



Terms and Conditions

1. BirdLife South Africa will host “Flock on the West Coast 2018” (Flock 2018) at Club Mykonos, Langebaan, Western Cape, from 6 to 11 March 2018.
2. To qualify to book for excursions during Flock 2018, **the first Guest/delegate** per party of two **must** register to attend the LAB conference, or AGM, or both the LAB and AGM
3. Registration fees for the LAB conference will be priced according to the table below and payment deadlines will be strictly adhered to:

Booking Date	Student Rate	Full Rate
1 Jul – 31 Oct 2017	R 2 100	R 2 300
1 Nov – 31 Dec 2017	R 2 300	R 2 550
1 Jan – 31 Jan 2018	R 2 550	R 2 800

4. Delegates will need to pay the LAB and/or AGM registration fee **in full** within **5** working days of the issuing of their invoice.
5. All registration forms must be completed online via the link at www.birdlife.org.za/events/flock/flock-on-the-west-coast-2018. Delegates who cannot access the online form can contact Melissa Whitecross on Mondays, Wednesdays or Fridays between 09:00 and 15:00 at (+27) 011-789-1122 for assistance.
6. Once the booking form has been submitted, an invoice will be generated with a payment reference number and sent to the person who submitted the booking form.
7. Payment must be made via EFT or paid directly into the BirdLife South Africa bank account. No credit payments will be accepted. **This payment reference must be used in order to secure the booking.**
8. Bookings close on **31 January 2018** and all final payments must be made before **15 February 2018**.
9. Bookings for excursions **will be subject to availability** and will only be secured and allocated once **full** payment has been received. Allocations will be done on a first pay, first serve basis. Prices for all official excursions are indicated in the official excursion information booklet available for download at www.birdlife.org.za/events/flock/flock-on-the-west-coast-2018.
10. No children under the age of 12 years will be permitted to attend any of the excursions which involve transport by boat (i.e. Pelagic boat trip and island tours).

11. Minors under the age of 18 years must have signed consent from their parent or legal guardian before their booking for an excursion will be confirmed.
12. Delegates are responsible for providing their own refreshments (snacks, food, beverages) for all excursions, as well as the wader workshop.
13. Importantly, note that email is the preferred method of communication for any enquires. It is requested that all queries be directed to Melissa Whitecross, Emma Askes or Gisela Ortner at flock2018@birdlife.org.za.
14. Owing to the expected high volumes of bookings, especially until 31 October 2017, reservations will be dealt with and invoices sent out between 09h00 and 15h00 from Monday to Friday.
15. Delegates are responsible for organising their own accommodation and transport to and from the conference venue, excursion departure points and dinner venues.
16. Delegates wishing to visit the West Coast National Park (WCNP) are responsible for covering their own entrance fees as stipulated by SANParks. Wild Cards can be used to gain entry into WCNP.
17. Changes and refunds: Any changes on confirmed reservations will incur a charge of R300. Registration fees are non-refundable. Once the booking of an excursion is confirmed (via receipt of full payment), only 50% of the excursion fees will be refunded should the booking be cancelled before 31 January 2018. If cancellation of a confirmed excursion booking occurs after 1 February 2018, no refunds will be provided.
18. If any excursion is unable to depart due to weather-related conditions or other unforeseen circumstances, delegates booked for the affected excursion will receive an 80% refund on their excursion fees. Unfortunately, in the highly unlikely event that the Groot Winterhoek full day excursion is unable to depart, delegates will not receive a refund of their excursion fee.
19. The person who initiates the booking is responsible for the entire booking, including deposits and final payments for all guests on the booking. BirdLife South Africa will not be responsible for finding people to fill bookings.
20. The LAB Registration fees include morning and afternoon tea/coffee, lunches and evening meals for Thursday 8 and Friday 9 March 2018. A cash bar will be available at the venue. The Flock registration fee includes attendance at the AGM and Marc's Beach Bar dinner on 10 March 2018. Fees exclude drinks, breakfasts and tips.
21. The quiz evening on Wednesday 7 March 2018 will be held at no charge to delegates; however, all food and beverage purchases will be for each delegate's own account.
22. Please notify us of any changes in contact details from original booking form.

23. Please sign and upload a copy of the online indemnity form to the online booking form. Signed indemnity forms can also be emailed to Melissa Whitecross at flock2018@birdlife.org.za. Delegates will not be permitted to attend the excursions unless a signed indemnity form is provided. Every person attending an excursion needs to have signed and uploaded an individual indemnity form. **Your booking will not be completed until a signed indemnity form has been received for each member of the group booking.**
24. Delegates wishing to register for LAB who are currently registered at a recognised academic institution may apply for the student rate; however, this rate will only be approved if a certified copy of the proof of registration letter or student card is uploaded to the online booking form or emailed to flock2018@birdlife.org.za. Please include your name and ID/passport number if emailing document.
25. All prices quoted are subject to change.
26. Please ensure that you tick the option that you have read and understand the Flock 2018 Terms & Conditions on the online booking form.
27. All abstract submissions for the LAB conference must be emailed to flock2018@birdlife.org.za by the **30 September 2017**.
28. The organisers of the LAB conference reserve the right to accept or reject abstracts submitted before the closing deadline. The organisers will assign either a 15 minute or five minute talk to accepted abstracts and notify delegates of their decision by 31 October 2017.
29. All delegates must please register at the main conference venue at Club Mykonos. Langebaan, between 14:00 and 18:00 on Wednesday 7 March 2018 and between 07:00 and 08:00 on Thursday 8 March.
30. BirdLife South Africa will not be held responsible for any injury, loss, expense or damage of any kind whatsoever suffered or incurred by any person who attends Flock on the West Coast 2018.