

PRACTICAL INFORMATION FOR VENUE

We would like to welcome you to a rather special venue. Your comfort and satisfaction is our priority; to help us provide the best possible service, we want to draw your attention to the following services and arrangements.

PARKING is limited in Stellenbosch. At the Wallenberg Conference Centre we are fortunate to have free underground and outside parking available. We do have security on the premises to regulate and allocate parking. For the overflow of cars we also use the Dutch Reformed Churches parking right across the street. However we do encourage guests to use alternative transport such as:

1. *Rent a bicycle* - in town or use your own, there are secure bicycle sheds in the underground parking.
2. *Lift clubs* – why use your own transport if you can club together?
3. *Shuttle service* – there are many companies available on Google.
4. *Uber*
5. *Ride sharing* has never been easier with – findalift.co.za

INTERNET ACCESS is available on two computers at the registration desk.

WI-FI CONNECTION is freely available to all guests, the password is on a notice board at the registration table.

TOILET DIRECTIONS:

FROM AUDITORIUM 1 & 2

Out the door, turn to your right, turn to your right again, down the hall to your left

FROM THE BREAKAWAY ROOM

Out the door, down the passage, to your left

BOARDROOM next to the Boardroom foyer

FURNITURE: ask for assistance from our staff if furniture should be moved around.

PRINTING AND PHOTOCOPIES: our Front of House Manger will gladly assist you.

AIRCONDITIONER, LIGHT SWITCHES & MUSIC: please discuss your needs with our Front of House Manager.

CHILDREN: we all love them, but we regret to inform you that we do not allow them at STIAS.

ENTRANCE & EXIT: the *main exit gate* on the left & the *basement rolling gate* opens automatically for vehicles to exit. *Pedestrians* please ask for assistance to exit Wallenberg Centre. For security reasons the main gate closes at 09:00. To enter Wallenberg Centre at the main gates, please press the reception button.

WALLS, WINDOWS & DOORS: we regret no posters, pictures, fairy lights or any other material may be displayed on walls, windows, doors or in any other area of the building

ADVERTISING MATERIAL / FLAGS / BANNERS to be approved before the event by our management team.

VALUABLES: we do not take responsibility for any lost property, including laptops, briefcases, wallets, handbags or any other personal property.

SMOKING: our facility is a no smoking facility, this includes the Patio and main entrance walkway.

MOBILE PHONES: all phones should be on silent, unfortunately no phone conversations are allowed in the building.

LOUD MUSIC: is not allowed on the premises.

AV EQUIPMENT: for safety reasons, no electrical cables are allowed in walking areas or in front of doors without proper covering and by prior arrangement only. Standard AV equipment is included in packages, should damage occur due to negligence, cost of repairs will be for the clients account.

FOOD & DRINKS: all our guests bring their very expensive laptops and other electronic devices to our centre, for precautionary measure we do not allow food and beverages in the conference venues.

SILENCE: during a conferencing session absolute silence is needed in the foyer.

FILTERED WATER: opting for filtered tap water & ice means fewer plastic bottles and a happier environment. STIAS has put a ban on the bottle for a better future!