

## HOW TO REGISTER AS A CONFERENCE PARTICIPANT ON CONFTOOL

**NB: you must register as a user on the ConfTool platform BEFORE you can register as a participant for the SAIMS 2024 Conference.**

**Please visit**

<https://acrobat.adobe.com/link/review?uri=urn%3Aaaid%3Ascds%3AUS%3A654fdb4-7536-3569-b86e-64f82feae287> for steps on how to register as a user of ConfTool

### Step 1:

Visit <https://www.conftool.org/saims2024/>

Log into your user account using your username and password.

# 35TH ANNUAL CONFERENCE

8 - 11 SEPTEMBER 2024 | STELLENBOSCH  
HOSTED BY THE DEPARTMENT OF BUSINESS MANAGEMENT, STELLENBOSCH UNIVERSITY

# SAIMS

The Southern Africa Institute for Management Scientists

[Register New](#) Conference Time: 13th May 2024, 02:30:40pm SAST

### ConfTool Conference Administration

Please log in to be able to submit a contribution, enter or view reviews or to register for conference participation.

If you have not yet created a user account, please do so now.

Please note that the user accounts of the preceding event were not transferred. All users will have to create a new account for this event.

#### Account Login

First time here?

[Register new](#)  
or alternatively  
[Register your interest to get news about the event](#)

#### Registered users

E-mail or user name:  · [Forgotten your user name?](#)

Password:  · [Forgotten your password?](#)

[Login](#)

Mobile View

Contact and Legal Notice · Contact Address: [admin2024@saims.org](mailto:admin2024@saims.org)  
Privacy Statement · Conference: SAIMS 2024

Conference Software: ConfTool Pro 2.6.149  
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## Step 2:

Click on Register as Participant.

### Welcome, Dr. Stefanie Kühn

You are logged in as user [REDACTED]

**You can select from the following options:**

-  **Your Submissions**  
Here you can submit new contributions and manage your submitted contributions.
-  **Register as Participant - [REDACTED]** ←  
Here you can register for conference participation.
-  **Browse Conference Agenda - Currently only visible to administrators and chairs**  
Overview and details of the event program.
-  **Show User Account Details**  
Here you can access the personal data of your user account.
-  **Edit User Account Details**  
Here you can update your personal user data.
-  **Logout**  
Please sign out when you are finished to prevent unauthorized access to your account.
-  **Logout and Return to the Main Website**  
Sign out and return to the website "35th Annual SAIMS Conference".

## Step 3:

**NB: please make sure that your SAIMS membership fees are paid up to date. For more information, please contact Mrs Annali Maass at [apaint@sun.ac.za](mailto:apaint@sun.ac.za)**

At Participant Status Information, select the applicable option.

Then click the 'Proceed to Step 2: Event and Item selection' tab.

### Registration for Participation - Step 1 of 4: Participant Status

Here you can register for conference participation. Please select your status.

After completing the registration process, you will receive a confirmation e-mail. You will also be able to print out your registration confirmation and invoice from the overview page.

1. Participant Status   2. Event and Item Selection   3. Payment Details   4. Confirm Registration

**Participant Status Information**

\* Participant Status / Group

- SAIMS member
- SAIMS non-member
- Student member
- Student non-member

←

→ **Proceed to Step 2: Event and Item Selection**

Overview > Participant Data

Print View   

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## Step 4:

Complete the 'Event and Item selection' section. At Conference select either 'Full Conference registration for SAIMS 2024' or 'Day ticket for SAIMS 2024'. The proforma invoice will be generated based on what is selected here.

Then click the 'Proceed to Step 3: Payment details' tab.

**Registration for Participation - Step 2 of 4: Event and Item Selection**  
Please select the events and items of interest to you.

1. Participant Status ✓ 2. Event and Item Selection 3. Payment Details 4. Confirm Registration

**Participant Status Information**  
Registration Date: 13th May 2024, 02:18:15pm (Standard)  
Participant Status / Group: SAIMS member

Events/Items		Price
Conference		
<input checked="" type="radio"/>	<b>Full Conference Registration for SAIMS 2024</b> Sunday, 08/Sept/2024: 5:00pm - Wednesday, 11/Sept/2024: 5:00pm	Rand 4,000.00
<input type="radio"/>	<b>Day Ticket for SAIMS 2024</b>	Rand 2,000.00

**Special Dietary Requirements (if any)**  
Remark of Participant

Return to Step 1: Participant Status Proceed to Step 3: Payment Details

Overview > Participant Data Print View ? ↑

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## Step 5:

Complete the 'Payment details' section.

1. Check if the options selected in the previous step are correct.
2. At 'Invoice Address', there are two options.  
Option 1 'Recipient of invoice and Receipt'. If this option is selected, the proforma invoice will include details from your user account on ConfTool (please ensure these details are correct). This option is suitable when payment is made on an individual basis.  
Select option 2 if the invoice address differs from the user account's address. Option 2 might be suitable when a university requires certain information on their invoices before they process payment. Please make sure that the fields are filled in correctly.
3. Next, click on 'Proceed to Step 4: Confirm registration'.

### Registration for Participation - Step 3 of 4: Payment Details

Please enter your payment method and details.

- 1. Participant Status ✓
- 2. Event and Item Selection ✓
- 3. Payment Details
- 4. Confirm Registration

Description	Unit Price	Fee
Conference Full Conference Registration for SAIMS 2024 Event Date: Sunday, 08/Sept/2024: 5:00pm - Wednesday, 11/Sept/2024: 5:00pm	R 4,000.00	R 4,000.00
<b>Total Amount</b>		<b>R 4,000.00</b>

#### Invoice Address: Choose Recipient of Invoice and Receipt

\* Recipient of invoice and receipt  Use the address of the participant

**Option 1: details for user account on ConfTool**

**Invoice address if different from the address of the user account**

\* Recipient of invoice and receipt  Use an alternative address. Please select this option and enter details below.

(\*) Organization / Company

Department

\* Title  None/Other  
 Ms.  
 Mr.  
 Dr.  
 Prof.

(\*) First & Middle Name

(\*) Last Name / Family Name

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\* Address Line 1

Address Line 2

(\*) Postcode / ZIP Code

\* City

\* Country

\* Phone

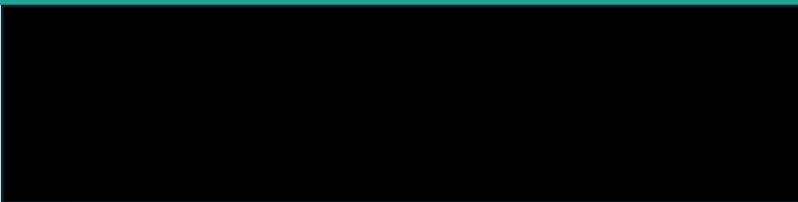
\* E-Mail

**Option 2: Invoice address if different from the address of the user account. Must complete manually.**

#### Payment Details

## Registration for Participation - Step 3 of 4: Payment Details

Please enter your payment method and details.

1. Participant Status ✓	2. Event and Item Selection ✓	3. Payment Details	4. Confirm Registration
<b>Description</b> Conference Full Conference Registration for SAIMS 2024 Event Date: Sunday, 08/Sept/2024: 5:00pm - Wednesday, 11/Sept/2024: 5:00pm		<b>Unit Price</b> R 4,000.00	<b>Fee</b> R 4,000.00
<b>Total Amount</b>			R 4,000.00
<b>Invoice Address: Choose Recipient of Invoice and Receipt</b>			
* Recipient of invoice and receipt <input checked="" type="radio"/> Use the address of the participant		In this example, Option 1 was selected, so the detail that will appear on the proforma invoice automatically matches the information of the registered user profile on ConfTool	
<b>Participant's address</b>	Stellenbosch University Business Management Dr. Stefanie Kühn CGW Schumann Building, Office 409 Bosman Street, Stellenbosch University 7600 Stellenbosch South Africa skuhn@sun.ac.za		
<b>Invoice address if different from the address of the user account</b>			
* Recipient of invoice and receipt <input type="radio"/> Use an alternative address. Please select this option and enter details below.			
<b>Payment Details</b>			
* Method of Payment			
<input checked="" type="radio"/> Via bank transfer (wire transfer)		<input type="radio"/> Extra payment mode 1 (only visible to administrators and assistants)	
<b>Special Dietary Requirements (if any)</b>			
Remark of Participant	<input type="text"/>		
<input type="button" value="Return to Step 2: Event and Item Selection"/>		<input checked="" type="button" value="Proceed to Step 4: Confirm Registration"/>	

### Step 5:

Confirm registration.

- 1) At 'Name and organisation of user' please check that your details are correct.
- 2) Take note of the user number. This number must be used as a reference number for proof of payment. In the example below, the number is 1014.
- 3) Read the Terms of 'Registration and Payment'. Click to confirm that you have read the terms.
- 4) Click on 'Confirm purchase'. The proforma invoice will be e-mailed to you. Alternatively, you can download the proforma invoice from your ConfTool user profile.

## Registration for Participation - Step 4 of 4: Confirm Registration

Please confirm your entries by clicking on "Confirm Purchase" at the bottom of the page.  
Only then you are registered as a confirmed conference participant.

After completing the registration process, you will receive a confirmation e-mail. You will also be able to print out your registration confirmation and invoice from the overview page.

1. Participant Status ✓

2. Event and Item Selection ✓

3. Payment Details ✓

4. Confirm Registration

### Name and Organization of User

**Dr. Stefanie Kühn**  
Stellenbosch University  
Business Management  
CGW Schumann Building, Office 409  
Bosman Street, Stellenbosch University  
7600 Stellenbosch  
South Africa  
E-Mail: [skuhn@sun.ac.za](mailto:skuhn@sun.ac.za)  
Phone: 0218089753

Include as reference nr. for  
proof of payment

1014

### Participant Status Information

Registration Date: 13th May 2024, 02:18:15pm (Standard)  
Participant Status / Group: SAIMS member

Description	Unit Price	Fee
Full Conference Registration for SAIMS 2024 Event Date: Sunday, 08/Sept/2024: 5:00pm - Wednesday, 11/Sept/2024: 5:00pm	R 4,000.00	R 4,000.00
<b>Total Amount</b>		<b>R 4,000.00</b>

### Payment Details

Via bank transfer (wire transfer)

The organizers have not yet printed this invoice.

### Confirmation of Registration Terms

#### Terms of Registration and Payment

- The registration of participation is binding.
- If you have to cancel the registration the following penalties will apply: If cancelled up to the 2nd of September 2024 at 12:00, you will receive a 50% refund. If you cancel thereafter, a 100% penalty will apply.
- Cancellations can only be done by sending an email to [admin2024@saims.org](mailto:admin2024@saims.org).
- The participation fees are owed upon registration and are payable as soon as possible following submission of the registration (but not later than **1 September 2024**).
- Participation is not guaranteed until full payment of the registration fee is received. Payments can be done via EFT only. Please find bank details on invoice or at <https://saims2024.saims.org/>. Please email proof of payment to [admin2024@saims.org](mailto:admin2024@saims.org)
- The conference program may be subject to changes.
- Payments will be refunded if the conference will be canceled by the organizer. In that case, the organizer will have no further liability to the client. Registrations remain valid if the conference has to be postponed.

\* Confirm

I have read and understood the above terms of registration and payment and declare acceptance.

Confirm Purchase AND Commence to Submit a Contribution

Return to Step 3: Payment Details

Confirm Purchase

Overview > Participant Data

Print View   

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## Step 6:

### NB information about payment:

- 1) Payment can only be made via EFT. Please see the banking details on the invoice and in the screenshot below.
- 2) Please use ID nr generated by ConfTool as a reference number (eg. 1014). The payment reference number, therefore, is 1014, SAIMS 2024.
- 3) If your university is making a bulk payment, use the university's name as the reference. For example, TUT SAIMS 2024. In a separate e-mail, an admin person from the university must detail the individual delegates for whom bulk payments were made.
- 4) Please e-mail proof of payment to [admin2024@saims.org](mailto:admin2024@saims.org)

Overview 3:38:33pm SAST Wilmien test Du Plessis Logout

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### Welcome, Wilmien test Du Plessis

You are logged in as user `duplessiswilmien4`.  
You are registered as participant. Total Amount: Rand 4,500.00  
Selected payment method: Via bank transfer (wire transfer)  
ConfTool will generate an invoice. You can access this invoice on your home screen at "Invoice and Registration Confirmation". IMPORTANT: Please use the reference provided on the invoice, as the reference number when making the payment. Thank you

Please transfer the fee within 7 days to the following account:  
Account Holder : SAIMS NPC 2024 · Account No. : 011934824  
Bank : Standard Bank · Bank Code : 051001  
SWIFT-BIC : SBZAJJ · IBAN Code : N/A  
Reason for transfer: ID 1014, RefNo 1014, SAIMS 2024  
Please email proof of payment to [admin2024@saims.org](mailto:admin2024@saims.org)

**Take note of payment details for ETF**



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You can select from the following options:

- Your Submissions  
Here you can submit new contributions and manage your submitted contributions.  
You have submitted 1 contribution(s).
- Show User Account Details  
Here you can access the personal data of your user account.
- Edit User Account Details  
Here you can update your personal user data.
- Logout  
Please sign out when you are finished to prevent unauthorized access to your account.
- Logout and Return to the Main Website  
Sign out and return to the website "35th Annual SAIMS Conference".

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As participant you have the following options:

- Access Your Participant Registration Details  
Here you can access all details of your registration for participation.
- Registration Confirmation and Pro Forma Invoice  
You may now download and print out your provisional invoice and registration confirmation.

**A Proforma invoice will be e-mailed. Alternatively, it can also be downloaded here.**

