



The names of the chosen presenters, as well as the titles of their presentations, will be communicated with ACRP affiliates ASAP.

- **Conference links** will be distributed on the **4th of September 2024**, but only to those attendees whose payments already reflect in the bank.
- **No admin re the conference will be attended to after the 4th of September 2024.**
- **Therefore, it is imperative that all attendees:**



- ✓ Submit the **correctly completed Registration Form** to **Maria** at conference@cpsc.org.za and
- ✓ **Proof of Payment** to **Anita** at finance@cpsc.org.za by the **30th of August 2024!**

This is vitally important in order to add every CPSC Conference Attendee onto the Conference Register!

- ✓ Have opened a **personal Zoom account** prior to the 2024 CPSC Conference.
- ✓ Have -- and use -- their **own Zoom password** to join the Conference.
- ✓ **Use the same email address to register for the CPSC 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 CPSC 2024 Conference!
- ✓ **Join the Conference early enough** (from 08:15) to allow themselves sufficient time to login.
- ✓ Please add your name to the screen, so that we know who you are!
- **8 CPSC CPD points** are available of which **3** will be for ethics.
 - ✓ The 8 CPSC CPD points will be awarded to those attendees who attended the CPSC Spring Zoom Conference for a **substantial number of minutes.**
 - ✓ **Non-attendees**, or those who did not attend the conference for a long enough time, will need to **complete a summary** to receive the 8 CPSC CPD points.

- ✓ Attendees meeting the requirements will receive a **2024 CPSC Spring Conference Certificate** displaying the amount of CPSC CPD points awarded, but **only if requested** on the registration form.
- ✓ **Late registrations** and **people who did not attend the full conference** will receive links to the recordings and presenters' notes, as well as a **compulsory questionnaire/summary** to complete:
 - ❖ Recordings of the presentations will be made available after the conference.
 - ❖ 8 CPSC CPD points will be awarded *after the correct completion and submission of the questionnaire/summary.*
- 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 need to join their allocated breakout rooms to be awarded CPSC CPD points.*
 - ✓ *The Zoom system will keep track of attendance times as well as of participation in the breakout rooms.*
- **Two links to the CPSC Conference** will be distributed on the **4th of September 2024**, but **only to registered conference attendees** whose **registration forms** were received by the **30th of August 2024** and whose **payments already reflect in the bank**:
 - ✓ *A link to the Dropbox to access the documentation made available by the presenters*
 - ✓ *The Login link to the CPSC Zoom Conference.*
- **CPSC Office personnel will NOT be available** from the **4th of September 2024** up to the day of the Conference (**6 September 2024**) to assist with login/other conference administration issues.

OTHER:

- ✓ **Sharing of Conference Information**
- ✓ **Fees**
- ✓ **Roundtable Discussion**
- ✓ **Community get-togethers**



Information will be updated regularly and shared via **email** and **WhatsApp**.

Please do not remove yourself from the WhatsApp group, as that will be the main source of information!

FEES:

Affiliates: R260

Non-affiliates: R520

30 AUGUST 2024

FINAL day to submit completed Registration forms to

conference@cpsc.org.za AND Proof of Payment to finance@cpsc.org.za

NO LATE REGISTRATIONS WILL BE ACCEPTED!

Roundtable Discussions: Further discussion of ethics re the conference theme of "Do no harm".

These will, e.g., include:

- * Creating boundaries between counsellor and client
- * How do we speak to clients
- * Showing respect to the client
- * The things that make our field unprofessional
- * The things that make models of Christian Counselling praxis unethical

Please submit the questions you have/topics you want to have addressed during this discussion on the registration form!

IMPORTANT DATES & ATTENDEE CHECKLIST		
DATE:	ACTIVITY/ACTIVITIES ACHIEVED BY THIS DATE:	Check ✓
Friday, 21 June 2024	Presenters to be informed. Names of presenters and topics to be communicated with ACRP affiliates ASAP.	Admin Office
Friday, 30 August 2024	FINAL day to submit completed Registration forms to conference@cpsc.org.za AND the Proof of Payment to finance@cpsc.org.za NO LATE REGISTRATIONS WILL BE ACCEPTED.	
Wednesday, 4 September 2024	Links to Zoom conference and documents to be distributed to registered attendees.	Admin Office
Wednesday, 4 September 2024	Conference attendee to ensure that his/her own Zoom account has been sorted out.	
Wednesday, 4 September 2024 till Friday, 6 September 2024	CPSC and ACRP ADMIN and FINANCE PERSONNEL WILL NOT BE AVAILABLE FOR ANY CONFERENCE ENQUIRIES!	Admin Office
Friday, 6 September 2024	2024 CPSC SPRING ZOOM CONFERENCE - CPSC and ACRP Office personnel will be unavailable	Admin Office
From 9 September 2024	Late registrations, etc. to receive attention.	Admin Office
	2024 CPSC SPRING ZOOM CONFERENCE Recordings to be distributed to attendees who registered too late, or who had not attended the conference for a long enough period of time.	
	CPSC SPRING ZOOM CONFERENCE Certificates will be distributed.	

WE ARE SO EXCITED ABOUT OUR 2024 CPSC  ZOOM CONFERENCE! HOPE TO SEE YOU ALL THERE!

CPSC COMMUNITY GET-TOGETHERS:

We know that there are affiliates who would appreciate the opportunity to socialise and watch the CPSC Conference as a group.

We are happy to allow that, as long as the following rules are STRICTLY adhered to:

1. Prospective CPSC Conference attendees **MUST still register and pay** for the conference. *It will be unethical to allow individuals who have not registered to join!*
2. The organiser of the event **MUST keep a register of all the attendees** and the list of names must be submitted to Ilse directly after the conference had ended. Every attendee needs to sign the register on arrival and at the end of the conference.
3. Every CPSC Conference attendee **MUST log in from his/her own computer** with the link CPSC had supplied and with the email address that was supplied on the registration form.
4. Every CPSC attendee **MUST attend the breakout sessions** from their own computers. The system will keep track of their attendance!
(Should the system show insufficient time spent in the breakaway rooms, CPSC CPD points cannot be awarded. The attendee will then have to complete the questionnaire.)

Please see Oosterlig's advertisement below. They have had very successful gatherings the past couple of years and have always adhered to every regulation.



OOSTERLIG

CPSC 2024 SPRING CONFERENCE

DATE: 6 September 2024 TIME: 8:00-15:30

Although this is an online event, we would like to bring an "In-person" element to the table by providing a space with free wi-fi, a generator and big screen to attend the event together. Whilst allowing us to meet like-minded counsellors.

IMPORTANT STEPS TO ATTEND

1. Please fill in CPSC Conference form, make payment and send to finance@cpsc.org.za
2. **Please let us know if you will be attending the conference at Oosterlig by sending an e-mail to ncorne@oosterlig.co.za**
3. Please bring your own device along on the day. The conference will be shown on the big screen, however, you will need to sign in individually to confirm attendance.
4. Individuals will also be randomly assigned to specific breakout-groups which will require your own device, headphones and log-in.

Light snacks, coffee and tea will be provided on the day. You are welcome to bring your own lunch should you wish to do so.

Please RSVP by 23/08/2024
by sending an e-mail to ncorne@oosterlig.co.za