

HOUSE RULES & GENERAL INFORMATION

KINDLY NOTE THE FOLLOWING:



NAME BADGES:

For security reasons, but also for catering purposes, please wear your name badge at all times.
(Gala Dinner excluded)

DRESS CODE:

Dress code is smart casual for the academic sessions.

DINNER:

Friday arrivals are at leisure and dinner for your own account, except for the Surgicom Board and administrative team.

The Gala dinner on Saturday evening will start with Cocktails at 18:30 - 19:30 in Sand & Sea Upper Level on the 12th Floor (in Tower B).

The Gala Dinner will be at 19:30 in Sand & Sea Lower Level on the 12th Floor (in Tower B).

Dress is smart/cocktail wear. **Ladies, add a bit of bling!**

MEETING VENUE:

Academic sessions will be held at Conference Level 1.

CPD ACCREDITATION: **5 General Points & 4 Ethics Points**

Please ensure that you scan your bar-coded name badge at the conference venue each day to qualify for full CPD points.

Saturday scanning will be in the morning upon arrival and again after lunch at the conference venue entrance. Sunday scanning will be in the morning at arrival.

All CPD certificates will be added on your Surgicom profile on the secure section of the Surgicom website and will also be added on the HPCSA platform. Certificates will also be emailed to delegates once processed.

An attendance register will be sent around during the AGM to be signed by Surgicom Members.

BREAKFAST & LUNCH:

Breakfast will be served at the Waves Restaurant, Ground Floor, Blaauwberg Beach Hotel for delegates staying in the hotel. Saturday lunch will be served in the Exhibit area in Conference Level 2. Sunday lunch will be at leisure.

SPEAKERS:

All speakers must upload their presentations with the technician inside the venue 60-minutes prior to their session. Please make sure your presentation is in powerpoint format and not mac. Alternatively, email your presentation to joey@takenoteevents.co.za by latest Friday, 2 June 2023.

CHECK-IN & CHECK-OUT TIMES:

Check-in is from 14:00 and upon availability of room. Where possible we will try and assist with earlier check-in. Sunday check-out is at 11:00. Should you arrive early or wish to check-out earlier on Sunday, you may store your luggage at reception. Please ensure that your luggage is clearly marked and locked.

ACCOUNT PROCEDURES:

All items of a personal nature will be for your own account (i.e. telephone, laundry, room service, mini bar, other meals & bar tabs outside conference arrangements, etc.) Please ensure that you settle any outstanding amounts prior to departure. All additional accommodation costs and dinners need to be settled with the hotel directly upon checkout.