

TIPS/WORLD BANK CONFERENCE – THURSDAY, OCTOBER 27, 2011
SOME USEFUL TIPS FOR THE DAY

ACCESS TO DBSA (SEE ATTACHED MAP):

- Unfortunately there is no Gautrain link;
- If you have informed us of your attendance, you will be on a DBSA list so you can proceed to the Auditorium entrance and the guard security guard will check off your name;
- If you had not informed us, you will need to first register at the Welcome Centre which can be a little time consuming;

AUDITORIUM:

- There is no wireless connectivity within the auditorium.
- If you do bring a laptop with you, it must be declared upon arrival and the serial number registered – the Auditorium Receptionist will gladly assist with this;
- There will be two registration tables in the middle of the two entrances to the auditorium;
- All conference documentation will be handed to you on registration;
- *The material will also contain an evaluation sheet - we would really appreciate your filling this in before you leave as your feedback is important to us.*
- The auditorium has 150 seats, including 2 positions for wheelchairs;
- Each seat has a mike/control panel and a fold-out table, similar to an airline table but not so big;
- **No food or drink is allowed in the auditorium;**
- All cell phones must be **switched off - not silenced** – whilst you are in the auditorium as they interfere with the systems.

CATERING:

- The food served at DBSA is both sourced from, and prepared in, a halaal friendly environment;
- Four water stations will be set up - two next to each entrance to the auditorium (on the north and south sides).

CHEESE AND WINE:

- **Please let us know, by no later than Friday, October 21, if you will be attending the cheese and wine function** – there is a space for this on the RSVP form;
- As the weather is becoming a little unpredictable it will be set up inside but with seating outside.

If you have any other queries, please contact either of us below and we will be glad to assist:

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