



**AFRICA TASKFORCE: LOGISTICS**  
**Workshop 30<sup>th</sup> November to 2<sup>nd</sup> December 2011**  
**University of Cape Town, Cape Town, South Africa**

**VENUE:**

5<sup>th</sup> Floor of the Menzies Building, Upper Campus, Division of Geomatics, School of Architecture, Planning and Geomatics, University of Cape Town, Rondebosch, 7701.

Main Meeting Room: Geomatics Teaching Laboratory (GTL)

Computers: WiFi: delegates will need to complete the available form for processing prior to the conference so that they can use the UCT network both in Geomatics and at All Africa House for those staying there. A computer laboratory is available next to the venue.

**REGISTRATION:**

1. Initial registration by 18<sup>th</sup> September to:  
Soraya Shaffie [soraya.shaffie@uct.ac.za](mailto:soraya.shaffie@uct.ac.za) or Diane Dumashie [ddd@dumashie.co.uk](mailto:ddd@dumashie.co.uk)
2. Workshop arrivals register Wednesday cocktail function or Thursday at workshop
3. NB those staying in Africa House will need to secure their accommodation earlier, we suggest bookings made by **30th August**

**FUNCTIONS:**

**Wednesday 30<sup>th</sup> November** evening:

Welcome cocktail party and light supper at the Courtyard hotel at 19.30- 21.00hrs.

**Thursday 1<sup>st</sup> December.** Participants Dinner:

At the Wild Fig next to the Courtyard hotel, participants receive a complimentary meal. Friends and partners are most welcome but will need to cover their own meal charge.

**ACCOMMODATION:**

The Workshop will be run in the Southern Suburbs in Rondebosch, not in the Cape Town City Centre. All recommended accommodation is in the vicinity of Rondebosch. Aiming to keep costs as low as possible the LOC has identified three options:

- (a) On campus - All Africa House (places limited to 30) nb a non-refundable deposit is required **by 2 September**;
- (b) Off campus- Cape Town Courtyard Hotel; and
- (c) Local guest houses.

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*Each participant must satisfy themselves to the authenticity of the information provided* 1

(a) **All Africa House**

Located on campus it is an expression of the University of Cape Town's mission to be "an outstanding teaching research university, educating for life and addressing the challenges that face our society", providing 19 single rooms, 14 en suites and three studio flats. A continental breakfast will be provided on weekdays only.

See <http://cal.uct.ac.za/aah/about/welcome>



**Booking arrangements:**

***Rooms only available from Wednesday 30 November with check out on morning of Saturday 3 December.***

Booking and deposit at All Africa House needs be undertaken by the **2<sup>nd</sup> September** due to the nature of the facility as a service to the University community. No accommodation at All Africa House can be guaranteed after this date.

To secure a place at All Africa House please contact Soraya Shaffie [soraya.shaffie@uct.ac.za](mailto:soraya.shaffie@uct.ac.za) or +27 21 6502675.

Delegates booking through UCT may be liable to pay the transaction charges (if any) this will be confirmed when UCT bank details and transaction occurs

**Hotel charges:**

- Single Room (sharing shower facility with second guest): R342,00 per night per person
- En-Suite Room (with own bathroom): R448,00 per night per person
- Studio Flat: R566,00 per night per person

(b) **Cape Town Courtyard**

Located on the former Valkenberg farmstead. The centrepiece of this extensive complex is a manor house, said to date from about 1830 but incorporates fabric dating from the 18<sup>th</sup> century. The manor house and outbuildings have been recently renovated and function as part of the Courtyard Hotel complex. The farmstead is the only remaining one in the Liesbeeck River still retaining a sense of its agricultural past. It is proclaimed a provincial heritage site. See <https://www.citylodge.co.za/cy.php>

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### **Booking arrangements:**

Booking is to be undertaken by the delegate directly with the hotel. Contact André Burger on [cyct.resv@citylodge.co.za](mailto:cyct.resv@citylodge.co.za) to make a reservation. Be sure to state that you are part of the UCT group for the FIG workshop in order to qualify for the negotiated reduced rates quoted.

Hotel charges:

- Bed and Breakfast: R1069.45 per room (Single occupancy)
- Bed and Breakfast: R1348.07 per room (Double occupancy)
- Bed and Breakfast: R2117.55 per room (Triple occupancy)

- (c) **Guest House:** Local guest houses surrounds the campus, a list is available on request from Soraya Shaffie. Booking is to be undertaken by the delegate. Note that transport to/from workshop functions will not be arranged for delegates staying at guest houses.

## **IMMIGRATION**

See [http://www.dha.gov.za/Types\\_of\\_Visas.html](http://www.dha.gov.za/Types_of_Visas.html)

The LOC have made initial enquiries relating to visa entry in South Africa and have noted that all delegates should apply for a visitor's conference visa regardless of whether they are from a country usually exempt from a tourist visa.

- Normal procedures must be followed for applying for a visitor's visa (Form BI-84)
- Whether you are from a country that is exempt from getting visas, or
- Whether you are from a country that requires you get a visa
- The application for a visa must be supported by a letter or invitation for the conference. Once participants are registered this is available from Soraya Shaffie.

Please note that this statement does not absolve participants from the responsibility of making their own enquiries to confirm their arrangements.

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## TRAVEL

Cape Town airport is an international airport receiving some flights direct to Cape Town. An alternate option is to transit through Johannesburg airport, where all international travellers have to clear customs before transferring to the domestic Cape Town flight. You must ensure that there is sufficient time between flights. (Note Johannesburg airport is in a single building housing both the international and domestic terminals.)

Low cost airlines in South Africa are **Mango** (an SAA subsidiary), **1Time** and **Kulula** (BA subsidiary). Generally, the earlier one books the cheaper the flight as fares can vary substantially depending on the date and time. There are also flights from Johannesburg to Cape Town by **SAA** (almost every hour) and **BA**. These are generally significantly more expensive.

The Workshop will be run in the Southern Suburbs in Rondebosch, not in the Cape Town City Centre. All recommended accommodation is in the vicinity of Rondebosch. It is therefore advised that you pre-book a “shuttle service” from the airport to your accommodation. Delegates staying at the Courtyard Hotel may wish to use the hotel’s recommended provider (contact [cyct.resv@citylodge.co.za](mailto:cyct.resv@citylodge.co.za)). A list of shuttle service providers can be supplied on request (contact Soraya Shaffie).

Any enquires relating to internal logistics can be addressed directly to:  
Soraya Shaffie E [soraya.shaffie@uct.ac.za](mailto:soraya.shaffie@uct.ac.za)

Any enquires relating to the workshop can be addressed directly to:  
Diane Dumashie E [ddd@dumashie.co.uk](mailto:ddd@dumashie.co.uk)

Information courtesy of ATF LOC 2011: Dr Jennifer Whittal, Associate Professor UCT and Paul Marshall, President of Plato.

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