



BOTSWANA
ACCOUNTANCY
COLLEGE
The Botswana Business School

DELEGATE REGISTRATION FORM

DELEGATE DETAILS

INSTITUTION	
COUNTRY & CITY	
TELEPHONE NUMBER	
VAT#	
POSTAL ADDRESS	

TITLE, NAME, SURNAME	DESIGNATION	E-MAIL	TEL. NUMBER	SIGNATURE
DELEGATE 1				
DELEGATE 2				
DELEGATE 3				
DELEGATE 4				

PLEASE INDICATE SPECIAL DIETARY REQUIREMENTS

Do you intend to present? (Mark with an X)	Yes		No	
Abstract number: (If applicable)				
Do you intend to display books/exhibit? (Mark with an X)	Yes		No	
NB: Do you give permission for your contact details (Institution and email address) to be included on the list of delegates? (Mark with an X)	Yes		No	

REGISTRATION (PLEASE TICK APPROPRIATE BLOCK WITH: X)

Please take note: The registration fee includes registration, conference material, refreshments and lunch during the day(s) of attendance, and gala dinner. But it excludes all travelling costs, accommodation, and any other refreshments not included on the programme.

REGISTRATION FEES	
Botswana based delegate	Academics: P1300.00
	Students: P550.00
SADC & other African Region delegate	US\$ 320.00 (£310.00)
International delegate	US\$ 350.00 (£340.00)
Late payment	Add US\$ 35.00 (£30.00) for SADC/International

REGISTRATION PROCEDURE

1. Complete form and submit to conference administrators.
2. Banking details for payment of registration fee are shown below.
3. To confirm your attendance kindly deposit the registration fee directly into the bank account (as indicated below) - either by bank deposit or electronic transfer, and fax or e-mail a copy of the deposit slip/proof of electronic transfer to conference administrators as indicated below.

PAYMENT METHODS

Please indicate your choice of payment method

CHEQUE:

Made Payable to Botswana Accountancy College

BANK TRANSFER:

Bank Name: Barclay's Bank of Botswana

Account Name: Botswana Accountancy College

Branch Name: Barclays House

Branch Number: 290 267

Account Number: 3732866; Swift Code: BARCBWXXXX

Quote Delegate Name and Conference theme as reference

E-mail or Fax proof of payment to: Conference administrators (Bongiwem, M. & Gaongalelwe K.)

- Fax: +267 3914066
- E-mail: bongiwem@bac.ac.bw AND gaongalelwek@bac.ac.bw

Please send your proof of payment on the same day the deposit is made.

It is your responsibility as delegate to ensure that the correct payment is made and that proof of payment is sent to the Conference Administrators.

REFUND POLICY

No refunds but you are most welcome to send a substitute. Please inform the conference administrators.

OFFICE USE ONLY

AMOUNT PAYABLE:		INVOICE NUMBER:		DATE:	
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