



10th Anniversary Pan-African Psychology Union Congress: 08-11 October 2024 Terms and Conditions

Congress Registration is on a Register and Pay basis.

1. Complete the online registration form.
 - Register and Pay: payment is required immediately upon completion of the registration form and via online debit/credit card or instant EFT.
2. Payment is required online via debit/credit card or instant EFT upon registration. Please verify that all details are correctly captured on the registration page, then click “**go to pay**” and you will be redirected to the online payment gateway. Select your ticket and click “pay now” if paying for yourself. If your employer is paying for you, select the “company” option and complete billing information as shown and select your choice between a quotation or invoice. If you have not received an immediate confirmation of payment approval – you will have 48 hours to try again or contact registrations@psyssa.com to avoid automatic cancellation of registration.
3. **Only once payment is received will your registration be converted into a confirmed registration.** Please note that you are responsible for ensuring that all processes and documents relating to your company/organisation’s processes are followed up and received.
4. Please ensure to capture all information accurately as all registrations will be verified.
5. Your registration and the data that you capture will appear on your registration record on the official Congress database.
6. Registration fees are quoted in South African Rand (ZAR) and are inclusive of 15% Value Added Tax (VAT).

For any queries regarding technical support with your registration process please contact Support at ShowWave at support@showwave.co.za.

Alternatively, contact PsySSA at registrations@psyssa.com or Tel: 011 486 3322.

Registration Includes:

- Admission to gala dinner/opening ceremony
- Admission to all scientific sessions
- Admission to the poster sessions and the exhibition

Prof S. Cooper, PhD, President of PAPU.
Address: Oakhurst, Ground floor, 13 St Andrew’s Road, Parktown, 2193, South Africa



- Congress material (delegate bag, final programme, etc.)
- Tea/ Coffee Breaks
- Lunch

Gala Dinner/Opening Ceremony Booking

Registration includes admission to the anniversary gala dinner/opening ceremony. The gala dinner/opening ceremony will be held on the evening of 8th October 2024.

QR Code

Once payment has been received a QR Code will be sent to you via email and/or WhatsApp (should you select the ***“I agree to receiving my QR code via WhatsApp”*** option on the registration platform). Each Delegate will receive the following via WhatsApp:

- The initial WhatsApp message is a generic message (*this is due to WhatsApp not allowing any messages to be sent to unconsented recipients*) that will state:
 - Hi NAME *<unique per delegate>*, The Pan-African Psychology Union (PAPU) thanks you for completing the 10th Anniversary PAPU Congress pre-registration. Please reply to this message with this code XXXXX *<unique per delegate>*, so we can send you your personalised QR Code for quicker access on arrival at the Congress.
 - You are then required to reply with the unique code XXXXX *<unique per delegate>* to the message on WhatsApp, and your unique QR Code will be sent to you.
- The QR Code will give you access to the Congress. Each QR Code is unique to each delegate and can only be used by 1 delegate.

Terms and Conditions

1. Access to and attendance at the congress will only be confirmed upon receipt of payment.
2. Payment is due prior to the start of the Congress. In the event of there being a limited number of delegates, preference will be given to persons who have paid their registration in full.

3. A confirmation email with a link to open the PDF Receipt/Paid Invoice will be sent to you upon submission of the online registration and payment.
4. A link to the payment gateway is provided in the confirmation of registration email with an option to pay by credit card or online EFT directly upon registration.
5. Receipts will only be issued once payment has been received and allocated.
6. Company/organisation's proof of payment/remittance advice is to be emailed to registrations@psyssa.com
7. All payments must be made payable online to PsySSA.

Cancellations and Termination of Registrations

1. On completion of this application, you will be liable for the full amount of the registration fees subject to the cancellation conditions below.
2. All cancellations must be received in writing by the Congress Secretariat, and marked for attention: Nthabiseng Masipa at nthabiseng@psyssa.com
3. Cancellations received before 15 July 2024 will receive a full refund, subject to a 10% administration fee.
4. Cancellations received before 31 July 2024 will receive a 50% refund, subject to a 10% administration fee.
5. **No refunds will be issued for cancellations received from the 01 August 2024 onwards.**
6. All refunds due will only be processed after the conclusion of Congress.
7. Any registrations received from 01 August 2024 will not be entitled to any refund or credit, and such persons will be liable for the full registration fee as per point (1) above.
8. **All cash deposits will attract a 10% administration fee.**
9. The Organising Committee reserves the right to decline a request for a refund subject to the cancellation policy.
10. **NOTE: Delegates who do not cancel in writing by 31 July 2024, as well as delegates who do not arrive at the Congress and who cannot provide proof of written cancellation to the**



Congress secretariat within the above-mentioned cancellation dates, will be liable for the full Congress registration fee. If fees have been paid, no refund will be issued.

Privacy Statement

All information submitted is supplied by you voluntarily. This information will be used for the following purposes:

- To process your registration.
- To process any other transactions requested by you.
- To inform you of updates.
- To send you relevant information regarding Congress.

We do not sell, rent, or lease our delegate lists to third parties. Details of delegates could be made available to sponsors for once off use after the Congress. In order to provide our services, we may occasionally provide information to the companies that work on our behalf. ShowWave, PAPU and PsySSA shall take all reasonable steps to protect the personal information of delegates.

Modification of Terms

The congress organisers reserve the right to modify or amend these Terms and Conditions at any time without prior notice. Any changes will be effective immediately and communicated to delegates through the congress website or other official channels.