



GENERAL INFORMATION

INTERNATIONAL BISMIS CONFERENCE 2018

Dear Delegate

We look forward to welcoming you at BISMIS 2018 Conference which will be held at Misty Hills hotel and conference centre in Muldersdrift, Gauteng from 8 – 11 April 2018. This document is aimed at assisting in your general planning and we trust that it will ensure an enjoyable stay.

REGISTRATION and PAYMENTS

Please check the details of what functions you are registered for on your invoice and inform Carlamani Conferences of any corrections to be made. **If you misplaced your invoice, please go to your confirmation email sent from Carlamani Conferences upon your registration and click on the link to your invoice.** This is a live link to the database which will reflect your current booking if any changes were made. **Alternatively, send an email to registration@carlamani.co.za and we will gladly forward your invoice again.**

Please ensure that you email proof of payment to registration@carlamani.co.za to ensure that payment is allocated to your registration as bank references are often insufficient for correct allocation. Credit card payments can still be made via the link below:
<https://www.carlamani.co.za/index.php?pid=payments>

Please note that pre-payment is required. Should you have challenges in this regard, please ensure that you have a payment agreement in writing. PO numbers will be accepted. In exceptional cases, **after pre-arranging with Carlamani**, payment may be made onsite. VISA, MasterCard and debit card facilities (SA major banks) will be available onsite. **If payment is outstanding and no prior arrangements have been made in writing, delegates will be required to personally pay for the registration and claim back from their companies.** If a refund is due to you following specific changes to your initial registration, please note that this will be paid in cash to you onsite.

Registration will open from 15:00 to 18:00 on Sunday 11 April 2018 and every morning thereafter.

Delegates are requested to wear their name tags at all times to have access to sessions and refreshments.

STUDENTS - All students registered for the conference are requested to bring their student ID cards to the conference registration desk for verification. If this is not done, the difference between the student and delegate registration fee will be payable in cash at the registration desk.

Please advise if we need to be aware of disabilities or allergies not previously indicated.

VENUE and CONNECTIVITY

Note that all conference sessions and evening functions will be conducted at Misty Hills hotel.

Venue facilities include:

- Business Centre: Audio Visual equipment, photocopies, faxing, general conference administration
- Sport & leisure facilities includes a swimming pool and Spa in the Country onsite
- Complimentary parking is available to conferencing delegates and In-house guests
- FREE WIFI for in-house guests (daily limit of 4MB) and additional vouchers can be purchased from the service desk.

SOCIAL FUNCTIONS, BAR ARRANGEMENTS AND DRESS CODE

The dress code for the conference is smart casual / office attire.

Note that each person will receive a ticket for one drink (soft drink, wine, beer) at the evening functions you registered for. A cash bar will be available.

PRESENTATIONS AND AUDIO-VISUAL EQUIPMENT

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

- Data projector
- Laptop with Office 2013 and Acrobat Reader

Please bring your presentation on a virus free memory stick to upload in the sessions in the specific venue where you are presenting each morning.

ACCOMMODATION

If you booked at **Misty Hills hotel** as part of your online registration, note that check-in time at the hotel is from 14:00, and check-out at 11:00. The hotel will assist with storage of luggage.

If you are staying elsewhere, please ensure that you made your own shuttle arrangements to and from the conference venue since there are no conference shuttles available.

TRANSPORT AND SHUTTLES

DIRECTIONS

Please visit the conference website (or Misty Hills website) for a map and detailed directions

Muldersdrift Estate
69 Drift Boulevard (R114), Muldersdrift, Gauteng
South Africa
Tel: +27 (0)11 950 6000

AIRPORT TRANSFERS from OR Tambo/Lanseria airport to Misty Hills can be arranged through the companies below – refer to the booking forms on the conference website and liaise with them directly.

RMS Shuttle Services	Ulysses Tours	Guineafowl Shuttle Service
rms.shattleservices@gmail.com	info@ulysses.co.za	Info@gfshuttle.co.za
Ralph + 27 72 043 8491	Rudolph +27 12 653 0018	Hans +27 (0) 72 970 4618
Lanseria Airport	OR Tambo international & Lanseria Airport	OR Tambo International Airport

WEATHER CONDITIONS

The conference is held during the autumn month of April in SA with mild to warm days and cooler evenings. Please follow this link for a 14-day forecast: <http://weather-finder.com/South%20Africa/Krugersdorp/14days/>

Current daily minimum and maximum temperatures are between 14 and 27 °C.

OPTIONAL TOURS:

Optional tours to Sterkfontein caves and/or Maropeng will depart at 11:00 on Sunday 8 April. The tour to the Lion & Safari Park on Thursday 11 April will depart after the conference and announcements will be made in this regard. Please refer to the conference website for additional information. Bookings for the tours formed part of the conference registration. Should you still wish to book a tour, send an email with the detail to registration@carlamani.co.za . This will be payable immediately.

INFORMATION FOR VISITORS TO 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 and 50 Hz (<http://www.kropla.com/electric2.htm>).

PROGRAMME

The detailed programme is available on the conference website www.bismis.co.za . The general outline is as follows:

Sunday 8 April 2018

11:00 – 17:00 Tours to Maropeng and Sterkfontein caves
15:00 – 18:00 Conference Registration open
18:00 – 21:00 Welcome function

Monday 9 April 2018

07:30 Registration open
08:30 – 17:00 Full day conference programme
18:30 – 22:00 Dinner

Tuesday 10 April 2018

09:00 – 17:00 Full day conference programme
18:30 – late Conference Dinner

Wednesday 11 – Thursday 12 April 2018

09:00 – 12:00 Conference programme
13:15 – 17:00 Tour to Lion & Safari Park & Return to airport

Optional Tour at additional cost:

18:15 – late Check-in at **Lesedi Cultural village**
12 April 06:30 Departure for **Pilanesberg National Park**
08:30 2 x Game drives including lunch
14:30 Departure to OR Tambo International Airport
16:30 (12 April) Approximate arrival at airport

VISA's and PASSPORTS

Letters of invitation are issued upon request – please contact Carlamani Conferences.
Passports: Please note that you must have two blank pages in your passport next to each other to enter the country. For further information and assistance please contact:

the [South African Department of Home Affairs](http://www.dha.gov.za), 0800 60 11 90 (toll free from South Africa); or your [local South African Embassy](http://www.dha.gov.za)

CURRENCY

Local currency is South African Rand (ZAR). Everything in South Africa has to be paid in local currency. It is recommended that exchange be arranged at the airport foreign exchange centres. If a refund is due to you following specific changes to your initial registration, please note that this will be paid in cash to you onsite.

We look forward to welcoming you at the BISMIS 2018 Conference!

Carla de Jager +27 83 376 2368
Misty Hills Hotel and Conference Centre +27 11 950 6000

Kind Regards
The BISMIS2018 Registration Team