

## **GENERAL INFORMATION**

### **i-Transport UATP Conference 2018**

Dear Delegate

We look forward to welcoming you at the i-TRANSPORT & UATP CONFERENCE & EXHIBITION which will be held at Gallagher Convention Centre from 18 – 20 June 2018, with the Master Class & site visit on Monday 18 June and conference and exhibition on 19 & 20 June 2018. This document is aimed at assisting in your general planning and we trust that it will ensure an enjoyable visit.

#### **SITE VISIT AND MASTER CLASS**

**Note that the**

**Master Class** will be held at the offices of Gautrain Management Agency in Midrand: 44 Grand Central Boulevard, Grand Central Ext. 1, Midrand RSA  
Tel: +27 (0) 11 086 3500. Registration will start at 08:00, the programme will commence at 09:00.

The **SITE VISIT** will depart from Gallagher Convention Centre (in front of the ballroom, just to your right once you've entered through the main entrance in Richard Ave) at **08:55**. Please ensure that you register between 08:00 and 08:50 to ensure timeous departure.

#### **REGISTRATION and PAYMENTS**

Please check the details of what functions you are registered for on your invoice received in your confirmation email. Note that this link is a live link to the database and will show the current invoice in case any changes were made. Please inform us of any corrections to be made. **If you have not received or misfiled your email, please send an urgent email to [registration@carlamani.co.za](mailto:registration@carlamani.co.za) and we will gladly forward your invoice again.**

**Please ensure** that you fax or email proof of payment to [registration@carlamani.co.za](mailto:registration@carlamani.co.za) to ensure that payment is allocated to your registration as bank references are often insufficient for correct allocation.

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.

Credit card payments can still be made via the link below:  
<https://www.carlamani.co.za/index.php?pid=payments>

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 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 desk hours:

Monday 18 June from 16:00 to 18:00

Tuesday 19 June from 07:30

Wednesday 20 June from 08:00

Tickets will be issued for the dinner based on the registration received to ensure that we are not oversubscribed on numbers or over cater. All dinner tickets need to be checked on arrival at the registration desk.

Delegates are requested to wear their name tags at all times to have access to sessions and refreshments.

**STUDENTS** - All students registered for the conference are requested to bring their student ID cards 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 advised.

#### **LANGUAGE**

With only 2 French speaking colleagues, please note that there will not be translation facilities available and all proceedings will be conducted in English.

#### **VENUE and CONNECTIVITY**

Note that all conference sessions and evening functions will be conducted at the Gallagher Convention Centre. Limited Wi-Fi is available but additional vouchers can be purchased from Gallagher Reception

#### **SOCIAL FUNCTIONS, BAR ARRANGEMENTS AND DRESS CODE**

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

Note that a full cash bar will be available for the dinner. Should you travel via Gautrain and require transport back to your hotel after the conference dinner, please indicate this at registration upon arrival at the conference to allow us to assist with shuttles (Midrand and Sandton only)

#### **TRANSPORT AND SHUTTLES**

Kindly make use of public transport options via Gautrain or Uber.

Visit the conference website for details, a map and detailed directions

#### **WEATHER CONDITIONS**

The conference is held during June which is winter in SA with cold to mild days. Please follow this link for a 14-day forecast: <http://www.weathersa.co.za/>

Current daily minimum and maximum temperatures are between 5 and 22 °C.

## **PROGRAMME**

The detailed programme is available on the conference website [www.i-transportafrica.com](http://www.i-transportafrica.com) and attached for ease of reference. Note the starting times for the conference:

Tuesday 19 June: Registration from 08:00, exhibition opens @ 08:00 proceedings @ 09:30

Wednesday 20 June: Registration and exhibition @ 08:00, conference @ 09:00 to finish slightly before peak hour traffic.

## **VISA's and PASSPORTS**

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

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:

1. the [South African Department of Home Affairs](http://www.dha.gov.za), 0800 60 11 90 (toll free from South Africa); or
2. your [local South African Embassy](http://www.embassy.gov.za)

## **CURRENCY**

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

## **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.

- The crime rate in South Africa is higher than in many countries, and it is advisable to take the normal precautions, such as planning your route, not walking alone after dark, etc.
- 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>).

We look forward to welcoming you at the i-Transport & UATP Conference and Exhibition 2018!

Contacts:

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Kind Regards  
i-Transport UATP Registration Team