



REGISTRATION PACK

The International Stillbirth Alliance (ISA) Conference 2009 will be held in conjunction with the 28th Conference on Priorities in Perinatal Care in South Africa. This is a call for registration and abstracts for the ISA Conference 2009 which will be held at Champagne Sports Resort from 8-10 March 2009.

This two-day meeting (8-10th March 2009) will focus on audit and prevention strategies for stillbirth and newborn deaths and providing bereavement care in developing countries. The main program themes will include: * Caring for parents after a stillbirth or neonatal death; * Causes of and solutions for perinatal deaths in developing countries; * Identification and recording of perinatal deaths in developing countries; * Classification for perinatal deaths which is usable in developing countries; * The role of growth restriction and infections in perinatal deaths, especially HIV/AIDS.

There will be a joint plenary session as usual followed by parallel sessions for the bereavement (only during the ISA conference) and scientific arms. The congress will have workshops in both arms; interactive sessions with experienced bereavement counsellors in the bereavement arm; and workshops on establishing perinatal death review meetings, data collection and analysis. The Priorities in Perinatal Care Conference registration pack will also be sent to you if you are interested in attending and/or presenting at both conferences. You will have to register and submit presentations for both conferences separately. You are welcome to attend either or both conferences without presenting but will still be required to register for one or both separately.

Venue: Champagne Sports Resort is situated in the Central Drakensberg with beautiful views of Champagne Castle. Please visit their website to have a look at the lovely venue: www.champagnesportsresort.com

Transport: Bus for flying delegates only, will leave Durban International Airport at 10h00 on Sunday 8 March and will leave Champagne Sports Resort at 14h00 on Tuesday 10 March 2008. The trip will take about 3 hours in the bus to and from the airport, please book your flights accordingly. If your flights are not booked according to the bus times, you are welcome to hire a car at the airport, for your own account. The group bus rate is R300 per person for a minimum of 50 people, for a single or return trip. Individual rates available on request. A bus will be arranged from O R Tambo International Airport (5-6 hour trip) should there be a need for one (minimum of 20 people required). A bus can also be arranged to the venue from Oribi Airport in Pietermaritzburg (1 hour trip) (from R80 per person – group rate at least 10 people).

REGISTRATION: Registration (day and full delegates) closes on 20 February 2008 – no late payments or registrations will be accepted after this date. The registration fee will be R750 (US\$100). This has been added to the accommodation/day delegate's fees on the registration form. Total amount is payable to **ISA Conference 2009** (bank details on registration form)_(Bank details on registration form). Please fax your deposit slip (with your initials and name or invoice number as reference) and completed registration forms to the organisers. Delegates will only be registered on receipt of proof of full payment (Registration and accommodation).

ACCOMMODATION: All accommodation bookings at the venue for the conference are made through the organisers. All payments should be deposited into the **bank** account. A block booking will be made with the venue two weeks before the conference. **Accommodation will only be booked for delegates on receipt of full payment of registration and accommodation fees.** Kindly fax/e-mail us proof of payment. **No accommodation will be booked for delegates after we have made our block booking with the hotel on 20 February 2009.** If you contact the venue directly, you will be informed that there isn't accommodation available during the conference period.

Abstracts: Abstracts (one page), in electronic format as a MS Word document by e-mail or fax must be submitted by **16 January 2009**. Late submissions will NOT be considered for presentation.

Note: All forms will be available on the website: www.isaconference2009.co.za live early October. If possible, please use electronic (e-mail) Submissions for your registration, accommodation and abstract forms or print the forms, complete them and fax them to us.

Deadline Dates:

20 February 2009: Registration closes. **Limited space so book early to avoid disappointment.** Accommodation to be paid to ISA Conference who will make a block booking and pay the hotel. **No late registrations (after 20 February) will be accepted. ONLY DELEGATES WHO HAVE REGISTERED AND PAID IN FULL BEFORE 20 FEBRUARY WILL BE ADMITTED TO THE CONFERENCE VENUE.** The venue will not cater for or accommodate delegates who have not paid in full by 20 February 2009. This will be strictly adhered to.

Additional information about the venue will be sent to you with your confirmation of registration letter.

Conference Organisers: Roz & Cathy from Workshops Anonymous cc

Address: P O Box 887, ROOIHUISKRAAL, 0154

Fax: 086-623-7377 or 086-623-7121

E-mail: matinfu@up.ac.za

E-mail: cathy.bezuidenhout@up.ac.za

Tel: (012) 373-1002 (Cathy)

ISA 2009: INFORMATION PAGES

COMPLETION OF REGISTRATION FORM MEANS THAT YOU HAVE READ AND UNDERSTAND ALL THE INFORMATION PROVIDED IN THE INFORMATION PAGES AND REGISTRATION PACK.

INSTRUCTIONS TO ALL DELEGATES (please read carefully before completing your registration form):

Registration form must be completed in full and faxed or e-mailed with proof of payment to: Roz Prinsloo or Cathy Bezuidenhout, Workshop Anonymous: Fax: 086-623-7377 or E-mail: matinfu@up.co.za. If you have any queries that have not been covered by the information on these pages, please contact: Cathy Bezuidenhout (012-373-1002). Kindly read the Information Sheet through carefully first.

NO ORDERS WILL BE ACCEPTED.

We cannot contact you if you don't provide us with valid phone AND fax numbers and/or an e-mail address.

You will be sent a confirmation of registration letter and info sheet once we have received your payment and registered you. If you do not receive confirmation of registration, you have not been registered in which case you should contact the organisers and find out why you have not been registered. **PLEASE NOTE THAT DELEGATES WILL ONLY BE REGISTERED ON RECEIPT OF COMPLETED REGISTRATION FORMS AND PROOF OF FULL PAYMENT (REGISTRATION AND ACCOMMODATION FEES). PLEASE COMPLETE EACH BLOCK OR WRITE NOT APPLICABLE (N/A). If your institution/province is paying for you, please note that full payment must reach us for you to be registered.** If payment has not reached us by the deadline date, then you have not been registered and accommodation will not be booked/reserved for you. **It is your responsibility to make sure your proof of payment reaches us.** Please include delegate's name on proof of payment.

Definitions:

Day delegate: is a delegate who attends the conference on a daily basis, DOES NOT have accommodation at the venue and pays for tea(s) and lunch daily. Breakfast and dinner are extra and not included in the day delegate's rate.

Full delegate: pays either the single or sharing rate quoted below which includes all meals from Tuesday afternoon tea up to and including Friday lunch. Any meals other than these are for the delegate's own account.

Accompanying person: is a person accompanying a conference delegate who is not going to attend the conference but will be staying at the venue and eating meals.

Proof of payment is a deposit slip, inter-account transfer slip or Internet banking proof of payment with the amount reflected on the Priorities bank statements. **No orders accepted.**

ALL DELEGATES, PLEASE NOTE: Beverages (other than those provided with meals) are for your own account.

SCIENTIFIC PROGRAMME: The programme will be available on the website when finalised (beginning of February 2009) or can be sent to you by the organisers (on request).

SPECIAL 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. Kosher, Halaal (additional R350 surcharge per day for Halaal meals – lunch and dinner – please include with your payment), vegetarian or other on registration form. We will not be held responsible for delegates with special dietary requirements who have not specified them on their 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. The dress code is casual. The use of first-name terms of address is encouraged. Loud, drunken or offensive behaviour will, of course, not be tolerated.

INDEMNITY: The venue, the ISA and Workshops Anonymous 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.

ACCOMMODATION: Please note that it is your responsibility to contact us about the availability of accommodation before registering and paying especially if you are registering after mid-January. When the accommodation is full, it is full and there is nothing we can do about that so please make sure that there is accommodation for you before depositing money into the Priorities account (this does not automatically guarantee you accommodation if you haven't contacted us beforehand). **ALL ACCOMMODATION BOOKINGS THROUGH THE ORGANISERS ONLY.**

If you phone the venue directly you will be informed that they are fully booked for the conference period as we have a block booking with them.

Indicate your preference on the registration form and if sharing, who you want to share with. Number of units indicated in brackets. Accommodation will be allocated on a first paid, first booked basis so book early to avoid disappointment.

Single rate in one-bedroom hotel suites – R2550 per person (97). Only available after chalets are fully booked. Includes all meals from Tuesday afternoon tea up to and including Friday lunch.

Sharing rate R2100 per person sharing in hotel 2 people per hotel unit (only 25 available): includes all meals from Tuesday afternoon tea up to and including Friday lunch. Two bedrooms and one bathroom per hotel unit – 2 people in Unit (own bedroom, share bathroom).

No room service available at venue – all meals will be eaten in the dining room unless otherwise specified. Hotel telephones in rooms will be blocked.

Please note that any other meals (other than those stated above as being included in your conference package) will be for your account and are NOT included in the conference package. Beverages (other than those provided with meals) are all for the delegate's own account.

It is your responsibility to see that we receive your proof of payment e.g. faxed deposit slip, faxed proof of transfer – clearly marked with your name. We are unable to make bookings for people who have not provided us with proof of payment. **Accommodation will only be reserved for you on receipt of proof of payment.**

Accommodation will be booked with the resort for all fully paid delegates ONLY. You will not be refunded for nights not spent at the resort (arriving late or leaving early) when paying the full conference rate. Accommodation must be booked beforehand – accommodation will NOT be available for delegates arriving at Priorities without booking.

FLYING DELEGATES & AIRPORT BUS FOR FLYING DELEGATES ONLY: Please take note of the bus times and make sure that your flight arrives on time. If you miss the bus for any reason then you will be responsible for paying for and organising your own transport to the venue. You will be notified (closer to the time) who will meet you at the airport and where. All bus delegates must supply us with a valid cell phone number so that the driver can contact you at the airport if need be. Please make sure that we have a valid fax number or e-mail address for you to notify you of bus arrangements beforehand. Please note that the airport bus costs R300 per person group rate (minimum 50 people) for a single or return trip (Durban bus). This amount is non-refundable if you decide to make use of other transport between the airport and the venue or vice versa without informing us at least a week beforehand. If you plan on leaving the conference early, then you will be responsible for organising your own return transport.

CANCELLATION TERMS: only R150 of registration fees will be refunded up to 20 February 2009 thereafter NO registration fees will be refunded. **CANCELLATIONS AFTER 20 FEBRUARY 2009** will also forfeit* accommodation payment as we will already have booked and paid the venue. **THERE WILL BE NO REFUNDS OF REGISTRATION OR BUS FEES FROM PRIORITIES** should you cancel FOR ANY REASON after 20 February 2009. No deposits accepted - only full payment. Only delegates (day and full delegates) whose payments reach us by 20 February 2009 will be registered and allowed into the conference. No late registrations or registrations at the conference. If you are registering after 31 January 2009, kindly contact the organisers FIRST to make sure that there is accommodation available for you. Limit of 230 delegates. *Unless you send a replacement from your institution (kindly notify us in writing at least one week before the ISA Conference).

RECEIPTS are given to delegates with their badges upon registration at the conference. If a number of delegates attend from an institution and have been funded by the institution then one receipt will be issued for the institution and handed to one of the delegates. Kindly make sure that you give your institution the receipt.

CERTIFICATES: CPD and attendance certificates to be collected from the Registration Desk on the last day of the conference or send us a self-addressed, stamped envelope and we will post them to you after the conference, if you have attended. A CPD machine might be available at the Registration Desk to swipe your cards. Attendance registers will be circulated through the conference hall during the day, please make sure that you sign each day.

DAY DELEGATES: Kindly register before the conference so that the venue can cater for you. Day delegates fees: R750 registration fee + R395/day 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.

PLEASE DON'T POST CHEQUES AS THEY MAY GET LOST IN THE MAIL, IN WHICH CASE YOU WON'T BE REGISTERED **No credit card facilities for registration** **No orders will be accepted.**

Please note that delegates will only be registered on receipt of complete registration forms and full proof of payment (registration and accommodation). Incomplete registration forms will be returned without registering you.



international

stillbirth alliance

ISA 2009 REGISTRATION FORM

Complete IN FULL and fax to 086-623-7377 with proof of payment.

Please read the Information Pages before completing the Registration Form

Incomplete registration forms will be returned without registering you

Surname		Title		Male/Female
First name:			Dialling Code:	()
Institution		Tel: (NB)		
Full postal		Fax: (NB)		
Address:		E-mail: (NB)		
			Postal Code:	
Names to appear on badge (first name & surname):				
Cross out or write N/a when not applicable but complete form in full				
SCIENTIFIC PROGRAMME AND DIETARY REQUIREMENTS				
If you don't have access to the Internet, do you want us to send you a scientific programme when it has been finalised (only for people providing valid fax number/e-mail address)				YES/NO
Special Dietary Requirements e.g. Halaal (please add an extra R350 per day for lunch and dinner), Kosher, Vegetarian (specify)				
Family/accompanying person: contact Cathy for rates for non-conference attending people				R
FLYING DELEGATES (Flight details & Dbn airport bus for FLYING delegates ONLY)				
Time of arrival on 8/3/2009:	Flight No:		Transfer from and to Durban airport	
Time of departure on 10/3/2009:	Flight No:			
Bus transport required from and to Durban airport @ R300 for single or return trip (group rate)				YES/NO
Bus transport required from and to Oribi (Pietermaritzburg) airport @ R80 for single or return trip (group rate – at least 10 people per trip or rate increases)				YES/NO
Bus transport required from and to OR Tambo (Johannesburg) International Airport only available if at least 20 people require it. Price to be announced.				YES/NO
CERTIFICATES				
CPD machine at Registration to swipe your card. Please let us know if you don't have a card.		I do not have a CPD card. MP No:		
I require a CPD/attendance certificate (specify) (will be printed in name on this registration form)				YES/NO
PAYMENT (FULL DELEGATES ONLY) select one payment option only either full or day delegate				
Sunday lunch (not included in conference rate) (R80 per person) all other meals included in rate. Only if you will be arriving at the venue before 13h00 on 11 March 2008. Check-in time: 14h00, registration starts at 14h00 and conference starts at 16h30.				R
Registration & Accommodation: SINGLE (R3300 per person)				R3300 OR
Registration & Accommodation: SHARING (R2850 per person) own bedroom, sharing bathroom. I will be sharing with:				R2850
Airport Bus (Durban) for flying delegates ONLY same price for single or return trip (group rate)				R300
TOTAL TO BE DEPOSITED/TRANSFERRED DIRECTLY INTO PRIORITIES ACCOUNT (bank details below). Proof of payment to be sent to us with this form.				R
PAYMENT (DAY DELEGATES ONLY select only one option below)				
Registration and attendance for 1 day as day delegate (lunch & tea(s)), specify date below OR				R1295 OR
Registration and attendance for 2 days as day delegate (lunch & tea(s)), specify dates below OR				R1690 OR
Registration and attendance for 3 days as day delegate (lunch & tea(s)), specify dates below OR				R2085
I will be attending on the following date(s): 8/3 9/3 10/3 (select)				
I require breakfast (R) or dinner (R) on the following days: (specify meals and days)				R
TOTAL TO BE DEPOSITED/TRANSFERRED DIRECTLY INTO PRIORITIES ACCOUNT (bank details below). Proof of payment to be sent to us with this form.				R

Bank Details:

Account Name: ISA Conference 2009

Bank & branch: ABSA, Centurion

Account Number: 4072475677

Branch Code: 630445

Cheque account

SWIFT Code for payments for delegates outside South Africa: ABSAZAJJ

By completing and submitting this form, I indicate that I have read the information in the registration pack and accept the terms set out in the registration pack (especially with reference to cancellations and refunds). An information page will be sent to you with your confirmation of registration letter – please read both carefully.

ISA 2009

ABSTRACT FORM: To be submitted for all presentations (oral or poster) (**1 page maximum** – remove text above and below abstract template (below) if more space is needed.)

You are welcome to submit your one page abstract on a blank page.

Type in single spacing: Top block – TITLE (in capitals)
 2nd block – Author(s), Institution(s). Indicate presenter by underlining.
 3rd block – Abstract (including introduction, method, results, conclusions)

Submission for inclusion in Scientific Programme: Kindly submit your one-page abstract to the organisers at: matinfu@up.ac.za or Fax: 086-623-7377 by 15 January 2009. **Sorry - no late submissions will be accepted.** You will be notified whether your abstract has been selected for submission by the end of January 2009.