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## ICA 2010 Delegate Reminder

Dear ICA 2010 Congress Participant,

We are looking forward to welcoming you to ICA 2010 in Cape Town, South Africa. This message contains important logistical information concerning the congress.

### PERSONAL DETAILS – NAME TAGS

Please check your invoice or the delegate list (online here: [http://www.ica2010.com/reg\\_list.php](http://www.ica2010.com/reg_list.php)) and alert the Congress Secretariat if you require any changes. This is how you will be referred to on your name tag (first name, last name, organisation and country).

### CONGRESS DATES

**7-12 March 2010**

Please see the programme here: <http://www.ica2010.com/glance.php>

### CONGRESS LOCATION

Cape Town International Convention Centre (CTICC)

*Address:*

Convention Square, 1 Lower Long Street (corner of Lower Long Street and Coen Steytler Avenue)

*Phone:*

+27 (0)21 410 5000

*Map and Directions:* <http://www.cticc.co.za/public/main/directions.aspx>

### PARKING

Multiple-entrance parking vouchers will be available to registered delegates daily. Parking will be available in P3 and P1 of the CTICC.

### RECOMMENDED DRESS

Smart casual for congress sessions and the Welcome Reception. Smart (jacket and tie for men and women accordingly) for the Gala Dinner. Flat shoes are recommended for both the Welcome Reception and the Gala Dinner due to uneven ground. Casual for afternoon excursions and all tours, including a hat and sunscreen and maybe something warm. Be prepared for air conditioned session rooms in the CTICC.

### REGISTRATION

ICA 2010 Registration will be open Sunday, 7 March (14h00-17h00); Monday, 8 March (07h30-17h00); Tuesday, 9 March (07h30-15h00); Wednesday, 10 March (07h30-17h00); Thursday, 11 March (07h30-15h00); Friday, 12 March (07h30-13h00).

It will be located in the Clivia Conservatory (entrance through the Jasminum Restaurant), ground floor, at the CTICC.

As soon as possible after arrival, please go to ICA 2010 Registration to collect your name tag and delegate bag. A name tag is required for access to all congress events so be sure you have yours with you at all times. Please note that if you will be attending the Welcome Reception you must register and pick up your name tag *before* the Welcome Reception.

### ACCOMPANYING PERSONS

Accompanying persons should register on arrival at ICA 2010 Registration. After you have registered, please check your tours and departure details at the Tour Desk (also in the Clivia Foyer). Registered accompanying persons are invited to attend the Opening and Closing Plenary Sessions, as well as the Welcome Reception and Gala Dinner (depends on



registration type, please check your registration details). Please note that congress lunches and refreshments are not included in the accompanying persons package.

### **SPEAKERS**

Speakers should register on arrival at ICA 2010 Registration in the Clivia Foyer. Please bring your PowerPoint presentation with you on a memory stick and take it to the SPEAKERS PREP ROOM located on CTICC Level 1, in Meeting Suite 1.74, at least 24 hours prior to your session. You will be able to review your presentation here and make small changes if necessary. The room will be staffed by technicians.

### **CONGRESS PROGRAMME, PROCEEDINGS AND MATERIALS**

The latest congress programme is available on the ICA 2010 website here: <http://www.ica2010.com/glance.php>

Abstracts and final papers are made available on the congress website as soon as they are submitted by the author/presenter. PowerPoint presentations will be made available on the website after the congress. Review tracks, sessions, abstracts and papers here: <http://www.ica2010.com/abstracts.php>

Please note that papers and presentations will not be printed in hard copy. Participants are invited to use the website to find the papers and presentations that interest them, and print personal copies if necessary.

Upon registration at the congress you will receive a delegate bag, pen, notepad and congress handbook (including the programme).

### **AIRPORT SHUTTLES**

The congress is providing airport shuttles on the following dates:

*FROM* Cape Town International Airport *TO* ICA 2010 congress hotels

Saturday, 6 March through Tuesday, 9 March

Departures every 45 minutes starting at 06h00

*Note: Please check in at the ICA 2010 Welcome Desk as you exit the baggage claim area, in both international and domestic arrivals*

*FROM* CTICC *TO* Cape Town International Airport

Wednesday, 10 March through Sunday, 14 March

Departures hourly, as per schedule posted on notice board at ICA 2010 Registration

*Note: Shuttles depart from outside the ICA 2010 Registration at the CTICC ONLY*

If your arrival or departure dates/times fall outside of this shuttle schedule, you will need to arrange your own transport at your own cost. For IAA meetings participants, we recommend the service offered by Cape Selections (<http://capeselections.co.za/iaa/>) (scroll down). Alternatively, contact Airport Transfer Services ([brett.fuller@springbokatlas.com](mailto:brett.fuller@springbokatlas.com)) or your hotel.

### **HOTELS**

Please check the website for the contact details and address of your hotel:

<http://www.ica2010.com/accommodation.php>

### **HOTELS TRANSPORT**

The ICA 2010 congress hotels are within walking distance of the CTICC. There is no scheduled congress transport to/from the congress hotels to the congress venue. Participants should make individual arrangements directly with their hotel as required.



### **SOCIAL PROGRAMME TRANSPORT**

Transport by coach will be provided for all Social Programme events (Welcome Reception, Gala Dinner and Tuesday and Thursday afternoon excursions). Coaches will depart from outside the ICA 2010 Registration at the CTICC.

### **MEALS AND REFRESHMENTS**

Refreshments (tea breaks) will be served in the Exhibition/Refreshments area located in the Ballroom early-morning and mid-morning, Monday through Friday. Mid-afternoon refreshments (tea breaks) will be served on Monday and Wednesday only.

A buffet lunch will be served on Monday, Wednesday and Friday (seating is not reserved). Lunch on Tuesday and Thursday for the afternoon excursions will be a packed lunch, collected from the Exhibition/Refreshments area.

Please note that daily congress lunches and refreshments (tea breaks) are reserved for ICA 2010 delegates, speakers and exhibitors. They are not included in the accompanying persons package.

The Welcome Reception on Sunday will be an outdoor picnic-style meal. The meal will be substantial and a wide range of beverages including beer and wine will be available. Accompanying persons are invited to participate, but the event is not suitable for children under 18.

The Gala Dinner on Tuesday will include canapés, a 3-course meal and dessert, and a wide range of beverages including beer and wine. There is no reserved seating. Accompanying persons are invited to participate, but the event is not suitable for children under 18.

### **ASSOCIATED CONGRESS ACTIVITIES**

#### **Sunday, 7 March**

**16h00 – 21h00**

#### ***Welcome Reception at Leeuwenhof Estate***

The Welcome Reception will be a relaxed outdoor picnic hosted by the Premier of the Western Cape Province, at her historic Leeuwenhof residence. Refreshments and entertainment will be on offer and it is hoped that guests will reconnect with colleagues from around the world and enjoy the beauty of Cape Town. Premier Helen Zille will officially welcome delegates at 17h30.

Please note that all guests must travel to the estate by coach from the CTICC. No access or parking will be granted to individual vehicles. Coaches will depart from outside the ICA 2010 Registration at the CTICC from 16h00 (last departure at 18h00) and return to the CTICC and congress hotels from 19h00 – 21h00.

Security protocol requires that all participants carry identity documents or passports, and you may be requested to present these. ICA 2010 congress name tags must be worn at all times.

This event is not suitable for children under 18.

Dress: smart casual, with something warm for the evening and flat shoes are recommended due to uneven ground

#### **Monday, 8 March**

**09h00 – 12h15**

#### ***Opening Plenary Sessions at the CTICC, Auditorium 1***

All delegates and accompanying persons welcome.



Dress: smart casual, and be prepared for air conditioning in the CTICC.

**Tuesday, 9 March**

**12h30**

***Afternoon Excursions***

Your afternoon excursion depends on which registration type you chose. For more information on the different excursions, please click here: [http://www.ica2010.com/social\\_tues.php](http://www.ica2010.com/social_tues.php)

Coaches will depart from outside the ICA 2010 Registration at the CTICC promptly at 12h30. Pick up a packed lunch in the Ballroom before departure.

Dress: casual, including a hat and sunscreen and something warm just in case.

**Tuesday, 9 March**

**19h00**

***Gala Dinner at the Castle of Good Hope***

The ICA 2010 Gala Dinner promises guests the opportunity to experience something very African, in a dramatic venue at the historic Castle of Good Hope, the oldest building in Cape Town. A delicious African feast will be complemented by South African music and entertainment and the evening will resonate with the sound of beating drums, closing with a spectacular fire show.

This event is not suitable for children under 18.

Coaches will depart from outside the ICA 2010 Registration at the CTICC starting at 18h00. Parking for private vehicles is available on the Grand Parade adjacent to the Castle of Good Hope, at your own cost.

Dress: smart (jacket and tie for men and women accordingly), with something warm for the evening and flat shoes are recommended due to uneven ground.

**Thursday, 11 March**

**12h30**

***Afternoon Excursions***

Your afternoon excursion depends on which registration type you chose. For more information on the different excursions, please click here: [http://www.ica2010.com/social\\_thurs.php](http://www.ica2010.com/social_thurs.php)

Coaches will depart from outside the ICA 2010 Registration at the CTICC at 12h30. Pick up a packed lunch in the Ballroom before departure.

Dress: casual, including a hat and sunscreen and something warm just in case. Delegates registered for golf must adhere to the Pearl Valley dress code.

**Friday, 12 March**

**12h30 – 14h00**

***Closing Plenary Session at the CTICC, Auditorium 1***

All delegates and accompanying persons welcome.

Dress: smart casual, and be prepared for air conditioning in the CTICC.



#### **SAFETY AND SECURITY**

Security officers provided by the CCID (Cape Town Central City Improvement District) are active in the area of the CTICC and surrounding hotels. They wear bright green and yellow uniforms and can be found on foot or in a kiosk adjacent to the CTICC. The security officers are available to escort delegates to their hotels and can be approached with any safety and security concerns.

#### **CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

Most major organisations have confirmed that they will recognise attendance of relevant sessions at ICA 2010 for Continuing Professional Development (CPD) purposes. As the formal recognition of CPD depends on, inter alia, the practice area and experience of the individual, delegates are advised to discuss possible CPD credits with the organisation they belong to.

#### **OFFSET YOUR CARBON FOOTPRINT BY PLANTING A TREE IN AFRICA**

My Tree in Africa is an environmental initiative in association with Food & Trees for Africa, a not-for-profit social enterprise established in 1990. They offer a service for travellers to offset the carbon emissions of their flight to South Africa by making a donation that will pay for the planting of trees. It is estimated that 1 tree offsets 4 hours of flying, and that every indigenous tree planted in South Africa absorbs more than 500 kilograms of carbon during its lifetime.

To offset your flight to Cape Town or for more information, click here: <http://www.mytreeinafrica.org/index.html>

We look forward to welcoming you to Cape Town. Please let us know if we can be of further assistance.

Kind regards,

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