



## ZAMBIA MEDICAL ASSOCIATION

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### Memo

To: General Membership

From: ZMA Executive

Date: 25th April, 2025

### **IMPORTANT NOTICE!**

**Subject: REGISTRATION PROCEDURE FOR THE ZMA SCIENTIFIC CONFERENCE & AGM 2025.**

To ensure that attendees of the **61<sup>st</sup>** Zambia Medical Association (ZMA) Scientific Conference and Annual General Meeting have a timely and seamless registration process, certain changes have been put in place.

**NOTICE** is hereby given that the following amendments have occurred with respect to Registration process;

1. A Link for registration will be provided to all members and non-members via the bulk mail and will also be available on the ZMA websites and other social media handles.
2. Ensure that the details you provide on the REGISTRATION FORM are accurate and your official details i.e. Name, Gender, National Registration Card Number, Attendee Type (Member or Non-member or Student)
3. Please ensure that you provide or use an EMAIL ADDRESS that you can access easily at any time during and after the registration process.
4. Upon Registration - Proof of payment is **MUST BE** uploaded to the registration link. Once authenticated by the secretariat, an email containing your Identification card or AGM badge/Entry Pass for the AGM with a barcode and registration number will be sent to your provided email.
5. You are to personally print out this badge or entry pass and present it at the entrance to the Scientific Conference and AGM sessions.
6. **ONLY** Lanyards will be collected at the venue once your badge has been authenticated by designated ushers.
7. Lanyards and Badge (entry pass) will be used as meal cards, Please Ensure to place your printed out ENTRY PASS into Lanyard.
8. Lastly, Please **NOTE** that the printing of Entry Passes/ID's will not be available at the venue.

To register, click on the link below or alternatively copy and paste the link into your browser;

<https://forms.gle/4Za5kHGHDQjgtBeJ9>

For any inquiries, kindly get in touch with our Membership Officer –Mr. Mofya Mathews Chibuye on +260 977486800, alternatively through email: [mofya.c@zma.co.zm](mailto:mofya.c@zma.co.zm)

Yours in service,



Dr. Oliver Kaoma  
**Secretary General**  
**Zambia Medical Association**

