

# SAIP2010 GENERAL INFORMATION

Dear Delegate,

We've put some information together to assist in your general planning and packing for the 55<sup>th</sup> Annual Conference of the South African Institute of Physics 2010 which will be held at the CSIR, Pretoria, Gauteng 27 September – 1 October 2010.

## PROGRAMME

The provisional programme outlining the sessions is available on the conference website <http://www.saip.org.za/events/saip2010/> The general outline is as follows:

Monday 27 September	SAIP Council Meeting Rental Pool Exhibition build-up
Tuesday 28 September	LOC Spring School Nuclear Spring School Official Opening and Cocktail Function
Wednesday 29 September	Conference Sessions WIPiSA lunch SAIP Council meeting with HOD's Poster session I
Thursday 30 September	Conference Sessions SAIP Council meeting with SG Chairs Poster session II Exhibition breakdown
Friday 1 October	Conference Sessions SAIP AGM Conference Dinner

## REGISTRATION – NB!

Please note that *registration will close on 15 September 2010* and that *payment is due before attending* the conference. Please inform your colleagues who have not registered as yet.

Please check on the system that your registration is correct before 15 September. We have picked up discrepancies of some registration items for delegates and need to ensure that what is on the system, is correct. Make sure that you have indicated attendance at all functions that you wish to attend. We need to base numbers on your indication and do not wish to have the embarrassment of under- or over catering. If you have requested a t-shirt, this is a firm commitment, the order has been placed and you will be liable for payment thereof.

## VISA's and PASSPORTS

Passports: Please note that you must have two blank pages in your passport next to each other to enter into South Africa. Letters of invitation are issued upon request from our office.

## **ACCOMMODATION at Casa Toscana, Brooklyn Guesthouses and Menlo Park Hostel**

Accommodation is almost fully booked. **If you have requested assistance with accommodation, but not sent us your forms you need to do so by Thursday 16 September** as we will not be able to assist thereafter and you will have to make your own arrangements.

A shuttle has been arranged for delegates staying at the above accommodation. The shuttle will collect delegates in the morning and take you back in the evening. Special arrangements will be made for functions which can be checked at the registration desk during the conference.

Pick-up schedules will be displayed at the accommodation venues.

## **TRANSPORT AND SHUTTLES**

### **Traveling by air:**

Should you require assistance with shuttles from the airport, please liaise directly with:

Guineafowl Shuttle Service

Tel: +27 (0)72 970 4618

Fax: +27 (0)86 6548 052

E-mail: [info@guineafowlshuttle.co.za](mailto:info@guineafowlshuttle.co.za)

Website: [www.guineafowlshuttle.co.za](http://www.guineafowlshuttle.co.za)

### **Traveling by car:**

A map to the CSIR ICC is available on the conference website.

## **SOCIAL FUNCTIONS AND DRESS CODE**

The dress code for the conference is casual.

Welcome Cocktail Function:	Tuesday 28 September	Smart casual
Gala Dinner:	Friday 1 October	Smart casual, jacket

Please note that delegates will receive tickets for all social functions. Each delegate will be entitled to two drinks per function, but a cash bar will be available.

Please ensure that you are booked for the conference dinner should you wish to attend.

## **CONFERENCE PROCEEDINGS**

Each delegate will receive a CD with the conference abstracts.

## **WEATHER CONDITIONS**

The conference will be held during the spring month of September.

Temperatures currently range between 12°C and 30°C, “depending on the cold fronts”. The evenings can still get a bit chilly at around 9 °C, so do pack something warm. Please visit the website below for a seven day weather forecast: <http://www.weathersa.co.za/>

## REGISTRATION

Registration desk hours will be as follows:

Tuesday 28 September 2010	07:30 – 18:00
Wednesday 29 September 2010	07:30 – 16:00
Thursday 30 September 2010	07:30 – 16:00
Friday 1 October 2010	07:30 – 15:00

## PAYMENT:

**Please ensure** that you have faxed proof of payment to +27 12 662-3724 or e-mail a scanned copy to [registration@carlamani.co.za](mailto:registration@carlamani.co.za).

To ensure a smooth registration process, please bring a copy of your proof of payment to the registration desk for our records. **Payment is required before entrance into the Conference venue.**

Cheques made out to SAIP 2010, Master Card and Visa Card will be accepted.

## AUDIO-VISUAL EQUIPMENT

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

- Data projector
- Laptop with Office 2003 and Office 2007
- Podium and lapel microphones

## TOURISM and CONFERENCE TOURS IN 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 AC at 50 Hz.

We look forward to seeing you at the conference in Pretoria soon!

Kind Regards, The Registration Team