

TERMS AND CONDITIONS

Attendees at the 3rd Annual HRworks HR Conference & Expo

5 September 2013

Payment

Proof of payment must be received in order to confirm your booking and proof of payment is required by no later than 22 August 2013. HRworks.co.za reserves the right to refuse admission where evidence of payment cannot be shown.

Confirmation of Booking

If you do not receive an invoice within 5 working days of your online registration, please email office@hrworks.co.za to confirm that we have received your online registration. If you do not receive a confirmation email confirming your booking by 22 August 2013, please contact Kerri Eaton on kerri@hrworks.co.za to ensure that we have your booking.

Cancellation Policy

Should you have to cancel your registration, you can do so in writing, up to 10 working days before the event takes place. The registration fee (less 20% administration charge) will be refunded provided that written cancellation is received at least 10 working days prior to the event.

You may send a substitute delegate in your place, and if so, you will need to inform HRworks.co.za of the new name and delegate details for registration purposes. No additional charges will be applicable for substitutions.

You may cancel your registration, in writing up to 10 working days before the event takes place. Cancellations inside of 10 days will be liable for the full fee. Unfortunately, no refund or credit can be given to delegates who do not attend without giving prior written notice.

Registrations received during the 10 working days before the event date, will not be excluded from any terms & conditions.

In the event of unforeseen circumstances HRworks.co.za reserves the right to change the programmes content, the speakers, the venue or the date. You will be notified no less than 5 days prior to an event.

Should the event be postponed, you will have the option to attend at the next available date of the relevant event. The registration fee will be credited on delegate accounts, should they not be able to attend the next available date of the relevant event or in the case where this event is cancelled.

Payment

Cheques should be made payable to HRworks.co.za. Please do not mail any cheques.

If paying by EFT transfer or direct deposit, please quote the invoice number as your reference number.

Electronic Transfer or Direct Deposit into our bank account, validated by faxed / email copy of transaction.

FAX (086) 512 8172

Email: adria@hrworks.co.za

Signed at _____ on this _____ day of 2013. For and on behalf of

Print Name: _____

Signature: _____