

GENERAL INFORMATION

GENERAL INFORMATION

PROGRAMME VENUES

The conference takes place across three venues on the University of Cape Town's Upper Campus: the New Lecture Theatre, Leslie Social Sciences Building and Gentlivres Building. All plenary sessions will take place in the New Lecture Theatre.

Consult the maps in your conference pack to navigate your way to the panel and roundtable sessions, or ask for assistance from the conference ushers to direct you to your venue.

OVERFLOW

In the event that the plenary venue reaches seating capacity, a live simulcast of the session will be broadcast in the foyer on the ground floor of the plenary venue.

WIFI AND SOCIAL MEDIA

Free WiFi is available to all conference delegates. Please check your name badge for login details. We are reporting on conference via social media using the hashtag #ACC_IUC2018. Please use this hashtag in your own posts too.

Follow us on Facebook @africancentreforcities and Twitter @UrbanAfrica_ACC to share and engage

with exciting conversations.

Keynote sessions are being streamed live on the African Centre for Cities YouTube channel. Share this link (<https://www.youtube.com/africancities>) with colleagues who are not able to attend, or re-watch session after the conference.

MEALS AND DRINKS

Tea and coffee

Tea and coffee along with a snack is served in the morning (10:00-10:30) and afternoon (14:30-15:00) breaks in the New Lecture Theatre.

You can also purchase speciality coffees from the barista service stationed in the Leslie Social Sciences Building.

Lunch

Lunch is included in the delegate fee and is available from 12:00 to 13:30 daily in the lunch area on the mezzanine (level 3) of the Leslie Social Sciences Building. Please consult the map included in your conference pack.

■ 1 & 2 February

Lunch will be served as a self-help menu selected to cater for varying tastes and diets based on requirements specified during the registration process.

■ 3 February

Lunch will be served as a packed picnic-lunch.

Special diets

If you have informed the conference organisers of special dietary requirements during registration, please make yourself known to the catering staff who can direct you to special meals.

STAFF CONTACTS

Helpdesk

Visit the helpdesk in the New Lecture Theatre for general enquiries.

Medical emergency

In case of a medical emergency please alert an usher who will dispatch the onsite paramedic.

Katherine Hyman – Conference co-ordinator
079 892 6166

Alma Viviers – Communications officer
082 444 1729

SPEAKER INSTRUCTIONS

- Please ensure that you arrive at the room 15 minutes before the session is due to start.
- We request that all speakers upload their presentations onto the laptop/PC in PowerPoint format before the session starts.
- Please make yourself known to the chair of the session.
- Please sit at the front of the room during all presentations in the seats reserved for speakers.
- Speakers will be briefly introduced by the chair before their presentation.
- A session of 1 hour 30 minutes usually allows four speakers 15 minutes each to present key points from their papers, with 30 minutes for discussion. Please keep to the time allocated for your presentation and ensure that the session does not run over schedule.

SMOKING

On campus

The University of Cape Town is committed to providing a safe and healthy working and learning environment for the students, faculty, staff, and visitors to its campuses, as such it prohibits smoking in buildings and outdoor public spaces, except for designated smoking areas.

Go to www.uct.ac.za/about/policies and click on UCT Smoking Policy for more information.

MEDICAL, EMERGENCIES AND SAFETY

On campus

MEDICAL EMERGENCY

Please alert an usher immediately who will dispatch the onsite paramedic.

SECURITY EMERGENCY

In case of a security emergency during the conference alert Campus Protection Services (CPS) 021 650 2222/3 immediately.

FIRE EMERGENCY

In case of fire emergency evacuate the venue immediately. Follow the fire evacuation procedure specified in the particular venue.

Out and about in Cape Town

Emergencies from a mobile: 112

Emergencies from a landline: 107

South African Police Service: 10111

Medical & Fire Emergencies: 021 480 7700

Safety tips

- Do not leave belongings unattended.
- Avoid carrying large sums of cash, and try not to have expensive electronic devices and jewellery in plain sight.
- Avoid walking or hiking alone in isolated areas.
- Lock your doors when driving and do not pick up strangers.
- When parking, lock valuables in the trunk of the car. After dark, park in a secure, well-lit areas.

- Do not allow strangers to assist you in any way at cash machines.

RECYCLING

We endeavour to host this conference in an environmentally responsible way. The UCT campus has waste bins that segregate recyclable and non-recyclable waste. Please use the bins as indicated to reduce landfill waste.

WATER

The Western Cape Province, and the City of Cape Town is currently suffering the worst drought in over a century. As a result severe water restrictions are in place to limit consumption.

As part of your conference pack you received a reusable water bottle. We would like to encourage you to use these bottles and refill them from the water coolers placed throughout the venues.

Please consider your water usage during your stay.

We recommend the following water-saving tips:

- Only take a 2-minute shower.
- Reuse your hotel towels and linen during your stay rather than getting it laundered every day.
- Turn off the tap while brushing your teeth or washing your face or hands.
- Use anti-bacterial wipes or hand sanitiser instead of washing your hands.

BANKING

ATM machines for all major South African banks are available on campus. Leslie Social Sciences Building has ATMs for FNB, Standard Bank and Nedbank available. ATMs for Capitec and ABSA are located in the Molly Blackburn Memorial Hall. Please consult the map provided in your conference pack.

#FEESMUSTFALL AND STUDENT PROTEST ACTION

#Feesmustfall is a student movement that emerged in 2015 in reaction to fee hikes at South African universities. It quickly transformed into a larger movement focussed on decolonisation of the curriculum, the institutional systems and culture of higher education. Continued student action in 2016 and 2017 has contributed to the decision by the South African Government to provide fee-free access to students from homes where the combined annual income is R 350,000 or less. The directive also froze fees for students from households earning R600,000 or less per year. This decision was announced on 19 December 2017, leaving little time for universities and government departments to work on an implementation plan before registrations take place in 2018. Amidst uncertainty there is the possibility that disruptions and protest action might take place on campus.

Please note, in the case of disruptions, and

campus closure, the conference organisers will notify all conference attendees via email and Twitter about the situation.

Should disruptions take place during the course of conference proceedings we ask that you remain calm, follow instructions from chairs and conference organisers and exercise judgement about avoiding areas where protest action is taking place.

In the case of campus closure alternative arrangements to host the conference proceedings off campus have been put in place.

PHOTOGRAPHY

A conference photographer will be at the event taking photographs during presentations as well as social events. These images will be shared on social media and the African Centre for Cities website.

If for any reason you wish to not appear on photos, please indicate this during the registration process or notify the helpdesk.

You are also invited to take your own photos during conference proceedings but we ask that you please avoid flash photography during presentations. When sharing photos on social media please use the hashtag #ACC_IUC2018.

TRANSPORT

Parking

On-campus is available for delegates. Simply present your delegate badge to gain access to parking areas P4, P5, P17 and along the South exit as indicated on the map included in your conference pack.

Jammie Shuttle Service

Delegates can make use of the University of Cape Town Jammie Shuttle service. Simply present your delegate badge to access the service free of charge on any of the established routes to Upper Campus. Go to www.students.uct.ac.za/staff/services/transport-parking/jammie-shuttle/routes-timetables for routes and timetables.

Uber & Taxify

Both ride-hailing apps are available in Cape Town. There is a drop-off zone next to P5 parking.

MyCiTi

MyCiTi is Cape Town's bus rapid transport system with various routes which extend throughout the metro to major nodes including a route from the Cape Town International Airport to the main interchange at the Civic Centre in the CBD.

You need to purchase a MyCiTi card at myconnect points to use the tap-in tap-out system. This system will charge according to the length of the route you take. MyCiTi's mobi-site (www.myciti.org.za) offers speedy and convenient

access to the MyCiTi website from your phone. You can plan a trip, find the closest stop, locate a myconnect point, and view timetables and maps.

Mini-bus Taxis

A large majority of Capetonians use hop-on hop-off mini-bus taxis on their daily commute. Rides average between R7 to R20 per trip. Ask locals or listen out for the guardjies, who shout destinations and collect the fee at the taxi door.

Metered Taxis

Metered sedan taxis abound in Cape Town run both by private drivers and taxi companies. Rates vary between R10 to R15 per kilometre.

- Rikkis: 0861 745 547
- Excite Meter Taxis: 021 418 4444

Airport Transfers

With no traffic delays airport transfer from UCT Upper Campus should take approximately 20 minutes but during peak hours could take up to 1 hour.

Airport Shuttle Services

- Citi Hopper: 021 936 3460/1
- Centurion Tours: 086 111 5388

General Cape Town Tourist Information

For general information on tourist activities and things to do during your Cape Town stay visit Cape Town Tourism at www.capetown.travel.