



NAMA 2026 CONFERENCE DELEGATE PROSPECTUS

The Venue

CSIR International Convention Centre, Meiring Naudé Road, Brummeria, Pretoria.
Tel: +27 (0)12 841 3884

Disclaimer

1. NAMA has prepared the Information in this prospectus to assist the delegate. While every care has been taken to ensure that the details are correct at the time of issue, NAMA shall not be liable, or responsible to any other person, in respect of inaccuracy or omission in the information contained herein, nor shall NAMA be responsible or in any way concerned with any contract or agreement made with any person, firm or company whose services are described herein. NAMA shall not be held liable for any costs or damages from any action based on the information in this prospectus.
2. Completing the Delegate Registration Form implies acceptance of these Delegate Rules and Regulations and Conditions.
3. NAMA will not accept liability for any loss, damage, or injury that may be sustained at the Conference.
4. NAMA reserves the right of admission at the Conference.

Closing Date for Registrations

Delegate registrations close on **31 July 2026** for Early Birds and on **28 September 2026** for regular registrations. Please refer to the Conference Registration Form for more information.





Cost

Day 1 Delegate	- R3000*
Early Bird Day 1 Delegate	- R2700*
Day 2 Delegate	- R3000*
Early Bird Day 2 Delegate	- R2700*
Welcoming Cocktail Event	- R1050*
Gala Event	- R1900*
Shuttle Service	
(City Lodge Hotel, Lynnwood Bridge to CSIR and back to Hotel x 2 days = 4 trips)	- R500*
Additional Dietary Requirements	- R500 p/d*

Note:

Please refer to the Conference Registration Form to make your booking.

*Excluding VAT

Invoicing

1. All prices quoted are per person excluding VAT.
2. An official NAMA Invoice will be issued upon receipt of a signed Delegate Registration Form.
3. The invoice is valid for 7 days.
4. Payments to be made via EFT.
5. Full payment will secure the booking.

Cancellation Policy

1. All cancellations must be in writing.
2. Cancellations received 90 days before the event will be subject to a 50% refund of the amount paid.
3. Cancellations received 60 days or less before the event will result in no refund; however, substitutions with employees from your organisation are welcome at any time, but in all other respects, delegate registrations are issued for your personal use only and cannot be shared with any person during the Conference.
4. You may not purchase registrations as an agent for any third party, sell or otherwise transfer your registration to others, or exploit the registration commercially or non-commercially in any way.



Photography/Media

1. NAMA may, at its discretion, choose to capture images, film, broadcast, or record the Conference, or any part of it. By attending the Conference, you grant NAMA an irrevocable license to use and sub-license the use of your name, voice, likeness, image, and any contribution you make at or to the Conference in all media (whether now known or hereinafter invented) and in perpetuity.
2. You are not permitted to capture images, stream, film, broadcast, or record the Conference without NAMA's express prior approval.
3. All photographs and videos taken at the conference will remain the property of NAMA and will be used according to NAMA.
4. I understand that the media files may be used by NAMA for advertising and promotional purposes for an unlimited period.
5. I hereby waive any right to inspect or approve the finished video or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that it might be applied.
6. I hereby give NAMA and those associated with the conference the right and permission to use and/or publish and reproduce photographic material, video, and sound recordings of me, in conjunction with my own name.

Personal Information

1. By registering for this conference, you consent to your personal details being used by NAMA, sponsors, and exhibitors to inform you of future events, products, and services.
2. I hereby warrant that I am over eighteen years of age and competent to contract in my own name in so far as the above is concerned.
3. I acknowledge that I will not be compensated for the above use in perpetuity.

Smoking, Food, and Beverage

1. The Venue is a smoke-free area. Smoking is allowed in designated areas only.
2. No alcohol is allowed to be brought onto the premises.
3. There will be a cash bar at the cocktail event and gala dinner for your own account.
4. Any special dietary requirements must be confirmed and paid for on registration.



What to Wear

COCKTAIL EVENT: Semi-formal
CONFERENCE: Office Appropriate or Dress Your Best
GALA DINNER: Formal

NAMA Identification Tag

You will receive a NAMA identification tag on registration at the conference. Your identification tag must always be worn during the conference as it identifies you as a delegate at the conference and allows you to gain access to the conference and exhibitors' area.

Parking Facilities

Parking is free at the Venue.

Programme /Presentations

1. The conference will comprise the following:
 - a) Two full days of conference
 - b) Keynote Speaker
 - c) Motivational Speaker
 - d) Panel Discussion
 - e) Presentations by industry leaders in community schemesThe program also makes provision for ample networking opportunities and social interaction, where knowledge and information can be shared.
2. Due to unforeseen circumstances, the program may change. NAMA reserves the right to alter the venue and/or speakers. Any substitutions or alterations will be updated on our website and social media as soon as possible.
3. NAMA reserves the right to cancel an event if enrolment criteria are not met or when conditions beyond its control prevail. Every effort will be made to contact each Delegate/ Exhibitor/Sponsor/Presenter if a program is cancelled. If a program is not held for any reason, NAMA's liability is limited to the refund of the program fee only.
4. NAMA is not responsible for any loss or damage because of a speaker substitution, alteration, cancellation, or postponement of the Conference. NAMA shall assume no liability whatsoever if the Conference is altered, rescheduled, postponed, or cancelled due to a fortuitous Conference



or unforeseen occurrence that renders performance of the Conference inadvisable, illegal, impracticable, or impossible. For purpose of this clause, a fortuitous event shall include, but shall not be limited to an Act of God; governmental restrictions and/or regulations; war or apparent act of war; terrorism or apparent act of terrorism: disaster; civil disorder, disturbance, and/or riots; curtailment, suspension, and/or restriction on transportation facilities/means of transportation; or any other emergency.

Lucky Draws

Lucky draws may be provided by the Exhibitors or Sponsors of the Conference. The prize draws will take place during the last refreshment break of each day. No Exhibitor, Sponsor, NAMA Director, or NAMA Staff Member will be eligible to win any lucky draw prizes. If you would like to sponsor a lucky draw, please arrange it with the NAMA Team before **30 September 2026**.

Solicitation Policy

NAMA has a no-solicitation policy covering the conferences. To provide a distraction-free environment for our exhibitors, sponsors, attendees, and employees, we do not allow solicitation at our Conference by attendees or unauthorized parties without NAMA's express written permission. Any person or organization found to violate this policy may be expelled from the Conference without refund.

Accommodation & Activity Information

Accommodation is not included in the Conference fee. Each delegate is responsible for their own accommodation booking and cost.

Herewith accommodation information in the vicinity of the venue:

1. City Lodge Hotel Lynnwood
Lynnwood Bridge, Hilden Road, Lynnwood Manor, Pretoria, 0081
(012) 471 0300

Please advise Reservations at the City Lodge Hotel Lynnwood, you will be a NAMA conference delegate to receive the following negotiated accommodation rates:





Single @ R2 075 pp bed and breakfast

Sharing @ R2 325 per room bed and breakfast = R1 162.50 sharing per person

NAMA Group code: **NAMA2026/CLHL**

2. Other accommodation websites:

- Casa Toscana
- The Capital Menlyn Maine
- Maslow Times Square
- Pierneef's Kraal Guest House
- The Capital Trilogy
- Hotel@Hatfield
- Hudson House Boutique Hotel
- Garden Court Hatfield
- Town Lodge Menlo Park

Contact Information

Delegate and Exhibitor Registrations

Vanida Moodley C 083 979 2488
Regional Coordinator

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Cocktail, Gala, and Magazine Bookings

Zene van de Merwe C 064 770 4876
Administrative Coordinator

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Speakers and Sponsors

Lizbe Venter
General Manager C 082 754 1621

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