



**61st Annual Conference of the
South African Institute of Physics
University of Cape Town
4-8 July 2016**



General Information

Welcome to Cape Town and UCT.

Conference venue:

Kramer Law Building, middle campus, UCT.

Schedule:

The Winter School will commence at 09:00 on Monday 04 July.

The Conference programme will commence at 08:30 on Tuesday 05 July, and at 08:40 06-08 July.

Registration:

The registration desk is operated by UCT's Conference Management Centre and is located in the quad area on level 3 of the Kramer Building. It will be open between 07:30 and 17:00 on each day. The registration desk is the first port of call for all conference-related enquiries.

Name badges are to be worn at all times during the conference.

Lost and found items are handled by the registration desk staff.

Accommodation at Baxter student residence:

Bedrooms will be available for occupancy from 14.00 on arrival day and all rooms must be vacated by 10.00 on departure day unless notification is received from or prior permission is given in writing by the conference management. Breakfast is served between 07:00 and 08:30, and dinner between 17:30 and 20:00. Lunch is served at the conference venue.

Wifi:

Eduroam should work fine. Delegates requiring alternative means to connect to the internet may collect their user names and passwords from the registration desk. Please use the following url to log on once you have received your log on details <https://goo.gl/N1YfBJ>. Delegates may add 3 devices to this username and password.

Opening cocktail function:

Monday 04 July, Kramer Law Building, 17:30.

Conference dinner:

Thursday 07 July, Jameson Hall, Upper Campus, 18:30.

Please bring along your dinner ticket, which will be in your name badge pouch.

Language:

The official conference language is English.

Emergency contact numbers:

Police: 10111 | Ambulance: 10177 | Cape Town International Airport: 021 937 1200

Airport transfers and tours:

Marlyn at Kingdom Tours: info@kingdomtt.co.za ; +27 81 476 7159

Insurance:

The SAIP Conference and its representatives accepts no liability for any personal injury, loss or damage of property belonging to or additional expenses incurred by congress participants either during the conference or as result of delays, strikes or any other circumstances. Participants are requested to make their own arrangements with respect to health and travel insurance.

Security:

For those participants who have not previously visited South Africa, or Cape Town, and are concerned about personal safety, we wish to assure all visitors that Cape Town is like any other major city with areas with greater or reduced risk of crime. Common sense will ensure a trouble free and enjoyable congress and vacation. The area around UCT and adjacent hotels is safe and well monitored at all times but we advise that you do not walk alone after dark in unpopulated streets. Ostentatious displays of wealth should be avoided at all times. During the conference, the information desk at the conference and your hotel's concierge will be able to assist you with information on places to visit and the appropriate means of transport.

Weather:

Sunshine, rain, and overcast, wind: you'll experience it all during a good Capetonian winter. This is what the facts say: The average high temperature during winter is 17 degrees with a minimum temperature of 8 degrees in June, July and August. Rainfall in Cape Town is between 82mm in August and 105 mm in June. Nevertheless all delegates will be supplied with a free umbrella!

Campus maps.

See also <http://www.uct.ac.za/contact/campus/>.

For directions see: <http://www.uct.ac.za/contact/directions/> and <http://www.uct.ac.za/contact/route/>.



Guidelines for Speakers

Slots of length 20 minutes have been allocated for orals: 15 minutes for presentations and 5 minutes for questions.

It is important to double check the date, time and venue for your presentation.

Technicians will be available in each room to assist speakers on uploading their presentations. Please do this well before your session, such as the day before. Inform the technician if your presentation has sound or video clips.

Be on time and report to the chair.

Is your talk part of a group presentation? Are you a student competing for one of the prizes?

You are not permitted to move your presentation to any other slot.

Please respect the time-keeping of the chair.

Guidelines for Session Chairs

Please keep to the scheduled times.

Re-check the date, time and venue of your session.

Please be on time, at least 5 minutes before your session starts.

Consult with the session assistant in the venue (whether presentations are on computer and how the microphone system works).

Identify the speakers before your session starts.

No alterations are to be made to the programme.

Talks may not be moved earlier due to a speaker not turning up.

Welcome delegates and speakers at the beginning of your session.

Make the following announcements:

- All cell phones are to be switched off.

- The title and name of the speaker.

- Whether it is a group presentation.

- Whether the speaker is competing for an MSc or PhD prize.

Allow questions according to time. Stay within the time slots.

Thank all the speakers at the end of the session.

Report problems to the session assistant.

Posters

Posters should be displayed on the allocated board for the duration of the conference.

Board assignments will be according to contribution number.

If you present more than one poster, we'll try to place them on adjacent boards.

You must be available at your poster during the assigned poster session.

Judging for student prizes will occur during the assigned poster sessions only.

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