



REGISTRATION FORM

WORKSHOP ON HUMAN RESOURCE MANAGEMENT FOR LINE MANAGERS

Deadline for registration: Monday, 16 October 2023

Dates: 30 October - 3 November 2023

Venue: Johannesburg, South Africa

DELEGATE DETAILS

Surname:	<input type="text"/>	Forenames:	<input type="text"/>
Job Title/Position:	<input type="text"/>	Country:	<input type="text"/>
Gender:	<input type="text"/>	Organisation:	<input type="text"/>
Physical Address:	<input type="text"/>	Phone:	<input type="text"/>
<input type="text"/>		Mobile:	<input type="text"/>
<input type="text"/>		Email:	<input type="text"/>
<input type="text"/>		Signature:	<input type="text"/>

SPONSOR

Name:	<input type="text"/>	Signature:	<input type="text"/>
Organisation:	<input type="text"/>	Position:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
<input type="text"/>		Date:	<input type="text"/>
Mobile:	<input type="text"/>	Email:	<input type="text"/>

THIS BOOKING IS INVALID WITHOUT A SIGNATURE

REGISTRATION FEES: USD1000 (One Thousand United States Dollars only) per person. **Early Bird fee: USD900** per participant (register & pay by 29 September 2023 to qualify for the discount). *Discounted rates for group registration (5 persons and above)*
 Payments by Telegraphic or Direct Bank Transfer Only into the following banking account details:

Nostr Account Details:	Bank: Stanbic Bank Zimbabwe	Account Name: MEFMI Business Development Unit
	Account Number: 9140001438440 (Nostr Account)	Swift Code: SBICZWHX
	Branch Name: Minerva	

TERMS & CONDITIONS

Payment Terms: Payment must be completed seven (7) days before the event. Admission to the event is dependent on proof of full payment.

Cancellations: All cancellations or postponements must be confirmed in writing and e-mailed to Sharon.Wallett@mefmi.org or bdu@mefmi.org. Cancellations five (5) to ten (10) business days prior to the event will attract a 25% cancellation fee. Cancellations received less than five (5) business days prior to the event will result in a 50% cancellation fee. No shows will attract a 100% cancellation fee. Delegates are however welcome to substitute attendance with an appropriately qualified colleague. Non-attendance without notification is treated as cancellation with no entitlement to any refund or credit.

GENERAL NOTES: In the event of unforeseen circumstances, MEFMI 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 five (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 six (6) months. MEFMI is absolved from and indemnified against any loss or damage as a result of any cancellation, postponement, substitution or alteration arising from any cause whatsoever.

**Upon completion send to: 9 Earls Road, Alexandra Park, Harare, Zimbabwe or
 Email: Sharon.Wallett@mefmi.org or bdu@mefmi.org**

