



We are delighted to welcome you to South Africa and in particular, to Johannesburg, South Africa. We hope your stay will be both memorable and informative! To facilitate arrangements and to ensure smooth running of your meeting/conference, we request that you take note of the following information:

1. MEETING REGISTRATION

Registration will take place at the OR Tambo Hall, Birchwood Hotel & OR Tambo Conference Centre:

Sunday, 11 December 2016	:	09h00 – 14h00
Monday, 12 December 2016	:	08h00 – 09h00
Tuesday, 13 December 2016	:	08h00 – 09h00
Wednesday, 14 December 2016	:	08h00 – 09h00

This desk will also become the General Help Desk during the Meeting.

Conference Fee

SA Participants: ZAR2800.00 (\$200)
 Low Income Countries: ZAR3500.00 (\$250)
 Middle Income Countries: ZAR4900.00 (\$350)
 High Income Countries: ZAR5600.00 (\$400)

NAME BADGES will be issued at registration, and we request that these are worn at all formal conference proceedings and social functions.

CPD Accreditation

The conference will be accredited as a Continuous Professional Development (CPD) event and South African participants will qualify for up to 19 General CEUs and 19 Ethics CEUs depending on session attendance. International participants will receive a Certificate of Attendance which can be used to apply for CEUs from their health/nutrition professional board in their country. Certificates will be issued after the conference.

This will be monitored at the main reception area and each breakout session

2. OFFICIAL HOTEL

Birchwood Hotel and Conference Centre:

Telephone : 27-11- 897 0000

Numbers are listed for international dialing. If you are dialing locally, simply dial: 011, followed by the last 7 digits.

Hotel Reservations - Self Paying Participants

FULL PAYMENT for your hotel reservation needs to be paid on arrival directly to the hotel at check in by credit card.

Your extras account for both Sponsored and Self Paying Participants must be settled directly with the hotel prior to departure. The Conference will not be held liable for these charges:

- Telephone, Room Service, Laundry and Parking
- Additional meals- dinners
- BEVERAGES (alcoholic & soft drinks) or bar accounts during lunches and dinners
- Mini Bar Fridge in your rooms if you have one
- Any extra cost other than the Dinner, Bed & Breakfast rate
- Business Centre costs for internet access etc

Caution: Hotel telephone charges are high, and we urge you to use this service conservatively.

3. BIRCHWOOD HOTEL & OR TAMBO CONFERENCE CENTRE

Venue Allocation:

Plenary Venue	:	OR TAMBO HALL 1 & 2
Registration	:	Outside OR TAMBO HALL 1 & 2 in the Foyer

Language

The official language for the Meeting is in English.

General Help Desk & Notices

Assistance and general information is available at the Registration Desk.

4. AIRPORT TRANSFERS & AIR TICKET CONFIRMATION

Return Airport Transfers have been arranged for all participants. Please visit your hotel concierge to provide your return flight details, if you have not already done so.

Birchwood Hotel and Conference Centre: offer a complimentary airport shuttle to all hotel residents. Please make your way to the designated bus terminal which is situated behind the InterContinental Airport Sun hotel, located opposite the car rental building. The shuttle service operates on a 24-hour basis. If the bus is not there on your arrival, please be patient as it shuttles to and from the hotel HOURLY:

From Birchwood to OR Tambo Int.: Hourly from 05h30 - 23h30
 From OR Tambo Int. to Birchwood: Hourly from 06h10 - 00h10

Big 5 guest house and Bit O' Bush B&B:

R100.00 per person from OR Tambo International Airport to the guest house. R100.00 per person from Guest House back to the Airport. Please contact Guest house directly to arrange this once your reservation is confirmed.

Aero Guest Lodge:

Offer a free airport shuttle to and from OR Tambo International Airport on request. Please contact Guest House directly to arrange this once your reservation is confirmed.

Holiday Inn Johannesburg Airport:

Offers a free airport shuttle to and from OR Tambo International, every hour from 06:00 – 23:00 every day. Shuttle departs from the bus terminal located outside the arrivals hall, behind the Intercontinental Hotel.

NB. Transport from Johannesburg OR Tambo International Airport to your selected hotel and back again is for your own arrangement and account.

PLEASE NOTE IF YOU ARE NOT STAYING AT BIRCHWOOD HOTEL -SHUTTLE TO AND FROM THE CONFERENCE VENUE IS FOR YOUR OWN ACCOUNT AND OWN ARRANGEMENTS

You are required to be at the airport 2 hours prior to your international flight check in time. A 30 minutes travelling time to the airport should be allowed for. **Thus you need to be ready 3 hours prior to your flight check in time for timeous departures**

5. SOCIAL FUNCTION

The following social function is included and Dinner is free for all participants:

Date : Sunday, 11 December 2016
Time : 18h00 – 20h00
Venue : Serengeti Lapa
Evening : Cocktail Dinner
Transport: this venue is just around the corner from OR TAMBO Hall
Dress : Smart Casual

Please note a CASH BAR will be available for drinks

6. CATERING

BREAKFAST

Is included in your daily hotel rate

REFRESHMENT BREAKS

Morning and afternoon tea/coffee breaks during the meeting 11, 12, 13 & 14 December 2016 are included

LUNCH

Lunch is included on the official meeting days only on 12,13,14 December 2016

DINNER

Dinner is not included in your hotel rate commencing on night of check in Beverages served with dinner are for your own account. As well

Please note regarding Catering: Breakfast & Dinner is dependent on the payment agreement you have with your confirmed hotel

7. GENERAL INFORMATION

Medical Emergencies

If you need a doctor, please contact the hotel reception for the House Doctor on Duty. In case of hospitalization, it is recommended that you go to a PRIVATE hospital. All medical expenses will be for your own account.

Insurance

If you do not live in South Africa, please ensure that you are covered by international evacuation insurance during your travel for the conference. It is also recommended that you have medical travel insurance in place in the event that you need to be hospitalised and can be taken to a private hospital.

Smoking

Smoking is NOT permitted inside the Conference Venues or in public restaurant areas. You are required to smoke in the designated areas only.

Dress / Clothing

Casual / Comfortable dress. Remember a jacket, as it is difficult to regulate room temperatures during sessions. Always take a warm jacket or sash/wrap

Weather / Climate

During the months of November/December, Johannesburg has entered its summer season with generally hot days and crisp/cooler evenings. Often thunderstorms may occur in the late afternoons and temperatures range from 20-30 degrees Celsius during the day with the temperature dropping to approximately 13-15 degrees Celsius at night.

Time

South Africa is two hours ahead of Greenwich Mean Time (GMT).

Parking

If you have hired a car, parking is available at no charge.

Foreign Exchange

At the time of going to print, the current rate of exchange was R14.00 (SA Rand) to 1 US\$. Traveller's cheques and foreign currency notes of all major currencies can be exchanged at any major bank. Banks are open Monday to Friday 09h00 – 15h30 and Saturdays 08h30 – 11h00. Master Cards and Visa Cards are accepted throughout the country. There is no restriction on the amount of foreign currency that may be brought into South Africa. However on departure from South Africa, visitors are required to provide proof of foreign exchange transactions, in order to convert excess Rands back into foreign currency.

Immunization

Please contact your airline/ travel consultant for the correct vaccinations to enter South Africa

SECURITY ALERTS

As a visitor to South Africa, your well-being is of utmost importance to us. Unfortunately the levels of recorded crime have steadily increased in South Africa since 1995 at an alarming rate. Street Crime in particular has increased at a greater rate including street robbery and muggings.

As in other countries around the world there are a few basic security precautions you need to be aware of, and to ensure your visit is as pleasant and safe as possible.

SAFETY ON THE STREET

DO NOT:

1. Wear expensive looking jewellery when walking on streets
2. Leave large amounts of cash/credit cards/travel documents behind and lock them in your hotel safe. Separate your cash and credit cards and do not carry with you unnecessary large amounts of cash.
3. Countersign your traveller's cheques in advance
4. Keep cell phones, cameras and wallets tucked away where no-one can see them including cameras
5. Do not walk alone on the streets, but rather walk in groups or take taxis
6. Do not walk alone at night – always take a taxi when going out at night. The hotel porter will assist you with this.
7. Keep away from strangers and do not talk to them. Be aware of strangers offering to sell you items as this could be a decoy.
8. Do not allow strangers to assist you with any ATM transactions at the bank
9. Make use of the transport service officially recognised by the Meeting Organisers

HOTEL SECURITY

1. Secure valuables in the safety deposit box in your room or at reception
2. Do not leave your luggage unattended in the hotel lobby (special attention to your note book computer)

IF YOU ARE CONFRONTED

If you are confronted, DO NOT FIGHT BACK. Give up your valuables as these can always be replaced! Report the incident immediately to the conference organizer.