



FIRST ANNOUNCEMENT **2011 ANNUAL CONFERENCE** of the **NATIONAL ASSOCIATION FOR PERSONS WITH CEREBRAL PALSY**

THE SUMMERSTRAND HOTEL AND CONFERENCE CENTRE
BEACHFRONT, PORT ELIZABETH

MONDAY 09 MAY TO WEDNESDAY 11 MAY, 2011

THEME

The theme of the 2011 Annual Conference of the NAPCP is

“Cerebral Palsy – The Rural Challenge”

This overall theme provides wide scope for delegates from all disciplines and geographic areas to share experiences, best practices, and learn new techniques, which will assist us all in our quest to improve the lives of people affected by cerebral palsy in our communities. The conference offers the opportunity to make presentations, present and attend workshops, and interact with colleagues from around the country.

We believe that you will find the proceedings to be informative, stimulating, and thought-provoking, and provide you with new ideas which can be practically implemented in your own environment.

The content of the conference will be structured within a range of sub-themes, including:



Individuals and organisations which are active in any area dealing with these challenges are invited to submit presentations for the conference. Presentations can focus on current issues and practices, programmes planned or underway, future planning and development, local and international trends, and personal experiences.

SUGGESTIONS AND REQUESTS

Delegates are invited to submit requests and suggestions for specific content or presentations, and suggestions for presenters. Please e-mail or fax these suggestions or requests, with your contact details, to the Conference Office using the contact details listed below.

PROGRAMME OUTLINE

| Date | Event |
|------------------------------|--|
| <i>Sunday 8 May 2011</i> | Meeting of the Education Committee (Tentative) |
| <i>Monday 9 May 2011</i> | |
| am | Meeting of School Principals / Representatives |
| am | Meeting of the NAPCP Management Committee |
| Midday | Conference Registration |
| pm | Welcome and Opening |
| pm | Conference Presentations |
| pm | Tea / Coffee |
| pm | Conference Presentations |
| Evening | Reception |
| <i>Tuesday 10 May 2011</i> | Conference Registration |
| am | Conference Presentations |
| am | Tea / Coffee |
| am | Conference Presentations |
| Midday | Lunch |
| pm | Conference Presentations |
| pm | Tea / Coffee |
| pm | Business Meeting of the NAPCP |
| pm | Vote of Thanks & Invitation to Dinner |
| Evening | Conference Dinner |
| <i>Wednesday 11 May 2011</i> | Conference Registration |
| am | Conference Presentations / Workshops |
| am | Tea / Coffee |
| am | Conference Presentations / Workshops |
| am | Finalization of Conference Resolutions |
| am | Conference Closure |

REGISTRATION FEES

Full Conference Package

R 1,200.00

Includes:

- Conference attendance:
 - Monday 9 May (Afternoon)
 - Tuesday 10 May
 - Wednesday 11 May (Morning);
- Conference reception Monday 9 May;
- Lunch Tuesday 10 May;

Day Attendance

R 600.00

Includes:

- Conference attendance:
 - Tuesday 10 May only;
- Lunch Tuesday 10 May;

Half-Day Attendance

R 400.00

Includes:

- Conference attendance at either of the half-day sessions:
 - Monday 9 May Afternoon OR
 - Wednesday 11 May Morning

Conference Dinner

R 200.00

Pre booking required

CONFERENCE PREPARATION TIMELINE AND DEADLINES

First Announcement:

1 November 2010

- First Call for Presentations
- Advance Registrations

Second Announcement:

29 November 2010

- Second Call for Presentations
- Call for Registrations
- Draft Programme
- Accommodation Pack

Third Announcement

21 February 2011

- Final Call for Presentations
- Final Call for Registrations
- Draft Programme

Registration Deadline

4 April 2011

- Closing of Registrations
- Deadline for Payment of Fees

Late Registration Deadline

18 April 2011

- Closing of Late Registrations
- Deadline for Late Payment of Fees
- Deadline for Submission of Presentations

Final Announcement

25 April 2011

- Conference Programme

Conference Starts

09 May 2011

GUIDELINES FOR PRESENTERS

- Each presentation will be allocated 20 minutes;
- 15 minutes is allocated for discussion in each session of 3 presentations;
- The following presentation equipment will be available:
 - Computer with Microsoft Powerpoint;
 - Data projector;
 - VCR

In the interest of a smooth-running IT program, all presentations must utilize the in-house presentation equipment – you will not be able to use your own laptop!

TIPS AND TRICKS

- Please register as a delegate as soon as possible – this enables us to:
 - plan the conference venue properly;
 - negotiate better rates for delegates with the hotels and guesthouses;
 - communicate directly with you more effectively;
 - plan for any specific needs you may have (accessibility, meals etc).
- Please pay your registration fees as soon as possible, either by direct deposit or electronic transfer. Please e-mail or fax proof of payment to us when you pay.
- Submit a presentation – this is an opportunity to:
 - Help others understand the challenges you face as an individual with cerebral palsy, how you are overcoming them, and the type of assistance that works;
 - Outline to colleagues and friends what you and your organisation are doing to assist individuals with cerebral palsy overcome the challenges they face;
 - Receive feedback and new ideas on how to make it easier for individuals with cerebral palsy to meet their challenges.

CONFERENCE ORGANISERS: CONTACT DETAILS

Contact Person: Ms Jashe Stovold
Telephone: 041 583 2130
Fax: 041 583 2306
e-mail: host@cp2011.co.za
Mail: P O Box 12127
Centrahil
6006

Please also visit the conference website for the latest details and announcements, and to download forms:

www.cp2011.co.za



DELEGATE REGISTRATION FORM

Please complete a separate form for each delegate.

DELEGATE DETAILS

| | | |
|---|--------|--------|
| Title & Name: | | |
| Affiliation: | | |
| Postal Address: | | |
| | | |
| | | |
| Telephone: | (Work) | (Home) |
| | (Fax) | (Cell) |
| e-mail: | | |
| Do you have any special needs, accessibility or dietary requirements? | | |

DELEGATE PACKAGE

| Package | Fee | Number | Fee Due |
|--|------------|---------------|----------------|
| Full Conference Package | R1,200.00 | | R |
| Day Conference Package – Tuesday 10 May 2011 | R600.00 | | R |
| Half-Day Conference Package: • Monday 9 May Afternoon | R400.00 | | R |
| Half-Day Conference Package: • Wednesday 11 May Morning | R400.00 | | R |
| Late Registration / Payment Penalty (After 1 April 2011) | R100.00 | | R |
| Conference Dinner | R200.00 | | |
| TOTAL FEES DUE | | | R |

PAYMENT (DIRECT DEPOSIT OR TRANSFER)

Cerebral Palsy Association (Eastern Cape)
First National Bank – Walmer Branch
Branch Code: 211217
Account Number: 54590035572

DEADLINES:

Registration: 4 April 2011
Payment: 4 April 2011

RETURN REGISTRATION FORM AND PROOF OF PAYMENT TO:

2011 Conference Registrations – Ms Jashe Stovold
Fax: 041 583 2306
e-mail: host@cp2011.co.za

Mail: P O Box 12127
Centrahil
6006



PRESENTATION SUBMISSION FORM

Please complete a separate form for each presentation.

PRESENTER'S DETAILS

| | | |
|-----------------|--------|--------|
| Title & Name: | | |
| Affiliation: | | |
| Postal Address: | | |
| | | |
| | | |
| Telephone: | (Work) | (Home) |
| | (Fax) | (Cell) |
| e-mail: | | |

PRESENTATION DETAILS

| | |
|-------------------------------|--|
| Title: | |
| | |
| Short description of content: | |
| | |
| | |
| | |

PREFERRED PRESENTATION DATE

Monday 9 May

Tuesday 10 May

Wednesday 11 May

RETURN PRESENTATION SUBMISSION FORM TO:

2011 Conference Registrations – Ms Jashe Stovold

Fax: 041 583 2306

e-mail: host@cp2011.co.za

Mail: P O Box 12127

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DEADLINE:

Presentation Submission: 15 April 2011