9	Additional ticket for conference dinner 3 November	215.00		
	10	Pretoria tour on Wednesday afternoon 2 November	50.00		
	11	Dinner at Lesedi Cultural Village on Wednesday 2 November	570.00		
	12	Two day pre conference tour (29 & 30 October) to Sun City and Pilanesberg	2220.00		
	13	Two day post conference tour (5 & 6 November) to Sun City and Pilanesberg	2220.00		
	14	Two day pre conference tour (29 & 30 October) to Kruger National Park via Blyde River Canyon.	2220.00		
	15	Two day post conference tour (5 & 6 November) to Kruger National Park via Blyde River Canyon.	2220.00		
					<b>Subtotal</b>

Note that either item 10 or 11 should be chosen.

**TABLE D: ACCOMPANYING PERSONS:** Please mark relevant number with "X" in column A and complete the last two columns.

A	Number	Description	Amount in Rand		
			Unit price	Number	Total
	1	Basic registration fee	510.00		
	2	Transport to conference centre on Monday morning <b>plus</b> transport to and from conference dinner.	100.00		
	3	Transport to and from conference dinner on Thursday 3 November	50.00		
	4	Pretoria tour on Wednesday afternoon 2 November	50.00		
	5	Pretoria tour on Monday 31 October	270.00		
	6	Soweto tour on Tuesday 1 November	250.00		
	7	Tour to Apartheid Museum and Gold Reef City	450.00		
	8	Tour to Sun City and Pilanesberg Nature Reserve	660.00		
	9	Tour to Menlyn Shopping Centre.	60.00		
					<b>Subtotal</b>

Registration fees above include the following entitlements: Entrance to opening ceremony on Monday 31 October, refreshments and lunch on 31 October, cocktail reception on 31 October and the conference dinner on 3 November. All tours will be conducted by Roxburg Tours and costs quoted are per person with a minimum of 4 persons. Costs for less than 4 persons per tour will be slightly more and are payable before departure.

**TABLE E:** If transport from official conference hotel to conference centre is required, please mark the name of the hotel where you have made or intend to make a reservation.

Town Lodge Menlo Park	Sheraton Hotel	Manhattan Hotel	Holiday Inn Garden Court	Hotel 224	Burgers Park Hotel

**If faxing: Please do NOT return this page.**

#### **8. CANCELLATIONS AND REFUNDS POLICY**

- Refund (less 20%) if written cancellation is received before 19 September 2005.
- Refund (less 50%) if written cancellation is received before 7 October 2005.
- Refund (less 70%) if written cancellation is received on or before 21 October 2005.
- No refund will be granted after 21 October 2005.

If you are a sponsored participant and your registration fee is paid by a donor or third party, they will be liable for cancellation fees and it is your responsibility to ensure they are aware of this policy.

#### **9. DISCLAIMER**

Registration fees do not include insurance for participants against personal injuries, sickness, theft, or property damage. This applies to any event associated with AFRICAGIS 2005. Participants are advised to obtain whatever insurance they consider necessary. Neither the Organising Committees nor its sponsors or committee members assume any liability for loss, injury or damage to persons or belongings, however caused.

In the event that the AFRICAGIS 2005 Conference is postponed, cancelled or abandoned by reason of war, fire, storm, explosion, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, force majeure, the non-availability, either wholly or partially, of the CSIR ICC or any other cause not within the control of the Organising Committees, the said Committees shall be under no liability to the Sponsors, Exhibitors, or delegates in respect to any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by Sponsors, Exhibitors or Delegates as a result of the happening of any such event(s).

#### **10. PAYMENT**

- AFRICA GIS 2005 is not registered for Value Added Tax.
- All payments (excluding the provision that has been described under point 4 on page one) are due with submission of the registration form.
- To qualify for the discounted registration fee, payment should be made on or before 29 July 2005.

#### **10.1 PAYMENT BY MEANS OF A BANK TRANSFER**

- Please state your full names clearly on the money transfer.
- Please note, bank charges are for your OWN account and this should be stipulated to your bank. Please advise your bank that the charges should be included in your deposit amount.
- A copy of the bank deposit receipt should accompany your registration form and must be posted or faxed (+27 (0) (2116891351) to the Conference Secretariat: AFRICA GIS 2005 at Private Bag X10, Mowbray, 7705 South Africa.

#### **Conference account details**

Payable to	GISSA	Bank	ABSA
Branch name/code	Somerset West / 334-712	Swift code	ABSAZAJCCT
Account name	GISSA Conference	Account number	40-6000-1577
Reference	Insert your surname as the reference on the deposit slip		

#### **10.2 PAYMENT BY MEANS OF A MASTER OR VISA CREDIT CARD**

If you submit credit card details, your card will be manually debited. Provide the required details under point 6 on page one.

#### **11. FLIGHT ARRANGEMENTS**

HARVEY WORLD TRAVEL (GROENKLOOF) has been appointed to deal with flight reservations. As part of the largest group of travel agencies in the Southern Hemisphere they are able to offer the service and expertise to ensure a trouble free journey at competitive prices and negotiated discounts. Contact HARVEY WORLD TRAVEL (GROENKLOOF) by e-mail at [management@harveyworld.co.za](mailto:management@harveyworld.co.za)

#### **12. AIRPORT TRANSFERS (for your own account)**

Special group rates at a cost of US\$50.00 PER PERSON RETURN (Airport – Hotel/Guest House – Airport Return) have been negotiated with Birdiegolftours. A welcome desk with AFRICAGIS2005 signage will be situated at Johannesburg International Airport. Please look out for this desk as you walk out of the arrivals hall once you have collected your luggage. The transfer cost is payable at the airport. To ensure that there will be someone waiting for you at the airport, please submit your flight details and travel needs to [sales@birdiegolf.co.za](mailto:sales@birdiegolf.co.za). See the conference website ([africagis2005.org.za](http://africagis2005.org.za)) for more detail.

#### **13. DAILY TRANSFERS TO AND FROM CONFERENCE CENTRE (for your own account)**

A shuttle service will be available from the official conference hotels to the Conference Centre. Please indicate your preference in Table C on page 2.

#### **14. ACCOMODATION (for your own account)**

Conference Call South Africa has been appointed to handle hotel reservations. Special Group Rates have been negotiated at six OFFICIAL RECOMMENDED HOTELS. More detail, including a map showing the location of the hotels and the relevant hotel reservation form is available at [www.africagis2005.org.za](http://www.africagis2005.org.za). Conference Call can be contacted at [confcall2@yebco.co.za](mailto:confcall2@yebco.co.za); +27 11 3121762 (tel.); or +27 11 315 8013 (fax).

#### **15. PRE/POST/DURING CONFERENCE TOURS (for your own account)**

Pre and post conference tours, an evening at the Lesedi Cultural village and a short tour through the city of Tshwane (Pretoria) have been scheduled. Please indicate your attendance in Table C. More detailed information regarding the tours can be obtained from Roxburg Tours at [roxburg@iafrica.com](mailto:roxburg@iafrica.com) or on the website at [africagis2005.org.za](http://africagis2005.org.za). Contact Roxburg Tours to enquire about additional tour options available during your visit.

#### **16. ACCOMPANYING PERSONS PROGRAM**

Optional full and half day tour options are available for accompanying persons. Please indicate your attendance in Table D. More detailed information regarding the tours can be obtained from Roxburg Tours at [roxburg@iafrica.com](mailto:roxburg@iafrica.com) or on the website at [africagis2005.org.za](http://africagis2005.org.za). Contact Roxburg Tours to enquire about additional tour options available during your visit.

#### **17. TECHNICAL VISITS**

We are making provision for small groups to visit institutions during the afternoons of 1 November and 3 November. Provided that sponsorships are secured, these visits will be free of charge. Further announcements will be made shortly on the conference website.

#### **18. ATTENDANCE OF COCKTAIL PARTY AND CONFERENCE DINNER**

Exhibitor's Cocktail Reception on Monday 31 October and the Conference Dinner on 3 November are included in the conference fee. Entrance tickets for the conference dinner should be collected from the registration desk by 14h00 on Tuesday 1 November. Failure to collect your ticket will result in no dinner reservation. Your kind cooperation in this regard will be much appreciated.