



IMPORTANT INFORMATION FOR 2024 CGMP CONFERENCE ATTENDEES:

➤ **THE FINAL DATE FOR REGISTRATION IS: 29 March 2024.**
This date is non-negotiable.

➤ Conference links will be distributed on the **9th of April 2024** but only to those attendees whose payments already reflect in the **ACRP bank account.**

Later registrations will have to wait for the conference recordings.

➤ **No admin re the conference will be attended to after the 4th of April!**

FEES:	
ACRP Affiliates:	R 240
Non-affiliates:	R 480

Therefore, it is imperative that all attendees:



✓ Submit the **correctly completed and compulsory** Registration form and Proof of Payment by the **29 March 2024.**

This is vitally important in order to add an affiliate onto the Conference Register!

✓ Have opened a **personal Zoom account** prior to the CGMP Autumn Conference.

✓ Have and use their **own Zoom password** to join the CGMP Autumn Conference.

✓ **Use the same email address to register for the CGMP Autumn Conference as the email address that was used to open the Zoom account!**

✓ Familiarise themselves with the **Zoom and log-in processes** **BEFORE** the morning of the 2024 CGMP Autumn Conference!

✓ **Join the CGMP Autumn Conference early enough** (from 08:15) to allow themselves sufficient time to log-in.

➤ **8 CGMP CPD points** are available of which 3 (three) will be for ethics.

The 8 CGMP CPD points will be awarded to those attendees who attended a **substantial number of minutes** of the conference.

Non-attendees, or those who did not attend the conference for a long enough period, will need to **complete a questionnaire** to receive the 8 CGMP CPD points.



- **CGMP and other ACRP personnel will NOT be available** on the day of the Conference to assist with log-in issues.
- Attendees must join the Conference early to allow for enough time for the process of logging in and connecting, and for the opportunity to join our **compulsory breakout rooms**.
Attendees will need to join their allocated breakout rooms to be awarded applicable CPD points.
- **The Zoom system will keep track of attendance times as well as of participation in the breakout rooms.**
- Recordings of the presentations will be made available after the conference to those who were unable to join on the day of the conference.
- **2 links to the CGMP Conference will be distributed on the 9th of April 2024 but only to registered conference attendees whose registration forms were received by the 29 March 2024 and whose payments already reflect in the bank:**
 - ✓ A link to the Dropbox to access the documentation made available by the presenters, and
 - ✓ the CGMP Autumn Conference Zoom link.
- Attendees meeting the requirements will receive a **2024 CGMP Autumn Conference Certificate** displaying the amount of CPSC CPD points awarded **only if requested** on the registration form.
- **Late registrations and people who have not attended the full conference** will receive links to the recordings and presenters' notes as well as a compulsory questionnaire to complete.
8 CGMP CPD points will be awarded after the correct completion and submission of the questionnaire.



OTHER:

- ❖ Information will be updated regularly and shared via email and WhatsApp.
- ❖ Program:

08:15	Zoom link opens
08:45	Opening
09:00	Presenter 1
10:00	Presenter 2
11:00	Presenter 3
12:00	Presenter 4
13:00	Lunch break
13:30	<i>Roundtable discussion: Ethics</i>
14:30	Presenter 5
15:30	Closure

IMPORTANT DATES & ATTENDEE CHECKLIST		
DATE:	ACTIVITY/ACTIVITIES ACHIEVED BY THIS DATE:	Check ✓
Friday, 19 January 2024	CGMP AUTUMN CONFERENCE Registration forms distributed to all registered affiliates of the 3 ACRP councils.	Admin Offices
Wednesday, 14 February 2024	Presenters chosen. Names of presenters and topics will be communicated to all registered CGMP AUTUMN CONFERENCE attendees ASAP.	Admin Offices
Friday, 29 March 2024	FINAL day to submit completed CGMP AUTUMN CONFERENCE Registration forms AND Proof of Payment to acrp@acrpafrica.co.za	Affiliates
Friday, 05 April 2024	Every CGMP AUTUMN CONFERENCE attendee must ensure that his/her own Zoom account has been sorted out.	Affiliates
Tuesday, 09 April 2024	Links to CGMP AUTUMN Online CONFERENCE and documents will be distributed.	Admin Offices
Monday, 08 April 2024 to Thursday, 11 April 2024	ADMIN AND FINANCE PERSONNEL OF ALL 3 COUNCILS OF ACRP WILL NO LONGER BE AVAILABLE TO HANDLE CONFERENCE ENQUIRIES	
Monday, 22 April 2024	Late registrations, etc. to receive attention	Admin Offices
	CGMP AUTUMN CONFERENCE recordings and questionnaires will be distributed to all registered conference attendees who did not attend the conference for a long enough period of time.	
	CGMP AUTUMN CONFERENCE Certificates distributed	

Kind regards
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