

# MASTERCLASSES & CONFERENCE

Constructing Built Environment Sustainability, Digitisation & Inclusion

13 - 14 November 2023

## HOW TO REGISTER FOR THE 2023 SACPCMP CONFERENCE & MASTERCLASSES

### SECTION A: SACPCMP Registered Persons\*

If you are a Registered Person\*, or have created your profile in the steps above, then please do the following to book the masterclasses or conference:

1. Log into your SACPCMP profile with your username and password
2. Navigate to the 'Conference' tab.

**How to apply**

**step1**

Login to the SACPCMP secure platform with your username and password, then navigate to the conference tab. Click on the 'Fees and Registration' tab. Click the 'Click here to Register' button

**SACPCMP**

2023 Conference | Masterclasses | Fees and Registration | Cancellation Policy | Terms & Conditions

Conference and Masterclass Fees:

Masterclasses Cost (13 November 2023)  
R1800.00 incl VAT  
Two (2) Masterclasses sessions – one morning session and one afternoon session.

Conference Cost (14 November 2023)  
SACPCMP Registered Persons: R2988.00 incl VAT  
Non-Registered Persons: R3489.00 incl VAT

Cost for both Masterclasses & Conference - Registered Person: R4786.00 incl VAT  
Cost for both Masterclasses & Conference - Non-Registered Person: R5199.00 incl VAT

[Click here to register](#)

**Step2**

Select the 'Register' button.

**EVENT LIST**

Name	Event Type	Venue	Venue Address	Date Of Event	Event End Date	Email	CPD Accredited
SACPCMP 2023 CONFERENCE AND MASTERCLASSES	Conference	Emperors Palace		13 Nov 2023	14 Nov 2023	Dinaledi.Ntshole@sacpcmp.org.za	No

Showing 1 to 1 of 1 entries

\*If you are NOT a SACPCMP Registered Person, please see SECTION B of this document:

3. Click on the 'Fees and Registration' tab.
4. Click the 'Click here to Register' button.
5. Accept the Terms and Conditions to proceed.
6. Select the sessions you will be registering for. Then click 'next'.
7. Complete the Delegate Registration Form and select the 'Pay Online' payment method.
8. You will be directed to the online payment gateway to make a secure payment. Click 'submit'.
9. Click 'Proceed to payment'.
10. Select a payment method and make your payment.

You will receive 3 emails...

- Email confirming your payment from the payment gateway.
- A provisional booking email, while the payment is being processed.
- Finally, a confirmation email, confirming your registration.

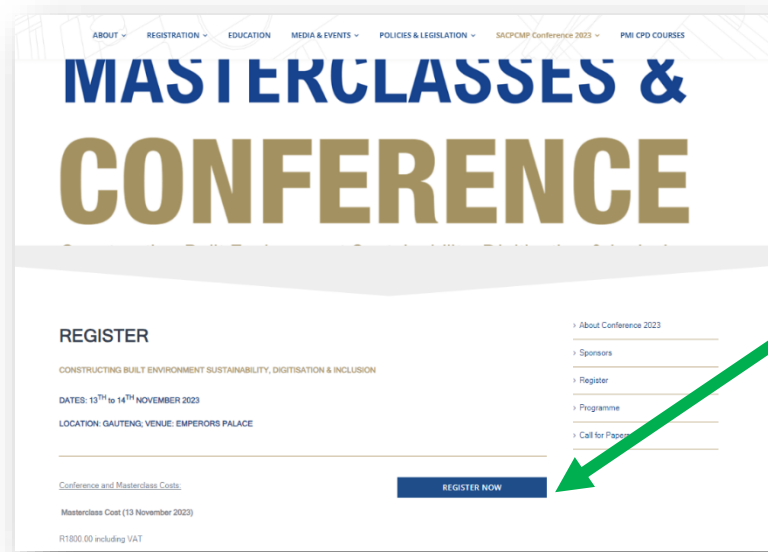
**IMPORTANT:** If for any reason, your payment is not successful (or if you do not make an online payment after completing the registration form), you will have the payment link in the provisional booking email.

Once you receive the confirmation email, **only then** will your registration for the conference and/or masterclasses be complete.

## SECTION B: Non-Registered Persons

If you are not a SACPCMP Registered Person, please do the following:

1. Visit [www.sacpcmp.org.za](http://www.sacpcmp.org.za) and
2. Click on the CONFERENCE TAB and then...
3. Click "REGISTER"



4. You will then need to create a profile (see below)

A screenshot of the SACPCMP website's 'BULK PAYMENT PROCESS' section. The page is titled 'EVENT' and shows a 'Register' button. The main content area contains the following text: 'Full payment and proof of payment must be received no later than ten (10) days before the start of the masterclasses/conference to confirm your registration and reserve your seat. Part payments will not guarantee bookings/seats. Once masterclass bookings have reached capacity, the SACPCMP will close bookings for that particular class and will note this via its booking site. For companies who wish to make bulk payments for their respective employees, the following process will apply: BULK PAYMENT PROCESS'. A list of six steps is provided, detailing the process from logging in to full payment. At the bottom of the page, there are three buttons: 'Create profile' (highlighted with a green arrow), 'Login (with existing profile)', and 'close'.

5. This will allow you to register within your newly created profile page.
6. After you have created a profile, follow the steps as set out in SECTION A of this document.

## Who to Contact for Queries:

- For Bulk Payment queries regarding the Conference and Masterclasses, please contact Sbhongile Shabalala via [jnraccounts@sacpcmp.org.za](mailto:jnraccounts@sacpcmp.org.za)
- For Proof of Payment (POP) and payment allocation queries regarding the Conference and Masterclasses, please contact: Given Mudau via [Given.Mudau@sacpcmp.org.za](mailto:Given.Mudau@sacpcmp.org.za)
- For bookings and system issues relating to the Conference and Masterclasses bookings, please contact Dinaledi Nteleki and Sbonile Phewa via: [conference.support@sacpcmp.org.za](mailto:conference.support@sacpcmp.org.za)

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