

SUGGESTED PROGRAMMES

Below is our guideline to help you plan your programme and to ensure that the noise factor is limited in the centre. Arrival time, breaks and lunchtime, is flexible within the indicated time slots below.

Conference day:

Monday to Friday: 08:00 – 17:30

For every hour or part of the hour before 08:00 and after 17:30 an additional amount of R1000 is charged.

Time	Session	Available time	Food and Beverages
08:00-09:00	Arrival & registration	1 hour	Coffee / tea / juice / filtered water / snack & fruit
09:00-10:30	Conference session	1.5 hours	Filtered water & mints
10:30-11:00	Mid-morning break	30 mins	Coffee / tea / juice / filtered water / snack & fruit
11:00-12:30	Conference session	1.5 hours	Filtered water & mints
12:30-14:00	Light lunch	1.5 hours	Light lunch buffet / coffee / tea / juice & filtered water
14:00-15:30	Conference session	1.5 hours	Filtered water & mints
15:30-16:00	Mid-afternoon break	30 mins	Coffee / tea / filtered water / snack & fruit
16:00-17:30	Conference session	1.5 hours	Filtered water & mints

Conference day:

Saturday and Sunday: 09:00 – 16:00

For every hour or part of the hour before 09:00 and after 16:00 an additional amount of R1000 is charged.

Time	Session	Available time	Food and Beverages
09:00-09:15	Arrival & registration	15 min	Coffee / tea / juice / filtered water / snack & fruit
09:15-10:45	Conference session	1.5 hours	Filtered water & mints
10:45-11:00	Mid-morning break	15 min	Coffee / tea / juice / filtered water / snack & fruit
11:00-12:30	Conference session	1.5 hours	Filtered water & mints
12:30-13:15	Light lunch	45 min	Light lunch buffet / coffee / tea / juice & filtered water
13:15-14:45	Conference session	1.5 hours	Filtered water & mints
14:45-15:00	Mid-afternoon break	15 min	Coffee / tea / filtered water / snack & fruit
15:00-16:00	Conference session	1 hour	Filtered water & mints

After hour functions

Time	After hour function	Available time
17:30-19:30	Full cocktail	2 hours
17:30-18:30	Mini cocktail	1 hour
17:30-18:00	Petit cocktail	30 min
19:00-23:00	Plated dinner	4 hours
17:30-22:00	South African braai	4.5 hours
19:00-23:00	Buffet dinner	4 hours
17:30-20:00	Conference dinner	2.5 hours
17:00-19:00	Book launch	2 hours