



21st UN/IAF International Workshop on *Space for Human and Environmental Security*

GENERAL INFORMATION FOR PARTICIPANTS

1 Transport and Accommodation

1.1 Special Requirements for Entering South Africa

Please make sure that you have at least TWO BLANK PAGES IN YOUR PASSPORT before travelling. This is a requirement for all visitors to South Africa.

If you are travelling from another African country to South Africa, please bring your YELLOW FEVER VACCINATION CERTIFICATE. If you do not have one and you are coming from another African country, you may be vaccinated before being allowed into the country, at your expense and inconvenience. This does not apply to transit passengers.

1.2 Flight Arrangements

Participants who are being provided with UN/IAF funding support for travelling to the workshop should have already been contacted regarding issuing of air tickets. Please note that any changes to the original air travel arrangements will be at the participant's expense.

1.3 Airport Arrival

Upon arrival at Cape Town International Airport, after collecting your baggage you will enter into a room, after which you pass through a corridor into a large arrivals hall. This hall contains many shops, escalators, and information desks including the Cape Town Tourism desk. There will be a clearly marked desk in the main arrivals hall where representative of IAC Local Organizing Committee can help you with orientation and finding your way to the hotel. If you cannot find the assistant, please hire a taxi from the taxi booths which you see in the entrance hall, such as Citihopper. It is recommended that you use these taxi services as they are reasonably priced and reliable, rather than going with individuals touting for business in the hall.

Participants funded by the UN/IAF co-organizers will be provided with transportation from the airport to the hotel. More details on the transportation arrangements for funded participants will be available shortly.

1.4 Hotel Accommodation for UN/IAF Funded Participants

Participants who are provided with funding support for hotel accommodation will stay at the ***Inn on the Square*** hotel. We have made your booking and will cover your hotel accommodation for the duration of the workshop and, if applicable, the IAC2011 conference. If you arrive earlier or leave later due to an arrangement made with the UN, your extended stay will be covered.

Participants are responsible for any additional charges (telephone calls, laundry, room service etc.) in the hotel as well as for any extension to their stay.

Please note that in South Africa it is the custom to pay up front for hotel accommodation. So, if you would like to extend your stay, it would be wise to arrange this as soon as possible as hotels can be fully booked.

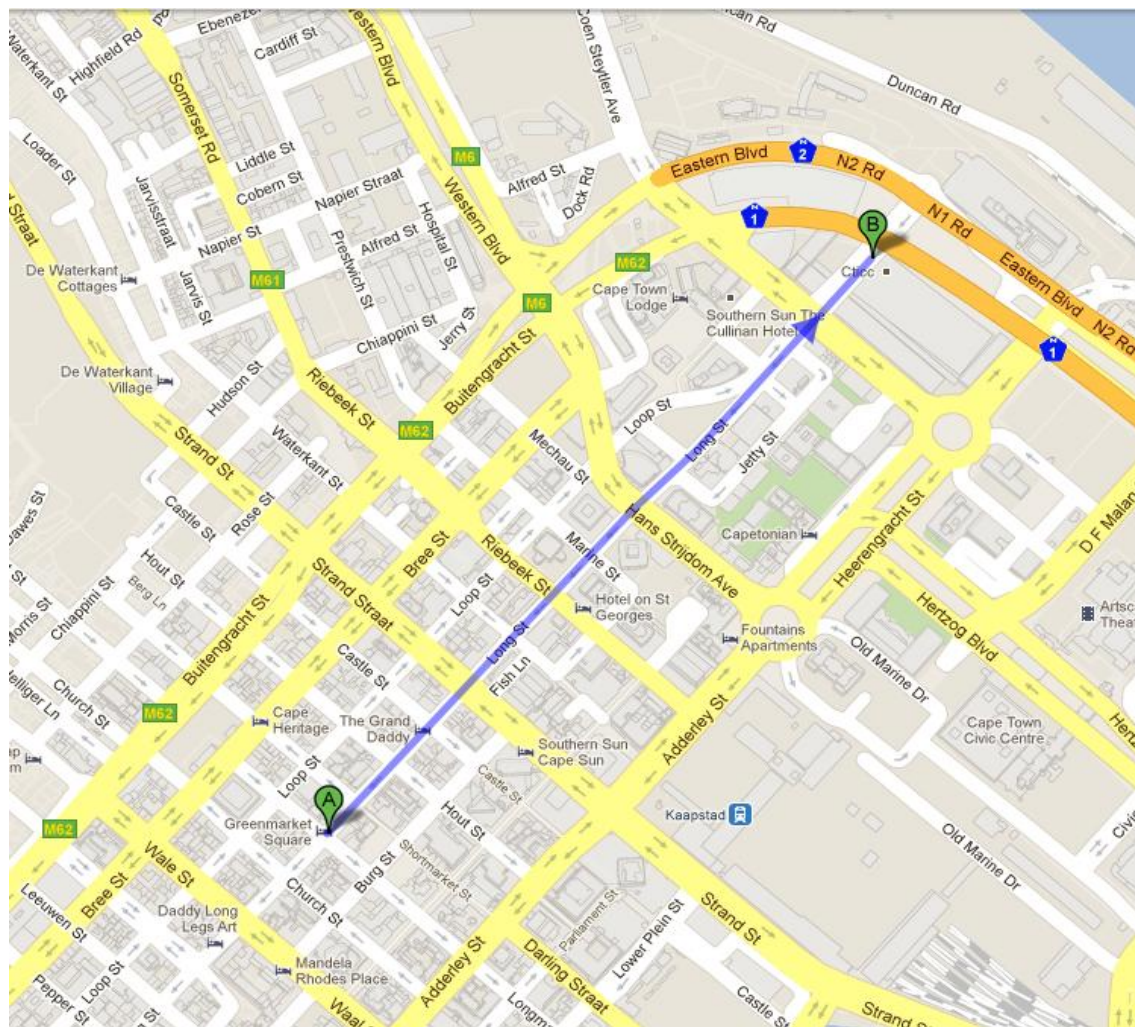
The address of the hotel is:
Greenmarket Square
PO Box 1215
Cape Town, 8001,
South Africa
Telephone: +27 21 423 2050
Email: info@innonthesquare.co.za
<http://www.innonthesquare.co.za/>

Participants and speakers who are self-funded are responsible for making their own hotel arrangements. Listing of hotels with special rates for the congress is available on the IAC website <http://iac2011.com>.

1.5 Orientation in Cape Town

Orientation is quite easy in Cape Town. The city centre follows a grid pattern, and there is Table Mountain at the back and the sea towards the front.

The map below shows the walking route from the Inn on the Square hotel (marked as A on the map) to the Cape Town International Convention Centre (CTICC), which is the venue of the workshop and IAC (marked as B on the map). It takes 10-15 minutes to walk, down Long St (away from the mountain).



1.6 Living Expenses

Participants, who are being provided by co-sponsors with funding support for living expenses, will receive during the Workshop an allowance to cover their living costs for the duration of the Workshop and the Congress. **Please note that, in order to receive the finance aid, you are requested to provide a photocopy of your passport (only page(s) with your name and signature) and a photocopy of your original air tickets. Please note that it is also required to submit all the air ticket stubs and boarding passes that the airlines returned to you after checking in.** If participant(s) stays for a shorter period of time, the amount of payment will be adjusted accordingly.

During the workshop, the Local Organizing Committee will refund visa fees that participants funded by the UN/IAF may have paid for obtaining an entry visa to South Africa. To receive this reimbursement, the supported participants have to present the ORIGINAL receipt for payment (which clearly indicates the amount paid for visa fee and his/her name).

2 Workshop Information

2.1 Workshop Venue

The workshop will be held in the **Rooftop Terrace meeting room** at the Cape Town International Convention Centre, the same venue as for the IAC2011 Congress. This is a very large and prominent building and is 10-15 minute walk from the Inn on the Square hotel. Please see map above or consult <http://www.cticc.co.za>.

After dark it is advisable to take a taxi to the hotel and not to walk around the city at night.

2.2 Registration Details

Participants' registration to the UN/IAF Workshop will take place on Friday, 30 September 2011, from 08:00 to 09:00 at the workshop venue. Each participant will receive a badge which should be worn visibly throughout the entire period of the workshop.

2.3 Work Period

The event will be held from Friday 30 September to Sunday 2 October from 09:00 to 18:00. Please refer to the workshop's web page at <http://www.unoosa.org/oosa/en/SAP/act2010/un-iaf/index.html> for further details (please note that programme might be slightly modified later on).

2.4 Presentations

All speakers have been scheduled to make presentations of 20 minutes in length, followed by a discussion at the end of each technical session. Please see the programme at the workshop's web page for the schedule of your presentation. Since there are still a few unconfirmed speakers, the programme might be slightly modified by the time of the workshop.

For those who, due to time limits, are not scheduled for oral presentation, we have arranged poster sessions. Therefore, please bring a hard copy of your presentation with you (maximum 10 pages of A4 format) for posting it on boards outside the meeting room, and be ready to answer questions from the viewers at real time.

Please review the tentative programme carefully to verify date, time and title of your presentation. If there is any discrepancy, please inform us (<sergei.chernikov@unoosa.org>) as soon as possible.

If you wish to use PowerPoint, please bring a copy of your presentation on USB memory stick.

If you have not already done so, please provide us with your abstract and brief biographical details for the use in the programme (please send this to <sergei.chernikov@unoosa.org>).

Power: South Africa uses a 50Hz 220V system. Adapters are readily available from shops at the airport and other outlets. If you have a look at the following link: http://wikitravel.org/en/Electrical_systems#Plugs_and_adapters, South Africa has 'Type D' plugs – three round pins.

Safety and security can be problematic in South Africa. Do not walk in the streets after dark and take care of your possessions. Leave valuables in the hotel safe.

Cape Town welcomes visitors and there are numerous wonderful restaurants and bars, things to do and events to attend, and many online blogs and websites which can enhance your visit.

Please refer to the IAC2011 website for other useful local information: <http://iac2011.com/>.