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%3A654fdfb4-7536-3569-b86e-64f82feae287 **for steps on how to register as a user of ConfTool**

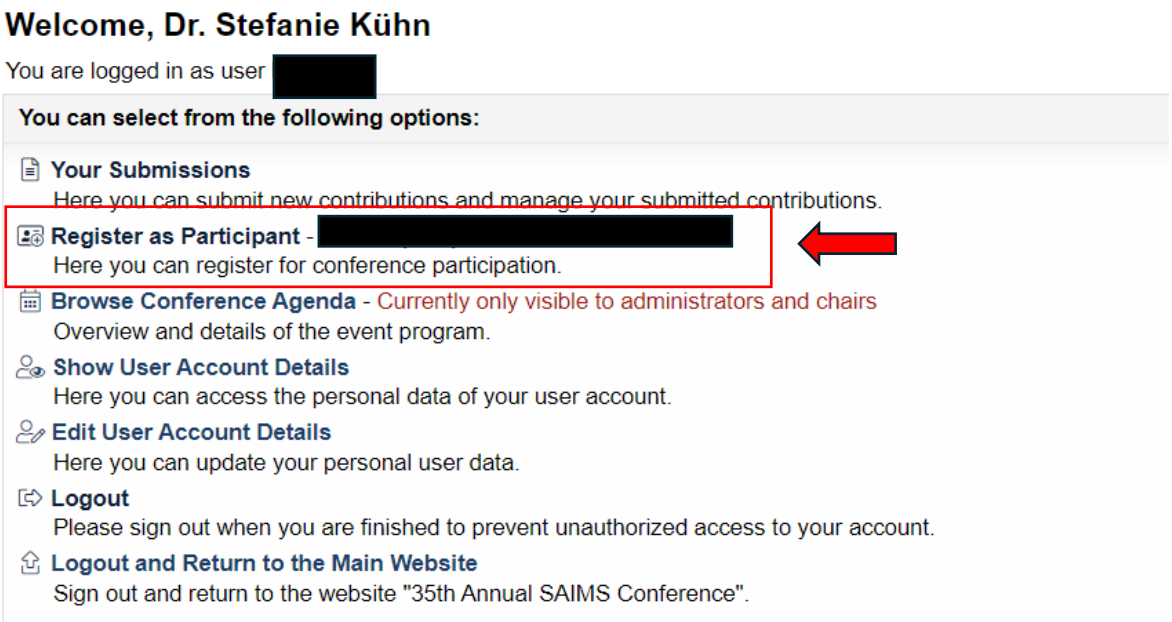
Step 1:

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

Log into your user account using your username and password.

Step 2:

Click on Register as Participant.

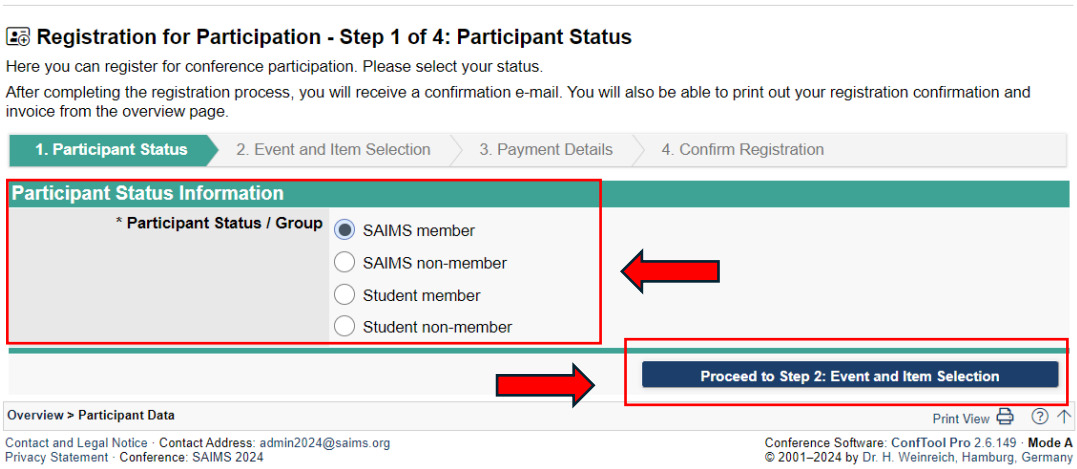


Step 3:

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

At Participant Status Information, select the applicable option.

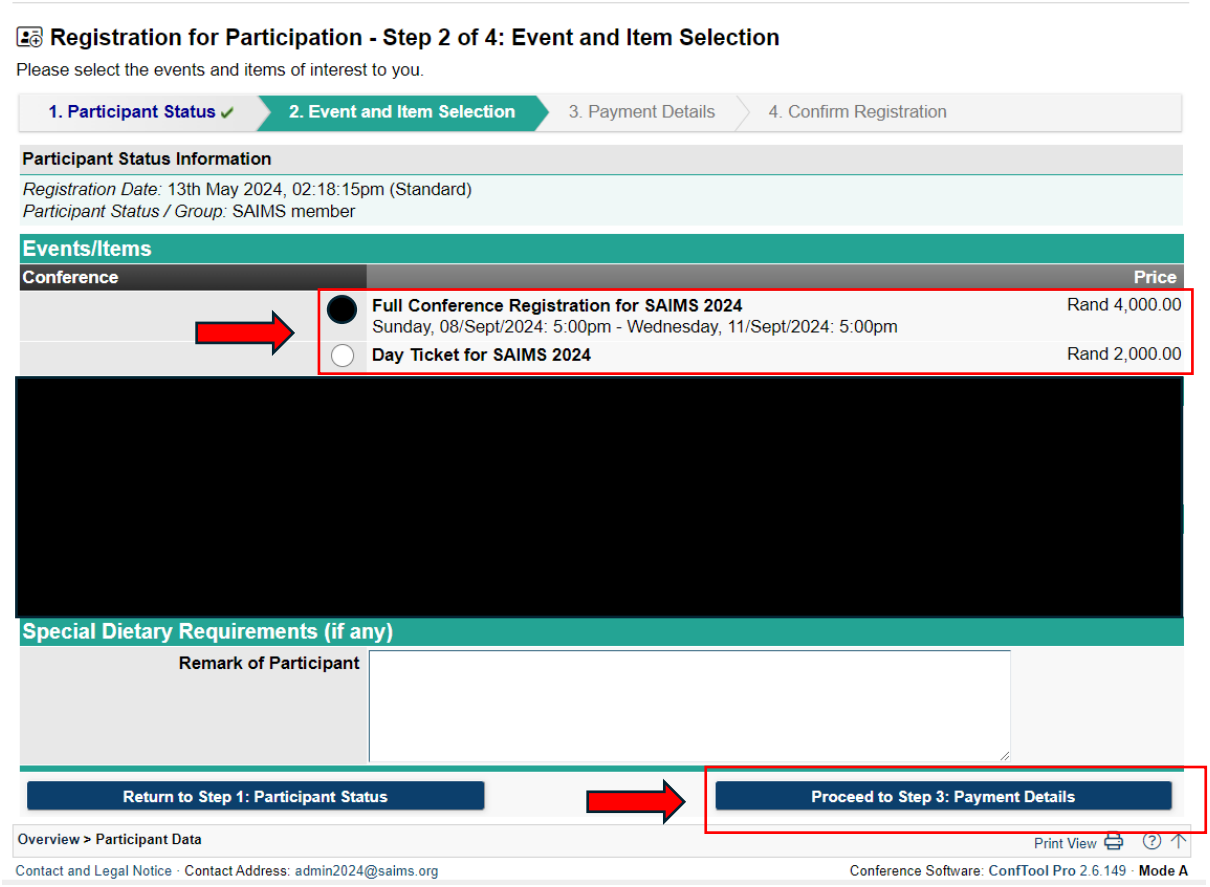
Then click the 'Proceed to Step 2: Event and Item selection' tab.



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.

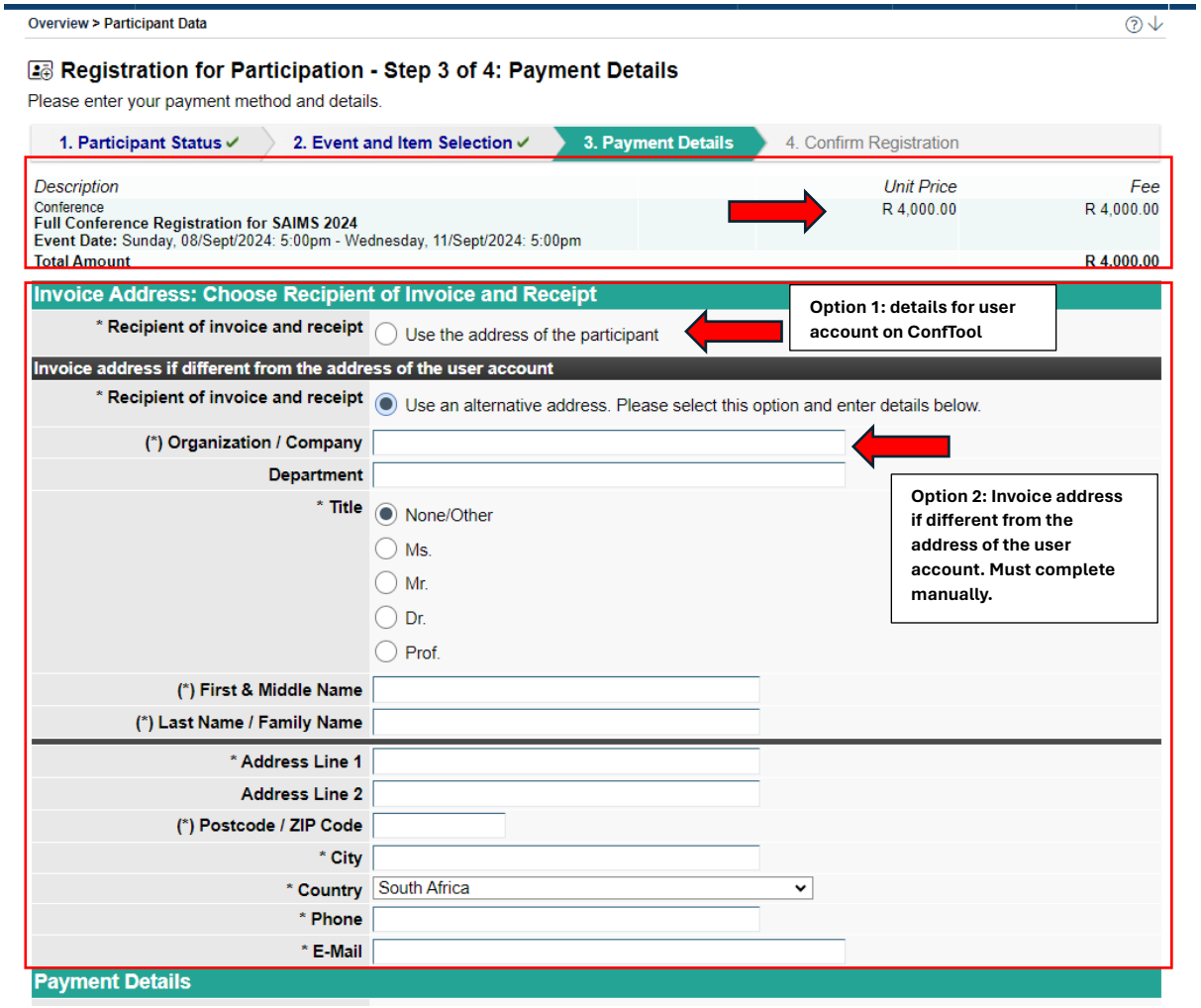
Then click the ‘Proceed to Step 3: Payment details’ tab.

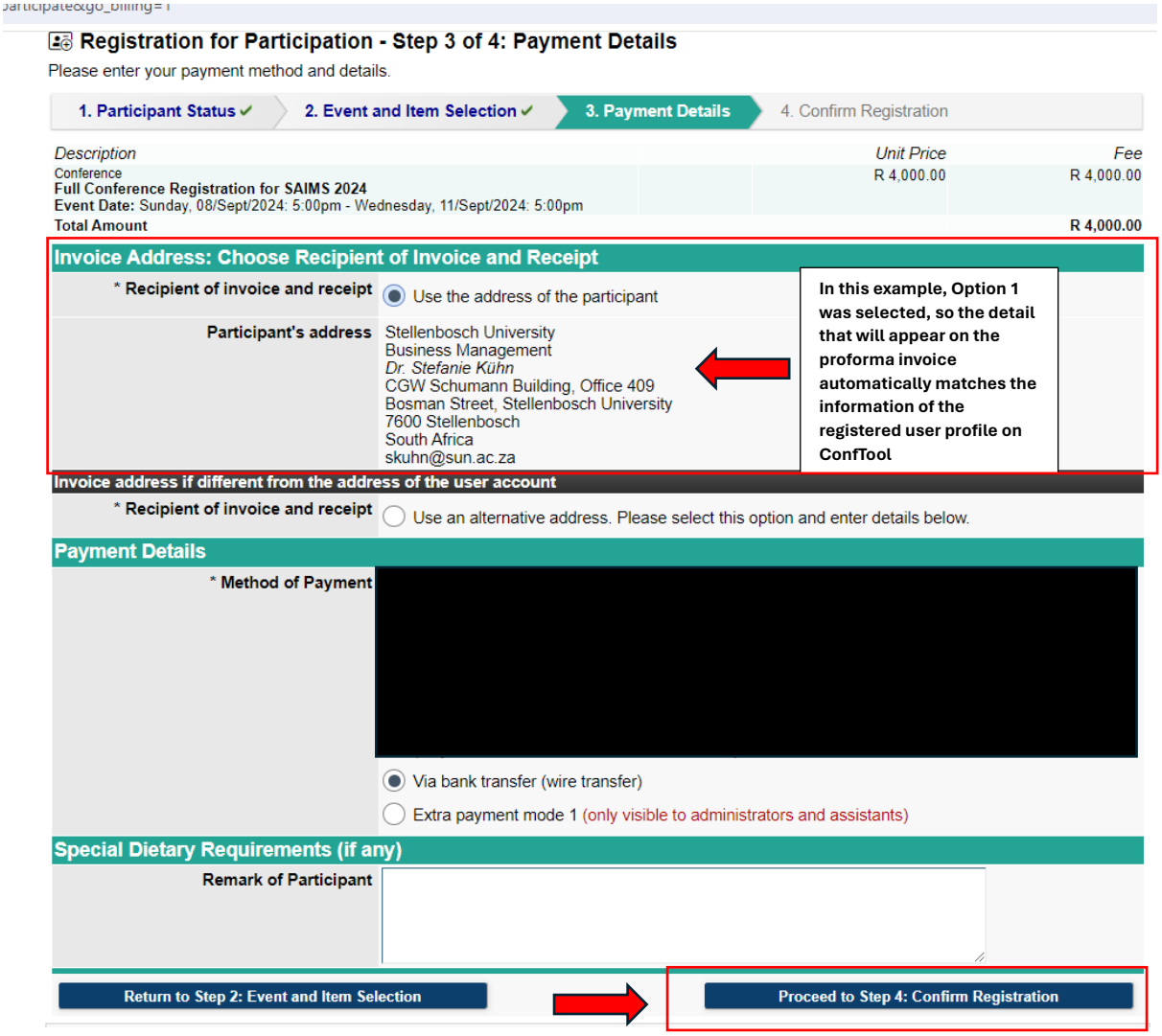


Step 5:

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’.


Overview > Participant Data
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
Total Amount
R 4,000.00
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.
Option 2: Invoice address if different from the address of the user account. Must complete manually.
(*) First & Middle Name
(*) Last Name / Family Name
* Address Line 1
Address Line 2
(*) Postcode / ZIP Code
* City
* Country
South Africa
* Phone
* E-Mail
Payment Details



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**
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
	Total Amount	**R 4,000.00**

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.
- 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
- 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**

Conference Software: ConfTool Pro 2.6.149 · Mode A
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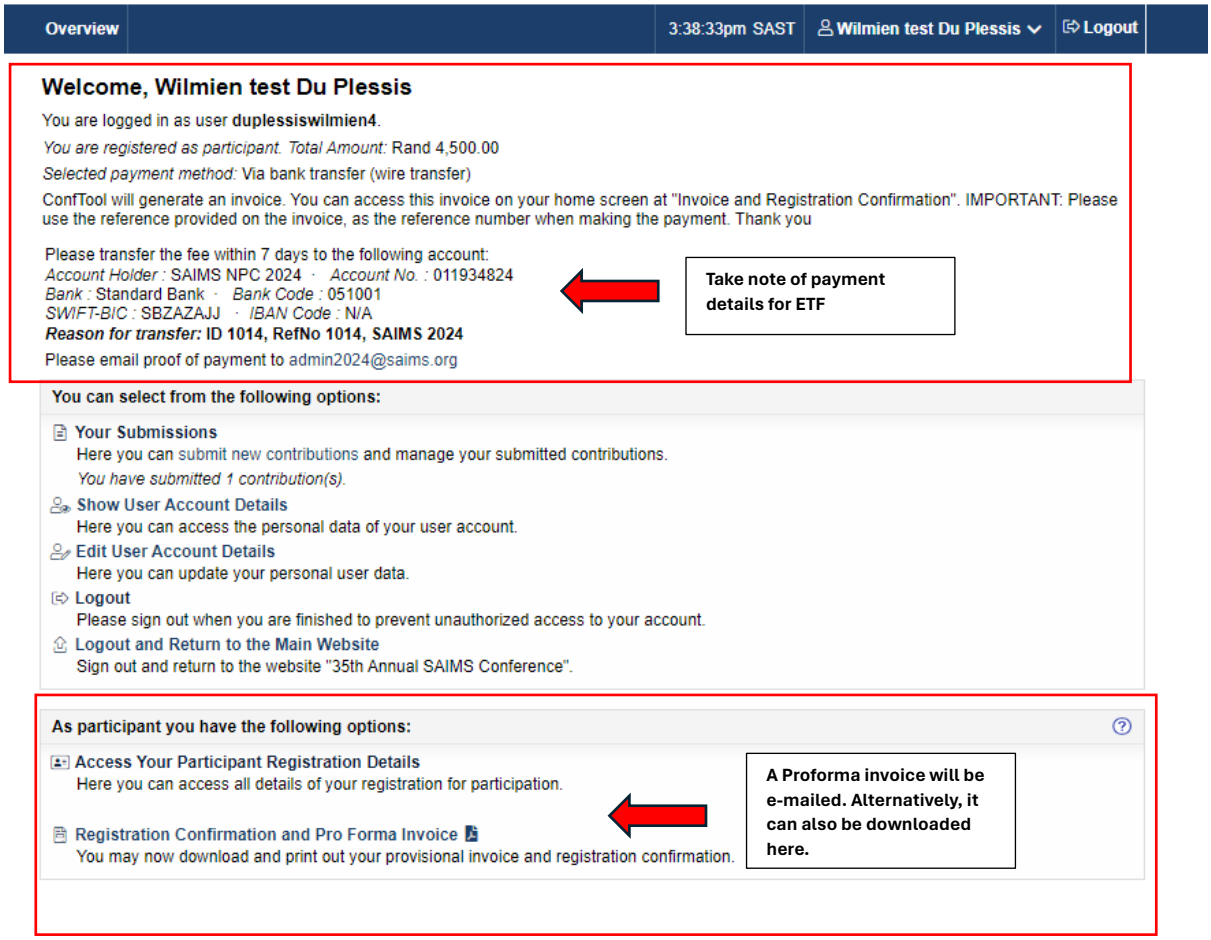
Step 6:

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