

How to make your booking for ScienceUnlimited@Pionier High School, Vryheid, 14-15 March 2017

1. Please study the attached **Programme of Events** carefully. Pay particular attention to:

- ▶▶ Day, time and duration
- ▶▶ content/theme of the presentation
- ▶▶ Target audience i.e. which grades can attend that event

3. **You may want to check on seat availability** before submitting your booking by phoning Richard at the **ScienceUnlimited** office **between 08.00 and 16.00** daily on **082 376 1407**

2. Then turn to the attached **Booking Form**.

4. Complete by going through the following steps:

- ▶▶ Enter the **unique number** of the event you have selected in column 1 (Each lecture/workshop has a unique number: e.g. **(T2) (W4)** etc., where **T** for stands for **Tuesday** and **W** for **Wednesday**. You will find this printed in bold in brackets after each time slot in the **Programme of Events**.
- ▶▶ Enter the total **number of visitors** (learners, educators, parents) in the appropriate column and multiply this by the **price**
- ▶▶ Now enter **the amount of money** owing for attending this particular event
- ▶▶ Follow the same procedure for the next event you would like to attend.
- ▶▶ Calculate the **total amount** owing for your attendance in the space provided.

5. Pay this amount into our bank account – details on the form.

6. E-mail the Booking Form **together with proof of payment** to richard.e.chernis@gmail.com

- ***We will only process your booking once we receive all three.***
- ***We cannot accept telephone or provisional bookings***
- ***NB: There will be no refunds for late or non-arrivals***

See you at ScienceUnlimited!!

Dr Richard Chernis
Managing Director

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