



26th SASLAW Hybrid National Conference - Aide Memoire – Virtual Delegates

Dear Conference delegate,

Thank you for registering virtually for the **26th SASLAW Hybrid National Conference**. We look forward to your participation.

1. Registration Fee

It is essential that the registration fee is paid **BEFORE the conference, unless prior payment arrangements have been confirmed**. If you have any issues with this, please email us on accounts@saslaw.org.za . You will **only** receive your SWAPCARD login upon payment.

Please check your Spam Mailbox for an email from noreply@swapcard.com

2. Online platform

If you have not logged on yet, please do so and create your profile.
Should you have logged in already, then no need for any further action.

Quick Tips for the platform:

- Google Chrome/Microsoft Edge is the recommended browser. While the platform works with most major browsers, please be advised that Internet Explorer is not currently supported.
- Should the feed freeze, please refresh the page.
- Click in the Programme Tab to select the sessions you want to watch. Just tick the little calendar icon on the top right of the session to add to “My Schedule”.
- You can always go back after the sessions and rewatch what was missed. Just use your normal login details.
- Remember to interact on the sessions with the Chat and Questions functionality enabled. While watching a session, just look to the right for the interactive tab and place your comments or questions here.

Questions about how it all works?

Be sure to click the **TUTORIAL** tab once logged in to view a 90 second tutorial from our event platform provider Swapcard. In under two minutes **learn how to navigate the site, bookmark your favourite sessions, connect with attendees and speakers and even check out our sponsors (exhibitors)**.

The 26th SASLAW Hybrid National Conference is available on the official Swapcard mobile app too.

Follow the links to download:

https://play.google.com/store/apps/details?id=com.swapcard.apps.android&pcampaignid=web_share

<https://apps.apple.com/us/app/swapcard-smart-event-app/id879488719>

3. Cancellation Policy

There will be no refund in the event of non-attendance at the conference, or registrations are cancelled now. However, substitutions may be made.

We look forward to seeing you all at the Conference online and thanks for supporting your Society.

Regards

SASLAW Conference Committee

September 2023

