



GENERAL INFORMATION

2nd International Conference for Food Safety and Security 2018

Dear Delegate

The 2nd International Conference for Food Safety and Security 2018 will be held at St George Hotel and Conference Centre from 15 – 17 October 2018. This document is aimed at assisting in your general planning and we trust that it will ensure an enjoyable stay.

REGISTRATION and PAYMENTS

Please check the details of what functions and nights of accommodation you are registered for on your invoice and inform Carlamani Conferences of any corrections to be made. **If you misplaced your invoice, please go to your confirmation email sent from Carlamani Conferences upon your registration and click on the link to your invoice.** This is a LIVE LINK to the database which will reflect your current booking if any changes were made. Alternatively, send an email to registration@carlamani.co.za and we will gladly forward your invoice again.

Please ensure that you email proof of payment to registration@carlamani.co.za to ensure that payment is allocated to your registration as bank references are often insufficient for correct allocation.

Credit card payments can still be made via the link below:

<https://www.carlamani.co.za/index.php?pid=payments>

Please note that pre-payment is required. Should you have challenges in this regard, please ensure that you have a payment agreement in writing. PO numbers will be accepted. **If payment is outstanding and no prior arrangements have been made in writing, delegates will be required to personally pay for the registration and claim back from their institutions or companies.**

Please note that you will not be allowed to enter the conference venue should payment not have been received or arrangements made as per above.

Registration will open from 15:00 to 17:00 on Sunday 14 October 2018 and every morning thereafter at 07:30. Delegates are requested to wear their name tags at all times to have access to sessions and refreshments, including: Lunches, dinners and all evening functions.

STUDENTS - All students registered for the conference are requested to bring their student ID cards or proof of registration to the conference registration desk for verification. If this is not done, the difference between the student and delegate registration fee will be payable in cash at the registration desk.

Please advise if we need to be aware of disabilities or allergies not previously indicated.

VENUE and CONNECTIVITY

Note that all conference sessions and evening functions will be conducted at St George hotel.

Venue facilities include:

- Business Centre: Audio Visual equipment, photocopies, faxing, general conference administration
- Sport & leisure facilities includes a Spa
- Complimentary parking is available to conferencing delegates and In-house guests
- FREE WIFI for in-house guests and conference guests.

SOCIAL FUNCTIONS, BAR ARRANGEMENTS AND DRESS CODE

The dress code for the conference is smart casual/casual.

Note that each person will receive a ticket for one drink (soft drink / wine / beer) at the welcome reception, the conference braai and the gala dinner. A cash bar will be available at all functions.

The dress code for the gala dinner will be from smart casual to smart and you are welcome to dress up, but black tie is not required.

SPEAKER INFO: PRESENTATIONS AND AUDIO-VISUAL EQUIPMENT

ALL presenters (excluding keynote and invited speakers) are requested to hand in a one paragraph introduction bio at the registration desk upon arrival.

You are also welcome to share your twitter handle with us to ensure you do not miss a tweet. Send your twitter handle to registration3@carlamani.co.za

Standard equipment that will be made available for presentations at the conference includes:

- Data projector
- Screen
- Laptop with Office 2013 and Acrobat Reader
- VGA / HDMI cables

Please bring your presentation on a virus free memory stick to upload in the sessions in the specific venue where you will be presenting on arrival or in the morning before your presentation.

ACCOMMODATION

If you booked accommodation at St George hotel as part of your online registration, note that check-in times at the hotel is from 15:00, and check-out at 10:00. The hotel will assist with storage of luggage.

If you are staying elsewhere, please ensure that you make your own shuttle arrangements to and from the conference venue since there are no conference shuttles available.

TRANSPORT AND SHUTTLES

DIRECTIONS

Please visit the conference website (or St George website) for a map and detailed directions

58 Goede Hoop Ave, Doornkloof, Pretoria, 0132

Gauteng South Africa; Tel: +27 (0)11 316 1254

AIRPORT TRANSFERS from OR Tambo/Lanseria airport to Misty Hills can be arranged through the companies below – refer to the booking forms on the conference website and liaise with them directly.

Ulysses Tours	St George Hotel
info@ulysses.co.za	
Rudolph +27 12 653 0018	Reception +11 316-1254
OR Tambo International & Lanseria Airport	OR Tambo International & Lanseria Airport

WEATHER CONDITIONS

The conference is held during the summer month of October in SA with mild to warm days and evenings. Our rain season also starts in October which may be possible.

Please follow this link for a 14-day forecast:

<http://weather-finder.com/South%20Africa/Pretoria/14days/>

Current daily minimum and maximum temperatures are between 14 and 27 °C.

VISA's and PASSPORTS

Letters of invitation are issued upon request – please contact Carlamani Conferences.

Please check your visa requirements as well as recommended vaccinations from your country.

Passports: Please note that you must have two blank pages in your passport next to each other to enter the country. For further information and assistance please contact:

the [South African Department of Home Affairs](#), 0800 60 11 90 (toll free from South Africa); or your [local South African Embassy](#)

INFORMATION FOR VISITORS TO SOUTH AFRICA

South Africa is a wonderful country with a wide diversity of cultures, a rich history and magnificent natural beauty.

Below are a few points to keep in mind when traveling in South Africa.

- It is advisable to take the normal precautions, such as planning your route, not walking alone after dark, whilst in South Africa.
- South Africans drive on the left side of the road, and generally treat roundabouts (traffic circles) as 4-way stops.
- Electricity supply is at 240 V and 50 Hz (<http://www.kropla.com/electric2.htm>).

PROGRAMME

The detailed programme is available on the conference website. The general outline is as follows:

Sunday 14 October 2018

15:00 – 17:00 Registration opens

Monday 15 October 2018

07:30 onwards Registration opens

08:30 – 18:20 Full day conference programme

19:00 – 21:00 Welcome Function

Tuesday 16 October 2018

07:30 – 17:30 Full day conference programme

18:30 – 21:00 African Braai

Wednesday 17 October 2018

08:30 – 17:30 Full day conference programme

18:00 Gala Dinner

CURRENCY

Local currency is South African Rand (ZAR). Everything in South Africa must be paid in local currency. It is recommended that exchange be arranged at the airport foreign exchange centres.

We look forward to welcoming you at the 2nd International Conference for Food Safety and Security 2018!

Emergency logistic contact: Carla de Jager
+27 83 376 2368

carla@carlamani.co.za

St George Hotel and Conference Centre +27 11 316 1254

Kind Regards

The 2nd International Conference for Food Safety and Security 2018 Registration Team