



ASSOCIATION OF AFRICAN UNIVERSITIES

IN COLLABORATION WITH

OMNI CONSULTING LIMITED

LEADERSHIP DEVELOPMENT CONFERENCE FOR MANAGERS OF AFRICAN UNIVERSITIES



14th – 16th June, 2012

SOUTHERN SUN HOTEL,
CAPE TOWN, SOUTH AFRICA

GENERAL INFORMATION

CONFERENCE VENUE

The *Specialised Development Conference for University Leaders in Africa* will be held at the Southern Sun Hotel in Cape Town. The Southern Sun Hotel has 42 years of experience and is the leading hotel group in Africa, providing world-class accommodation across all market segments. The hotel's innovative spirit, dynamic management and service are unequalled to both the local and international traveller. The Southern Sun Cape Sun Hotel, venue for the conference lies in the centre of the Cape Town, and is complimented by spectacular views over Table Mountain, Robben Island, Table Bay and the spectacular Green Point Stadium.

Rooms are luxurious, spacious and offer all the amenities required to ensure a relaxing stay. Offering business travellers easy access to the Cape Town Convention Centre and other key business areas, the hotel also offers great appeal to holiday makers in search of an indulgent escape. The gym, with splash pool are situated on the premises and promise a healthy, rejuvenating experience. As a Signature Conferences hotel, **Southern Sun Cape Sun** delivers exceptional levels of service and a tailor-made experience, for all meetings, banquets and conferences. The hotel works hand-in-hand with clients to create uniquely crafted experiences to suit individual requirements.

REGISTRATION

Registration may be done online at: <http://www.aau.org/omnispecialworkshop> or at the conference site on Thursday, 14th June 2012 at 09.00am.

REGISTRATION FEES:

US\$2,000

Payment of the Registration Fees should be made in US Dollars (US\$) by bank transfer to the order of Omni Consulting Limited with a note "***Specialised Development Conference***". Bank

details for Omni are provided below. Registered participants who are unable to attend the conference and notify the conference organizers at least two weeks before the conference will have their fees refunded less a processing fee of US\$50.

1. **GUARANTY TRUST BANK PLC, Ringroad, Ibadan, Nigeria**
ACCOUNT NUMBER: 0030435873
BENEFICIARY'S SORT CODE: 058 - 194036
ACCOUNT NAME: OMNI CONSULTING LIMITED

2. **CITIBANK LONDON**
CORRESPONDENT BANK: CITIBANK LONDON
SWIFT CODE: CITIGB2L
SORT CODE: 185008
FOR CREDIT OF: GUARANTY TRUST BANK PLC
SWIFT CODE: GTBINGLA
ACCOUNT NUMBER: 5511615
IBAN NUMBER: GB67 CITI 1850 0805 5116 15
FOR FINAL CREDIT OF: OMNI CONSULTING LIMITED
BENEFICIARY'S A/C NO: 0111668516
BENEFICIARY'S SORT CODE: 058 - 194036

3. **STANDARD BANK, Fourways Crossing, Johannesburg**
BRANCH CODE: 00 9953
SWIFT ADDRESS: SBZAJJ
ACCOUNT NUMBER: 063043343
NAME OF ACCOUNT: 3E Performance Consulting CC

CONFERENCE DOCUMENTS

Registered participants will have online access to conference documents for which a password will be provided. Copies of the documents will also be provided on pen drives at the conference venue. **Participants are encouraged to bring along their laptops or notebooks. Please note that no hard copies will be provided.**

WORKING LANGUAGE

The working language for the conference will be English. There will be no interpretation.

TRAVEL TO CAPE TOWN, SOUTH AFRICA

Participants are responsible for making their own travel arrangements including airport pick up and drop off. Flights to Cape Town arrive directly at the Cape Town International Airport or enter South Africa through O.R. Tambo International Airport in Johannesburg, and transfer to a national flight to Cape Town. Connecting Time is usually 15 minutes. Please ensure when making your flight booking that you have ample time to change terminals and

catch the connecting flight to Cape Town.

ENTRY VISA REQUIREMENTS

A valid passport is required for all visitors entering South Africa. Please ensure that your visa is in order. For visa requirements please check with your travel agent or the Consular Section of the South African High Commission in your country. For additional information on visas to South Africa, visit the website of the South African Department of Home Affairs <http://www.dha.gov.za/PDF/immigration/bi-84.pdf>.

VISITORS WILL NOT BE ALLOWED TO ENTER SOUTH AFRICA WITHOUT THE REQUIRED DOCUMENTATION. VISAS MUST BE OBTAINED PRIOR TO DEPARTURE TO SOUTH AFRICA!

CUSTOMS AND EXCISE

Customs officials may inspect baggage at the first airport of arrival in South Africa. There is no restriction on the items which are carried for personal use and which are not intended for gifts or sale in South Africa. No duty is payable on such items. Visitors are allowed to bring in a camera, video camera, binoculars, portable computer, cellular phone and similar devices for personal use.

HEALTH

Proof of Yellow Fever Vaccination is required for South Africa. Kindly note that the Yellow Fever certificate is valid ten (10) days after the date of vaccination or in case of re-vaccination as from the date of re-vaccination.

WEATHER

June weather in Cape Town is the end of autumn and the start of winter. It is thought to be Cape Town's wettest month of the year. Please come prepared.

ACCOMMODATION

Bulk accommodation has been secured through Bright Ideas Events Management at Southern Sun [Cape Sun Hotel](#) at a rate of:

Per person sharing for 4 nights B&B: **R2, 120.00 (approx. US\$278)**

Payments for accommodation should be made into any of the accounts earlier made available (**see section on REGISTRATION FEES**).

CURRENCY

The monetary unit is the South African Rand (R). R1.00 = 100 cents, with the international symbol being ZAR. Bank notes are issued in denominations of R200, R100, R50, R20 and R10. Coins are 5c, 10c, 20c 50c, R1, R2, and R5. Assistance with currency conversions can be

found online at: <http://www.xe.com/ucc/>. Local currency may be purchased at all banks, certain travel agencies, certain hotels and international airports. A commission will be charged on daily bank rates. Foreign exchange facilities can be found at the Cape Town Tourism Visitor Information Centre, the airport and the Bureau de Change at the Victoria and Alfred Waterfront. Participants are kindly advised to exchange money at the Johannesburg or Cape Town International Airports. Automatic Teller Machines (ATMs) will accept many international bank and credit cards.

BUSINESS HOURS

Most shops in the City Centre and suburbs are open between 09h00 and 17h00/17h30 on weekdays and Saturdays till 13h00. Major malls may open at 09h00 and close at 18h00 (or even 21h00 – especially at the Victoria and Alfred Waterfront and Century City). Opening hours on Sundays and public holidays are usually from 10h00. Government agencies are open only on weekdays.

ELECTRICITY

City and town electricity systems are 200/230 volts, 50hz AC. Plugs have three cylindrical pins and it is essential to have an adaptor or a transformer for foreign appliances.

TIME

Standard time in South Africa is two hours ahead of GMT. There are no time differences within South Africa.

TOURS

The following are some places of interest participants could visit in Cape Town:

1. The Victoria and Albert Waterfront Shopping Mall
2. Wine lands
3. Table Mountain
4. Green Market Square

More information on these and other tours may be obtained at: www.cape-town.org and <http://www.cape-venues.co.za/site-seeing/default.htm>

PLEASE NOTE: ALL EXCURSIONS AND TOURS ARE AT PARTICIPANTS' OWN EXPENSE.

PARTICIPANTS' RESPONSIBILITIES

All participants are responsible for the following: air travel to and from Cape Town, South Africa; airport transfers; hotel expenses (accommodation, laundry, telecommunication, etc.); excursions; and meals other than group lunches, teas and special dinners provided on Conference days.

INDEMNITY

The Conference Organizing Committee, the Association of African Universities, Omni Consulting Limited and other service providers related to this conference will not be held responsible for any physical loss or damage in respect of any liability, loss, claim or proceedings whatsoever, whether these claims arise in common law or by statute, consequent on personal injuries to or the death of any person whatsoever arising out of, or in the course of, any action or caused by any acts of the above mentioned parties or their staff members. **Delegates are advised to make their own insurance arrangements.**

FOR FURTHER INFORMATION PLEASE CONTACT:

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