



# SAIFM

South African Institute of Financial Markets

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[www.saifm.co.za](http://www.saifm.co.za) | [www.virtualexamcentre.co.za](http://www.virtualexamcentre.co.za) |  
[www.financialmarketsjournal.co.za](http://www.financialmarketsjournal.co.za) |  
[www.financialregulationjournal.co.za](http://www.financialregulationjournal.co.za) | [www.regulatorysummit.co.za](http://www.regulatorysummit.co.za)

## **SAIFM Workshop Delegate Terms and Conditions**

All payments for the workshop must be made at least one week prior to the workshop/learning intervention.

All paid bookings made, will be taken as confirmation of attendance. Paid bookings may be cancelled without any financial penalty up to two weeks prior to the workshop/learning intervention. Should a delegate cancel within two weeks of the workshop/learning intervention date, they will be charged the full fee for the workshop/learning intervention.

SAIFM has minimum numbers for every learning intervention. Should an insufficient number of delegates make bookings to meet these minimum numbers, the learning intervention will be cancelled. The cancellation will be made no later than two weeks prior to the workshop/learning intervention. In such instances, the delegate will be offered the opportunity to attend another topic of the same duration, or to attend the same topic on an alternative date. Only in the event the alternative timing and/or topics offered not be feasible within the delegate's learning needs or existing obligations will a refund be given.

In the rare event of a medical emergency or a serious unforeseen event impacting on the availability of the speaker, the learning intervention may be cancelled with limited to no notice. The reasons for the cancellation of the learning intervention will be communicated to all delegates. The delegate may then elect for an immediate refund or take up an opportunity to attend an alternative topic of the same duration or the same topic on an alternative date.

If the learning intervention is being delivered virtually, you will be sent a meeting request with a virtual link. Delegates must please accept this meeting request and join the intervention through the link provided. Delegates are responsible for ensuring that they have a stable link and sufficient data for their participation in the learning intervention. All data costs are for the account of the delegate. No recording of any workshops is permitted.

Delegates will be awarded Continuous Professional Development (CPD) hours only for the duration of their attendance at the workshop/learning intervention. Attendance (virtually or in-person) will be recorded for each delegate. Time when the delegate has exited the virtual or in-person room, as well as all tea and/or lunch breaks, will be deducted from the total CPD hours earned. SAIFM will provide CPD certificates for all delegates in attendance in accordance with these calculated hours.

Delegates will all be provided with the presentation slides within a week of the workshop/learning intervention having taken place. If pre-reading (including if the presenter wishes you to pre-read the presentation slides) or pre-work is required for the learning intervention, the delegates will be provided with this at least one week prior to the learning intervention.