

To secure your booking, please complete, sign and email a scanned copy to [registrations@acaeglobal.com](mailto:registrations@acaeglobal.com)

### APPROVING MANAGER DETAILS:

Prof    Dr    Mr    Mrs.    Miss   Name & Surname .....  
 Telephone.....   Position .....  
 Organization .....   Email .....  
 Physical Address.....   Signature.....

**THIS BOOKING IS INVALID WITHOUT A SIGNATURE**

### PARTICIPANT DETAILS:

Prof    Dr    Mr.    Mrs.    Miss   Name & Surname ..... 1  
 Telephone.....   Position .....   Email .....

Prof    Dr    Mr.    Mrs.    Miss   Name & Surname ..... 2  
 Telephone.....   Position .....   Email .....

Prof    Dr    Mr.    Mrs.    Miss   Name & Surname ..... 3  
 Telephone.....   Position .....   Email .....

### KINDLY CHOOSE YOUR CONVENIENT FEE OPTION

You Chosen Date \_\_\_\_\_

### Group Rates of 3 and above

**Fee Option 1:**  
 5 day Workshop = **USD 3,550.00 per delegate** include 6 nights bed & breakfast, round trip airport transfer, lunch, conference documentation and limited refreshments  
 **Fee Option 2:**  
 5 day Workshop = **USD 2,500.00 per delegate** include, training material, lunch, limited refreshment

**Fee Option 1:**  
 5 day Workshop = **USD 3,350.00 per delegate** include 6 nights bed & breakfast, round trip airport transfer, lunch, conference documentation and limited refreshments  
 **Fee Option 2:**  
 5 day Workshop = **USD 2,200.00 per delegate** include, training material, lunch, limited refreshment

Would you like us to organize your hotel booking?   Yes    No

### Payment Details

Payment Method (\*Please choose one)   Cash    Direct Deposit Bank Transfer (EFT)

### Our Banking Details

<b>Bank:</b>	STANDARD BANK	<b>Account Name:</b>	AFRICAN CENTRE FOR ADMINISTRATIVE EXCELLENCE
<b>Account Number:</b>	303049537	<b>Branch Code:</b>	001255
<b>Branch Name:</b>	Rivonia	<b>Swift Code:</b>	SBZAJJ

**IMPORTANT: PLEASE NOTE THAT CASH PAYMENT OR A BANK CERTIFIED PROOF OF TRANSFER IS THE BASIS FOR ADMISSION.**

### CANCELLATION AND POSTPONEMENT POLICY

All cancellations or postponements must be confirmed in writing and e-mailed to [info@acaeglobal.com](mailto:info@acaeglobal.com). Cancellations 10 to 5 Business days prior to the event will attract a 25% cancellation fee. Cancellations received less than 5 Business days prior to the event will result in a 50% cancellation fee. No shows will attract a 100% cancellation fee. Maximum permissible interest will be levied on any outstanding invoices. You are however welcome to substitute your attendance with an appropriately qualified colleague. Postponement to a later date must be received in writing no less than 5 Business days prior to the initial event in order to waive the cancellation fee. This waiver will only be applicable once.

### GENERAL NOTES

In the event of unforeseen circumstances, ACAIE reserves the right to change the speakers, the venue or the date. Delegates will be notified of changes or cancellations of events no later than 5 Business days prior to the event and all paid-up invoices will be fully refunded in a case of cancellation or credited to another event within 6 months, we however welcome donations to the organization for our cause of rural literacy campaign.