

Innovation Africa

Official Summit for
Education, ICT, Science
& Technology, Research
& Development

Cape Town
South Africa
5-7 October 2012

Timings, Contacts and Useful Information



www.africanbrains.net/ia



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Main Points of Contact

Organiser

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Venue

The Westin Hotel
Convention Square
Lower Long Street
Cape Town
South Africa

CONTACT:

Nathan Perreira
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Destination Management Company

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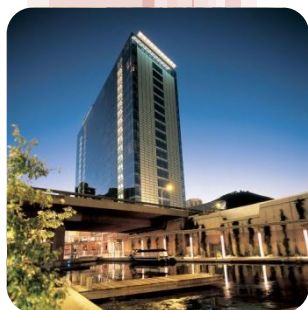
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Corporate Presentation Area Setup and Guide



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Venue & Delivery Address

**The Westin Hotel
Convention Square
Lower Long Street
Cape Town
South Africa**

Mark for the attention of:
Nathan Perreira
Convention Sales Co-Ordinator
AfricanBrains Conference 5-7 October
Tel: +27 (0) 21 412 9999
nathan.pereira@westin.com

Also ensure the following information is included on your package:
Company Name - Contact person collecting it from the venue - Contact phone number

STORAGE FACILITIES AND CHARGES

If delivery arrives on 3rd or 4th October no charge

If the parcel arrives before the 3rd October, THE Westin Hotel will charge R50 *per item* (such as boxes/banners etc) stored but no charge for envelope type packages.

Due to limited storage capacities, the Hotel must be informed at the latest within ten (10) days prior to the delivery of the estimated storage requirements. The goods shall not be deemed to be goods brought in and are therefore, to be insured by the Customer. Should storage space be available, items delivered to the Hotel will be stored for functions/groups at R50 per item after the first 72 hours after delivery. All envelope type packages will not carry a storage fee.

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Event Timings

5 October 2012

11.00 – 17.00 University of the Western Cape Partners Day
14.00 – 20.00 Pre-registration (photo identification required)
14.00 – 20.30 Presentation Area Set-up
18.00 – 20.30 Pre-summit Evening Cocktail Reception

6 October 2012

07.00 – 08.45 Registration (photo identification required)
08.45 – 12.45 Plenary Conference Sessions
12.45 – 14.00 Lunch
14.00 – 18.00 One-to-one Roundtable Meetings
20.00 Gala Dinner

7 October 2012

08.00 – 08.45 Registration (photo identification required)
08.45 – 12.45 Plenary Conference Sessions
12.45 – 14.00 Lunch
14.00 – 18.00 One-to-one Roundtable Meetings





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Travel Tips – Cape Town, South Africa

SOUTH AFRICA STANDARD TIME

South Africa operates two hours ahead of Greenwich Mean Time throughout the year, making it an hour ahead of Central European Winter Time, seven hours ahead of Eastern Standard Winter Time and seven hours behind Australian Central Time.

CONVERSIONS: DISTANCE AND TEMPERATURE

Distances throughout South Africa are given in kilometres.

1 mile = 1.62 kilometres

Cape Town Weather in October:

Average daily maximum temperature: 21 degrees C (70 degrees F)

Average daily minimum temperature: 11 degrees C (52 degrees F)

Average monthly rainfall 30mm (1.2 inches)

Days with > 1 mm rain: 9

Cape Town sunrise time in October is around 0600 and sunset 1900.

What to pack:

Long sleeves and trousers for the evenings

Light layers, plus T-shirts, shorts, sandals, swimming costumes -- you get the picture!

Sunblock, sunglasses, hats

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CURRENCY AND FOREIGN EXCHANGE

The South African currency is the Rand

Foreign currency can be exchanged at most commercial banks & hotels and Bureaux de Changes are widely available.

Typical banking hours:

Monday - Friday: 09h00 - 15h30

Saturdays: 08h30 - 11h00

ATMs are widely available.

EMERGENCIES

You can dial 10111 for the Flying Squad (special police services) and 10177 for an ambulance.

Although incidents of crime against tourists happen rarely in South Africa, tourists should still be aware of the basic emergency procedures to follow should anything happen. It is recommended that you:

Go to the nearest safe and public place. Call the Police Emergency Number (10111) which is free from a phone box or landline, and briefly explain what happened. If you are using a mobile phone, call 112 and your call will be transferred to the appropriate emergency service

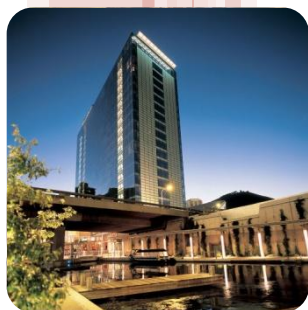
If you have been injured, the call centre will dispatch an ambulance to take you to the nearest hospital. Alternatively, you can call the National Ambulance Service (10177)

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ETIQUETTE

Smoking is banned in public buildings and on planes, buses and trains.

LANGUAGE

South Africa has 11 official languages and English is the main tourism language spoken throughout the country. French, German and Italian are also spoken at many larger hotels and popular tourist destinations around South Africa.

PASSPORTS AND VISAS

Every visitor to South Africa must have a valid passport and a visa if required. Please ensure that you have at least two (2) blank facing pages in your passport.

A list of South African consulates and embassies may be found on the South African Department of Foreign Affairs website or visit the South African Department of Home Affairs website:

http://www.dfa.gov.za/foreign/sa_abroad/index.htm

Visa application forms can be downloaded from the South African Department of Home Affairs website, under the Civic Services tab:

<http://www.home-affairs.gov.za/>

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Travel Tips – Cape Town, South Africa

SAFETY AND SECURITY

Your safety and well-being are of utmost importance to South Africans, but, as always, travellers should take a few basic precautions to ensure a safe and pleasant visit:

- Never leave personal property unattended
- Store valuables in your hotels safety deposit box
- Keep your hotel room locked
- Use reliable branded taxi services
- Avoid displaying expensive jewellery and cameras
- Do not carry large sums of money on your person
- Stay away from dark, isolated areas

SHOPPING

Shopping hours in the bigger cities are generally 08h00 to 17h00 on weekdays, 08h00 to 13h00 on Saturdays, and some shops outside of malls are still closed on Sundays. V&A Waterfront 7 large shopping malls are generally open until 21h00 7 days a week.

TELEPHONES

International to South Africa : +27 then (0) 21 (Cape Town) then Number

Cape Town: 021– then number

National Directory Enquiries: 1023

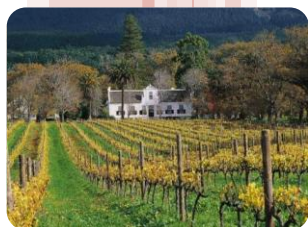
To call internationally out of South Africa, dial 00 and then the country code.

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MOBILE PHONES

South Africa's mobile phone operators utilise the GSM system. If your phone is GSM compatible, set up international roaming with your service provider before you leave home. Alternatively, you can hire a mobile phone at the airport on arrival in South Africa, and SIM Cards & pre-paid airtime are widely available at airports & retail outlets during your stay.

TIPPING

It is customary to tip waiters, wine stewards, taxi drivers, porters, caddies and other service providers. Depending on the service, the amount should be around 10% of the bill, R5 per suitcase or R20 per golf bag.

TRAVEL HEALTH INSURANCE

This is very important to take out before you travel to South Africa: take time to choose a suitable policy that provides adequate cover (including possible medical evacuation). Ensure that you understand what the policy covers and how it works (read the small print), as well as relevant contact details.

INNOCULATION REQUIREMENTS

As of 1 October 2011, South Africa requires all travellers journeying from or has been in transit from yellow fever risk countries, to show proof of yellow fever vaccination by means of a valid yellow fever certificate on arrival. If you are travelling to a malaria area, malaria prophylaxis is recommended – Cape Town is NOT a malaria area.

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TRAVEL INSURANCE

Please ensure you take out adequate travel insurance before you travel to South Africa: take time to choose a suitable policy that provides adequate cover in private hospitals

VAT (Value Added Tax)

Currently set at 14%, VAT is included in the marked/quoted price of most goods and services. Foreign visitors may claim back VAT paid on items to be taken out of the country when the total value exceeds ZAR 250.00. Information leaflets on the procedure to follow are available from VAT Refund Administration offices at the Johannesburg, South Africa and Durban International Airports, and at the V&A Waterfront in South Africa.

WATER

In the major cities and towns and at most game reserves, tap water is purified, tastes good and is 100% safe to drink.

ELECTRICITY:

The electricity supply is 220/230 volts AC 50 HZ. Most plugs are 15 amp 3-pin or 5 amp 2-pin, with round pins. Adaptors can be purchased, but may be in short supply. US-made appliances may need a transformer. Most hotel rooms have 110 volt outlets for electric shavers, chargers and appliances.