



39th Conference on Priorities in Perinatal Care in Southern Africa

Indaba Spa and Conference Centre; 3-6 March 2020

REGISTRATION PACK AND CALL FOR ABSTRACTS

The conference will start at 16h30 on 3 March 2020 with registration from 12h00 onwards, and the conference will end after lunch on 6 March 2020, around 13h30.

VENUE: Indaba Spa and Conference Centre. <https://www.indabahotel.co.za/>

INVITED GUEST SPEAKERS: To be announced

HOW TO GET THERE:

Driving or Flying. Flights can be booked into ORTambo airport. Bus transfers will be provided for flying delegates, please forward your flight details asap. We understand that it will not be available at present. Bus transfer cost: R500 per person

ACCOMMODATION at the venue:

Accommodation bookings at the conference venue for conference delegates can only be made through the organisers. Any delegates who book directly with the venue will not have access to the conference, as they will be regarded as leisure guests (on holiday). Please inform your institution, or travel agents of this when booking and ask them to contact the organisers. All accommodation have been booked for Priorities conference attendees.

IMPORTANT DATES TO REMEMBER:

ABSTRACTS SUBMISSIONS and BURSARY APPLICATIONS **3 February 2020.**

CLOSING DATE FOR REGISTRATION – **28 FEBRUARY 2020.**

COSTS OF THE CONFERENCE

Delegates will attend as either FULL delegates or DAY delegates. FULL delegates are those who require accommodation at the venue, as well as all meals

DAY delegates will arrive each morning and depart each evening, no accommodation, no dinner and no breakfast provided or included at the venue.

FULL DELEGATES
Check-in time: 14h00, registration starts at 12h00 and conference starts at 16h30.
Registration & hotel room accommodation: SINGLE R8700 (OR SHARING: R7200 - 2 people in a hotel room.
Airport Buses (From ORTambo or Lanseria airport) same price single or return transfer (group rate) R500
Driving delegate – maps/directions will be sent to all driving delegates before the conference

DAY DELEGATES conferencing, lunch & tea(s)
Registration and attendance for 1 day as day delegate R2668 OR
Registration and attendance for 2 days as day delegate R3135 OR
Registration and attendance for 3 days as day delegate, R3603 OR
Registration and attendance for 4 days as day delegate R4070
Breakfast can be provided at an additional charge for day delegates (R180 per person per day)
Dinner can be provided at an additional charge for day delegates (R250 per person per day including soft drink)

Contact Details:

Please note that Prof Sithembiso Velaphi is the Chairman of the Association, and SAMRC Research Unit for Maternal and Infant Health Care strategies, will be organising this conference.

REGISTRATION and REGISTRATION FORMS:

Completed registration forms to be sent to: prioritiessa@gmail.com

Or fax to: 0866237121 or register on-line via the conference website:

www.perinatalpriorities.co.za.

If you need an invoice, the administrators will forward one as per request. If you have any queries that have not been covered by the information on these pages, please contact: 012-945 2000 or by e-mail prioritiessa@gmail.com

PLEASE NOTE: a confirmation of registration e-mail, receipt and information sheet will be sent to you once we have received your payment and registered you. If you do not receive a confirmation letter within 1 week of registering and paying, please contact the administrators to make sure they have received your form and payment. Please do not make duplicate/incorrect payments as refunds incur an admin fee of R250. If you are unsure, confirm before paying. Please contact the administrators directly if you require an invoice for multiple delegates or a split invoice.

PAYMENT OF REGISTRATION:

prioritiessa@gmail.com (with your initials, surname number as reference) and completed registration forms to the organisers.

INSTITUTIONAL/PROVINCIAL PAYMENTS:

If your institution, district or province is paying for you to attend then kindly complete a registration form and request an invoice as soon as possible to avoid disappointment – we do not accept orders as payment.

DAY DELEGATES:

Please register before registration closes as we do not register new people who arrive at the conference. Day delegates fees: registration fee + full day/half-day rate which includes conference attendance, lunch & tea(s). Breakfast & dinner are not included and need to be specified separately on the registration form. Make sure to specify the days on which you will be attending so that the venue can cater for you.

ABSTRACTS, PRESENTATIONS AND POSTERS:

Please submit abstracts (one page), preferably in electronic format as a MS Word document by e-mail by **3 February 2020**. **Note:** Abstract forms are available on the website: www.perinatalpriorities.co.za. If possible, please use electronic (e- mail) submissions for your

abstracts. Abstracts do not have to be submitted on the abstract form but please adhere to the one-page limit and supply all relevant information as per fields on abstract form.

BURSARY APPLICATIONS:

Deadline date for bursary applications is 3 February 2020. A limited number of **bursaries** will be available to Southern African presenters, who are doctors or nurses in rural services; registrars; neonatal nurses or midwives in training. Preference is given to presenters who have oral presentations accepted. The bursary covers registration and sharing accommodation costs ONLY. Bursaries DO NOT cover transport costs to Priorities. Only one person per presentation will be considered for a bursary.

MEALS FOR FULL DELEGATES:

The venue has informed us that we cannot exclude breakfast and dinner for full delegates staying at the venue. These meals will be included in all rates quoted. No self-catering is permitted in on-site accommodation during the conference.

WORKSHOPS:

In the past several workshops were scheduled, workshop information will be shared as soon as it is confirmed.

BUS TIMES: Bus transfers will be provided from ORTambo/Lanseria airport.

Bus transfer from & to:	3 March 2020	6 March 2020
ORTambo or Lanseria airport to Indaba Spa and Conference Centre and back	Estimated travel time 1-1 ½ hours+ Departure times: on the hour up to 14:00 depending on flights arriving	Estimated travel time: 1-1 ½ hours+ Departure time: 13h00

Cancellation of transfer bookings, please see the cancellation terms below.

ACCOMMODATION:

Please contact administrators regarding availability of accommodation at the venue before booking especially after the end of January 2020. No accommodation will be available for delegates arriving at the conference without prior booking and confirmation of registration. No food preparation allowed in any accommodation. Please specify whether you require a bath or shower as not all rooms have both.

If you are planning on arriving at the venue before 3 March or staying on after 6 March then please let the administrators know as soon as possible so that they can refer you to the relevant person at the hotel to provide you with rates and advise on availability. *Couples pay sharing rate per person for conference delegates, if both people are attending the conference then both will be paying the full conference package for sharing delegates.

ACCOMPANYING PERSON RATES

A person sharing with you who will not be attending the conference and children, is considered an accompanying person. Administrators have to forward rates. Kindly inform the administrators of anyone who will be staying with you at the venue during the conference period when booking (we pay per person not per room).

DRINKS:

Beverages (other than those specified with meals) are for your own account (Cash/credit cards only). One soft drink per person provided at lunch and dinner, juice and tea/coffee included at breakfast.

DIETARY REQUIREMENTS:

All meals are served as a buffet and you will be able to select the foods you eat. Please indicate specific food preferences, e.g. Halaal (Surcharge: R1800 per person for all meals during conference period – full delegates, surcharge for Halaal day delegates for lunch and teas only - R550 per day), vegetarian, etc. on registration form. Kindly complete your own registration form and list your dietary requirements (if applicable).

DRESS CODE AND ATMOSPHERE:

The conference is distinctly informal and friendly. It is quite acceptable for delegates to dress lightly, even wearing only shorts, sandals and t-shirts. The use of first-name terms of address is encouraged.

OTHER INFORMATION:

CERTIFICATES:

CPD and attendance certificates will be e-mailed to you after the conference. Registers to be signed each morning at the registration desk and in each workshop, as required by some institutions funding delegates.

PROGRAMME OUTLINE:

Tuesday (3/3) - Registration from 12h00, check-in from 14h00 (the venue will try and accommodate bus delegates as early as possible), A packed lunch will be handed to you at registration, tea from 15h30 and one session starting at 16h30. Wednesday (4/3) - two sessions in the morning with tea break in between, followed by lunch and 2 workshop sessions (up to 4 workshops in two parallel sessions) with afternoon tea in between.

Thursday (5/3) -two sessions in the morning followed by lunch, Thursday afternoon at leisure (no afternoon tea).

Friday (6/3) – check-out by before 09:00, two sessions on Friday morning with tea in between followed by lunch. Conference ends after lunch (13h30) on Friday 6/3. Scientific programme will be available from the middle of February 2020.

RECEIPTS

Receipts are sent to delegates with their confirmation of registration e-mail. If a number of delegates attend from one institution and have been funded by the institution, then one receipt will be issued for the institution and e-mailed to the delegates with their confirmation of registration e-mail. It is your responsibility to submit the receipt to your institution.

INDEMNITY:

The venue, the Priorities in Perinatal Care Association accept no liability for injuries or loss incurred during the conference or your stay at the venue. Indemnity terms accepted on completion of registration form.

CANCELLATION TERMS:

Accommodation payment minus the admin fee will be refunded till registration closes (when the conference is full or on 28 February 2020, whichever occurs first). No refunds for nights not spent at the venue when paying full conference rate without prior notification (before registration closes). An administrative fee of R250 applies for all refunds – duplicate payments, incorrect payments, cancellations, etc.

CANCELLATIONS AFTER REGISTRATION CLOSES OR 28 FEBRUARY 2020, WHICHEVER OCCURS FIRST:

Accommodation costs will not be refunded as the venue will already have been paid. No refunds

given on registration after registration closes. We suggest you send a replacement delegate if cancelling after registration has closed. Kindly inform us of the replacement and supply a completed registration form at least one week before the conference.

BUS CANCELLATIONS:

No refunds on bus fees should you cancel or make other transfer arrangements after registration closes (when the conference is full or on 28 February 2020 whichever occurs first)