

## Heritage Digital Campus Booking Form – Individual Courses

**Tues April, 2 2013 – Sat April, 13 2013 Bookings Close: 26 March 2013 | Early Bird: 5% discount if payment is made by 8 Mar 2013**

	<b>Your Details</b> <i>fill in details</i>	<b>Courses</b>	<b>Cost (ex VAT)</b>	<b>Delegates</b> <i>fill in number</i>
Customer / Organisation Name:		Digital Imaging Essentials HDC002 (Graeme Cookson – 2 April)	R1995	
Contact Name:		Digitising Manuscripts: Capturing HDC003 (Patricia Liebetrau - 3 & 4 April)	R3330	
Postal Address (for invoicing)		Digitising Manuscripts: Describing HDC004 (Patricia Liebetrau - 5 April)	R1665	
Tel (Direct Line):		Digitising Audio HDC005 (Elijah Madiba – 3 - 5 April)	R4995	
Tel (Main)		Digitising images HDC006 (Graeme Cookson – 3 & 4 April)	R3330	
Email:		Image Metadata and data workflow HDC007(Sarah Saunders –5 April)	R1665	
Job Description:		Digitising Video HDC008 (3 5 April)	R4995	

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		Advanced preparation of Master Files HDC009 (Graeme Cookson – 6 April)	R1995	
		Digitising Uncommon Materials HDC010 (Grant Scott – 6 April)	R1995	
		Image retrieval HDC011 (Sarah Saunders –6 April)	R1995	
		Building a Digital Archive HDC012 (David Larsen – 8 April)	R1250	
		Digital Asset Management HDC014 (Sarah Saunders - 9 April)	R1995	
		Collections Management HDC015 (Rene van Son – 10 April am)	R995	
		Preserving Your Digital Collection HDC016 (David Larsen – 10 April pm)	R995	
		Internal and External Access HDC017 (David Larsen – 11 April am)	R495	
		Marketing Your Digital Collection HDC018 (Jamaaludeen Khan – 11 April)	R995	
		Community HDC019 (Nial McNulty – 11 April pm)	R495	

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		Copyright and Creative Commons HDC020 (Tobias Schonwetter – 12 April)	R995	
		Copyright Protection HDC021 (Sarah Saunders – 12 April pm)	R995	
		Curating HDC022 (Andre Croucamp – 13 April am)	R995	
		Interaction With Markets HDC023 (Sarah Saunders and Rosanne Larsen –13 April)	R495	
		Interaction With Markets HDC024 (Paul Changuion – 13 April pm)	R495	
		Docufest (SUNDAY April, 7) 8sessions at R35 each	R280	
		Encounters Film Festival (SUNDAY April, 7) 6 sessions at R35 each	R210	
		<b>Total ex VAT</b>		
		<b>VAT at 14%</b>		
		<b>TOTAL</b>	<b>COST</b>	<b>DELEGATES</b>

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Terms and Conditions:

1. All prices exclude VAT..
2. The customer agrees to pay the amounts stated in this order form by the corresponding dates, otherwise Africa Media Online reserves the right to cancel the order and to retain any payments that have been made.
3. Places at the masterclasses are only guaranteed once full payment has been received by Africa Media Online.
4. In the event of cancellation by the customer, all payments are non-refundable.
5. In the event of the chosen masterclass(es) not being possible due to events beyond the control of the Africa Media Online, or should Africa Media Online decide that for any reason that it is necessary to cancel or postpone the training, Africa Media Online shall not be responsible for any direct or indirect loss thereby caused to the participants. Moneys due or already received from the participants will be returned to participants.

**I accept the Terms and Conditions:**

**Signature:**

**Name:**

**Position in company:**

**Date:**

**Africa Media Online's banking details:**

**Bank:** Nedbank  
**Account Name:** Africa Media Online  
**Branch Clearing Code:** 135705(00)

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