



**Moulding The Future**

21 / 22 November 2022  
Cape Town, South Africa

## CLUBFOOT AFRICA CONFERENCE 2022

### TERMS AND CONDITIONS

#### HOW TO REGISTER:

Please note that this is the official Clubfoot Africa Conference 2022 website for registrations and that no other websites, companies or agencies are authorised to sell the registrations in any way or to contact you directly.

Pre-registration will be accepted until Friday, 18<sup>th</sup> November 2022. No on-site registrations will be possible.

#### Individual Registrations:

- Participants may proceed through our on-line registration at [www.clubfootafrica.com](http://www.clubfootafrica.com) with credit card payment
- Off-line registrations and requests of Pro-Forma / Tax Invoices must be sent by mail to the Registration Office at Steps Charity NPC on [info@steps.org.za](mailto:info@steps.org.za)
- Registration is only confirmed once full payment is received.

#### Group Registrations:

- Group registration is possible for those wishing to register more than one delegate and requiring one collective invoice. Please request a group Pro-Forma / Tax Invoice by contacting the Registration Office at Steps Charity NPC on [info@steps.org.za](mailto:info@steps.org.za)

#### REGISTRATION CONFIRMATION

Registration will only become effective once the registration form and payment have been received by the Conference Secretariat. Every participant who completes the registration process will receive confirmation of registration and reference number, with details on how to load the Conference App to access more information.

#### PRESENTING AUTHORS REGISTRATION

Presenting authors of accepted oral abstracts for oral presentations must register and pay the Conference registration fee by 1 September 2022 to have their abstracts included in the Final Programme. The Conference Secretariat will not check if co-authors have registered. The payment of the registration fee is compulsory to participate in the Conference both as a delegate or as an oral presenter.

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- A conference bag
- Conference material including the official Conference App
- Access to all conference sessions on Monday, 21<sup>st</sup> November 2022 and Tuesday, 22<sup>nd</sup> November 2022
- Admission to the exhibition area
- Coffee, tea, refreshments and lunches during the breaks throughout the conference
- Attendance at the Welcome Reception on Monday, 21<sup>st</sup> November 2022 (single entrance)
- There is no programme planned for an accompanying person and no registration fee applicable
- Certificate of attendance
- Breakaway sessions in official academic programme (subject to availability, pre-booking is required)
- CPD points if applicable (South African HPCSA members)
- 15% South African VAT (applies to all delegates)

**Special Note: The In-Person registration fee does NOT include:**

- Visa costs
- Accommodation and other meals
- Travel and transfers

**Virtual Delegates**

We are pleased to offer virtual attendance for those who cannot travel to Cape Town. While nothing can compare to experiencing our meeting in person in terms of the number of ways you can interact with your colleagues, virtual attendance offers you access to many hours of conference content.

**The Standard Registration Fee for all VIRTUAL Delegates includes:**

- **Live:**  
We will live stream some sessions from Cape Town to your device. You will be able to ask questions alongside in-person attendees during the Q&A portions. All listed session times are in UTC (GMT) +2 hrs.
- **Recorded Sessions:** We will record all talks, including live streamed sessions. You will be able to access all recordings after the conference, allowing you to watch content for a period of three weeks whenever it is most convenient.
- **Access to the official Conference App**
- 15% South African VAT (applies to all delegates)
- CPD points if applicable (South African HPCSA members)

**Special Note:**

- You can upgrade from a virtual registration to an in-person registration at any time prior to the start of the conference. You will just need to pay the difference in the registration rates from the time you first registered.

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**Special Note for Allied Health Professionals:**

- If you register for in-person attendance as “Professions Allied to Medicine ” you must provide proof of status prior to picking up a badge on site. Those who are unable to provide proof of status will be asked to pay the full registration price. This should be certified by the following **to be presented at onsite registration or emailed at the time of registration to [info@steps.org.za](mailto:info@steps.org.za)**
  - A certificate stating the applicant’s status at the time of registration *OR*
  - A letter from the Head of Department stating the applicant’s status at the time of registration

**POPIA ACT**

- By submitting registration details, Participants acknowledge that they have read and consented to the guidelines in STEPS Charity POPIA (Protection of Private Information Act) [manual](#), and also agree to allow the event organiser to use this information to contact them regarding the current event and any other events, products or services offered by the event organiser, or by the event organiser’s Sponsors, affiliates and partners. Participants may opt out of these communications by contacting the event organiser or by selecting the Unsubscribe option in email communications.
- The name, role, affiliation and photograph (where supplied) of registered Participants may be placed on a Participant List which may be passed to Participants, Sponsors and Potential Sponsors. This Participant List may also be used by the event organiser in promoting or seeking sponsorship for future events. Participants who wish to be removed from the Participant List should contact the event organiser at least one month in advance of the event date.
- During the organisation and operation of the event, the organiser may collect (manually or electronically) delegate activity information, or feedback scores or comments, which the event organiser may retain and use for the improvement or marketing of future events, and may pass this information on to sponsors or other partners, where the event organiser considers this appropriate. This may include providing sponsors with information about delegate behaviours and activities in relation to their participation in the event.
- The event organiser is committed to ensuring that sensitive information, such as credit card details, is handled in a safe and secure manner.
- The event organiser employs reputable and reliable service providers to ensure such information is protected. All information held is kept secure with access limited to personnel charged with the processing of such data. All personal data is gathered and processed in accordance with the provisions and intent of data protection regulations and best practices. The payment service used by the event organiser only collects information to confirm a financial transaction and does not store financial details. The event organiser will retain details of the individuals attending an event, to maintain records of the event, and to inform individuals about the event or other events, products or services. This does not include any form of financial information, other than the amount of the registration fee paid.
- Conference photography and videos: The organiser reserves all photographic and video rights for the conference and will appoint official photographers and videographers. The organiser reserves the right to use images in post conference reports and marketing for media use and on our websites and social media channels.

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## VISA INFORMATION

- Steps Charity NPC is only responsible for the issuing of the VISA Invitation letter for your VISA application.
- For visa information please consult – [www.Dirco.gov.za](http://www.Dirco.gov.za)
- The list of South African Consulates/Representatives can be found here:  
[http://www.dirco.gov.za/foreign/sa\\_abroad/index.htm](http://www.dirco.gov.za/foreign/sa_abroad/index.htm)
- You can download Invitation and Visa letters at the below links:  
[Invitation letter for Individual](#)  
[Invitation letter for Institution](#)  
[Visa Letter](#)

## TERMS OF PAYMENT

Registrations and services can be confirmed only after receipt of full prepayment. All registration payments can be processed through the website using the secure Payfast payment portal. Should you have any special requests for the processing of your invoice, kindly let us know when submitting your registration.

### Credit Cards

The following credit cards are accepted: VISA or MasterCard.

### Tax Invoices

The invoicing address and VAT Number can only be set up during the registration process. Please ensure that the VAT number is provided. Should you have any special requests for processing of your Tax Invoice, kindly contact the Registration Office at Steps Charity NPC on [info@steps.org.za](mailto:info@steps.org.za)

### Offline Registrations

If it is not possible to pay by Credit Card, offline registration can be arranged by request. Should you have any special requests for processing of your offline registration, kindly contact the Registration Office at Steps Charity NPC on [info@steps.org.za](mailto:info@steps.org.za)

#### ○ EFT Payments

Should you wish to pay by EFT instead of by Credit Card, kindly contact Registration Office at Steps Charity NPC on [info@steps.org.za](mailto:info@steps.org.za)

#### ○ Wire Transfers

Wire transfers may be accepted on request to the Registration Office at Steps Charity NPC on [info@steps.org.za](mailto:info@steps.org.za)

**Note** that there may be extra bank charges associated with wire transfers which are for the delegate's responsibility. We reserve the right to invoice a delegate for any extra costs incurred for wire transfers.



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## **CANCELLATIONS AND REIMBURSEMENT**

For any change or cancellation, a written notification must be sent to the Registration Office at Steps Charity NPC on [info@steps.org.za](mailto:info@steps.org.za)

- For cancellations received by Thursday, 18<sup>th</sup> August 2022: a penalty charge of 30% will be applied
- For cancellations received from Friday, 19<sup>th</sup> August 2022 to Friday, 11<sup>th</sup> November 2022, a penalty charge of 70% will be applied.
- No refund will be processed for cancellations received after Friday, 11<sup>th</sup> November 2022 except in the case death or illness in which case proof of same need to be submitted to the event organisers to the satisfaction of the event organisers
- Anyone unable to attend the conference, for whatever reasons, after paying and / or unable to transfer the registration fee to another person, must cancel his / her registration. The registration fee will be refunded if the request is received prior the above cancellation deadline dates. No further claims for reimbursement can be made.
- For anyone unable to attend the Conference due to Visa rejection, a refund will be granted only if a copy of your VISA Rejection Letter is provided. The refund will be issued less the cancellation fee above stated.

## **INSURANCE/LIABILITY**

- The conference organisers cannot be held liable for any interruption or disruptions of the Conference due to natural, political, social or economic events or other unforeseen incidents beyond its control. Registration of a participant implies acceptance of this condition.
- The Conference Secretariat and Organisers cannot accept liability for personal accidents or loss of or damage to private property of participants. Participants are advised to take out their own personal travel and health insurance for their trip.
- Participants and guests are encouraged to take out insurance to cover losses incurred in the event of cancellation, medical expenses or damages to or loss of personal effects when traveling outside of their own country.

## **LIABILITY DISCLAIMER**

- In the event of serious special or unforeseen circumstances or serious circumstances beyond its control, Steps Charity NPC shall be entitled to cancel or modify the dates of the conference.
- You shall not be entitled to compensation for any costs or damages incurred as a consequence of such a cancellation or change. All delegates are urged to take personal travel insurance.
- Steps Charity NPC will not be liable for any theft or damage to property and / or persons caused on site during the conference, by any factor whatever, unless there has been a fault, intent or deliberate recklessness on the part of Steps Charity NPC
- Steps Charity NPC shall not be held responsible in the event of poisoning or food intoxication during the conference.

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- Please ensure that you are in possession of a permanent passport that is valid for at least six months and has at least four blank pages in it.
- Please ensure that you are in possession of the visas and health certificates that are required for your journey.
- Adequate travel insurance is essential when travelling abroad.

**COVID-19 RULES AND REGULATIONS**

Please visit <https://www.gov.za/Coronavirus> for updated information on South African COVID-19 regulations.

As of **4th May 2022** South African Covid-19 government regulations have been amended.

- Current entry to South Africa requires:
  - Proof of vaccination (any vaccine recognized by the WHO), OR
  - A negative PCR test taken no more than 72 hours prior to departure from your point of origin, OR
  - A negative antigen test taken no more than 48 hours prior to departure from your point of origin (note that this must be administered by a medical doctor, a registered public health authority or accredited/approved laboratory), OR
  - Positive PCR test no older than 90 days PLUS a letter from a Doctor stating you are recovered, have no new symptoms and are fit to travel
  - If you do not have any of these, you will still be admitted to South Africa, but required to undergo an antigen test on arrival (Note: airlines will likely not board you as they will check that you have the required documents for entry.)
  - Children under the age of 12 do not need any vaccination document or any test.
- In order to safeguard the health & safety of the Clubfoot Africa Conference 2022, the Event Organiser considers the following mandatory:
  - The use of face masks inside the conference venue
  - Provide a valid Covid-19 Official Government Vaccination Card or a proof of a negative test ( 48 hours PCR test or 24 hours rapid antigen test) to enter the conference venue
  - There is a NHLS test site at the Cruise Terminal Building V&A Waterfront (4 hours for PCR test results, 30 minutes for Rapid Antigen test results)

**Special Note:**

Covid-19 regulations may change or be amended prior to commencement of the conference. The regulations will be updated in your Confirmation Letter that will be distributed by no later than Friday, 4<sup>th</sup> November 2022. Please however refer to the conference website for regular updates or contact the Registration Office at Steps Charity NPC on [info@steps.org.za](mailto:info@steps.org.za)



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## **OTHER INFORMATION**

### **Photography, Audio & Video Recording**

Audio, video and photographic recording of the event (including any online materials) may take place throughout the event, and all Participants, by their registration and attendance (physically or online), authorise the event organiser to use any recording of audio, visual or textual materials in any reasonable manner, including providing a record of the event and promoting other events, products or services.

### **Sales or Marketing Activity**

Networking is a valuable part of any conference and we encourage all Participants to communicate and collaborate. Participants who have a sales, marketing or business development agenda, are expected to behave in an appropriately collegial manner, and to only engage with other Participants in ways that are moderate, useful and constructive. Such Participants and their associates are not permitted to subject other Participants to mass marketing or hard selling activities, such as the broadcast distribution of sales messages before, during or after the event, except where this is part of sponsorship activity that has been approved by the event organiser.

### **Medical Judgement Disclaimer**

The information provided at this conference is for continuing education purposes only and is not meant to substitute for the independent medical judgment of a medical practitioner relative to diagnostic and treatment options of a specific patient's medical condition.

Speakers' views are their own and not necessarily that of the conference organisers, sponsors and partners.

### **Intellectual property**

Clubfoot Africa Conference is the intellectual property of Steps Charity NPC and it will be at the discretion of the conference organisers, sponsor and partners what conference information and content will be released and shared.