



26th SASLAW Hybrid National Conference – 13-14 September 2023 - Aide Memoire – Physical Delegates

Dear Conference delegate,

Thank you for registering for the 26th SASLAW Hybrid National Conference. For your comfort we have prepared some information which you may find useful.

We look forward to your participation and welcoming you!

1. Map and Address of the venue

The venue is the **CTICC 2 (Cape Town International Convention Centre 2)**
Corner of Heerengracht & Rua Bartholomeu Dias, Foreshore, Cape Town, 8001
Contact Number: [021 410 5000](tel:0214105000)

For more please visit the website – <https://www.cticc.co.za/maps-directions/>

Registration Fee

It is essential that the registration fee is paid **BEFORE the conference, unless prior payment arrangements have been confirmed**. If you have any issues with this, please email us on accounts@saslaw.org.za . You will only receive your SWAPCARD login upon payment.

2. MyPlanner Virtual App

We **highly recommend downloading the conference virtual app from the app store before the event.**

The SASLAW National Conference is available on the official Swapcard mobile app where you will be able to access important delegate, speaker and sponsor information and also have access to the conference program and all communication feeds.

Follow the links to download:

https://play.google.com/store/apps/details?id=com.swapcard.apps.android&pcampaignid=web_share

<https://apps.apple.com/us/app/swapcard-smart-event-app/id879488719>

3. WIFI

There will be access to WIFI at the venue. The WIFI password may be obtained from the registration desk / reception and will be sent on the communication apps.

4. Housekeeping

- Please turn your cell phones onto silent
- Restroom facilities will be marked off the registration area
- Conference papers and presentations will be loaded onto the virtual platform. You will be emailed your login from swapcard.com. Please check your junk mail folders.
- The SASLAW team will not be able to assist with charging your phones or tablets at the registration area, or to keep luggage due to space constraints.

5. Refreshments & Agenda

Kindly follow this link to view the agenda – <https://saslaw.glueup.com/event/saslaw-26th-hybrid-national-conference-2023-78634/agenda.html>

6. Prayer Facilities

Prayer facilities are available in both the CTICC and CTICC 2 venues.

<https://www.cticc.co.za/visitor/visitor-facilities/>

7. Dress and Weather forecast

Business casual is the accepted dress code for this event. The maximum temperature in Cape Town for the next few days is forecasted to be around 18 degrees Celsius and the minimum is 11 degrees Celsius. General weather indicates cloudy with a showers in places on Thursday in the morning, becoming breezy in the afternoon.

8. Cancellation Policy

There will be no refund in the event of non-attendance at the conference. Substitutions may be made.

9. Dietary Requirements

You will have advised on the registration form if you have any special dietary requirements. This will be indicated on your name tags.

We look forward to seeing you all at the Conference

Regards

**SASLAW Conference Committee
September 2023**

