

International Conference on Information Management and Evaluation

University of Cape Town, South Africa

25-26 March 2010

A conference managed by ACI, Curtis Farm, Kidmore End, Near Reading, RG4 9AY, United Kingdom

Tel: +44 (0) 118-972-4148 ☎ Fax: +44 (0) 118-972-4691 ☎ E-mail: info@academic-conferences.org

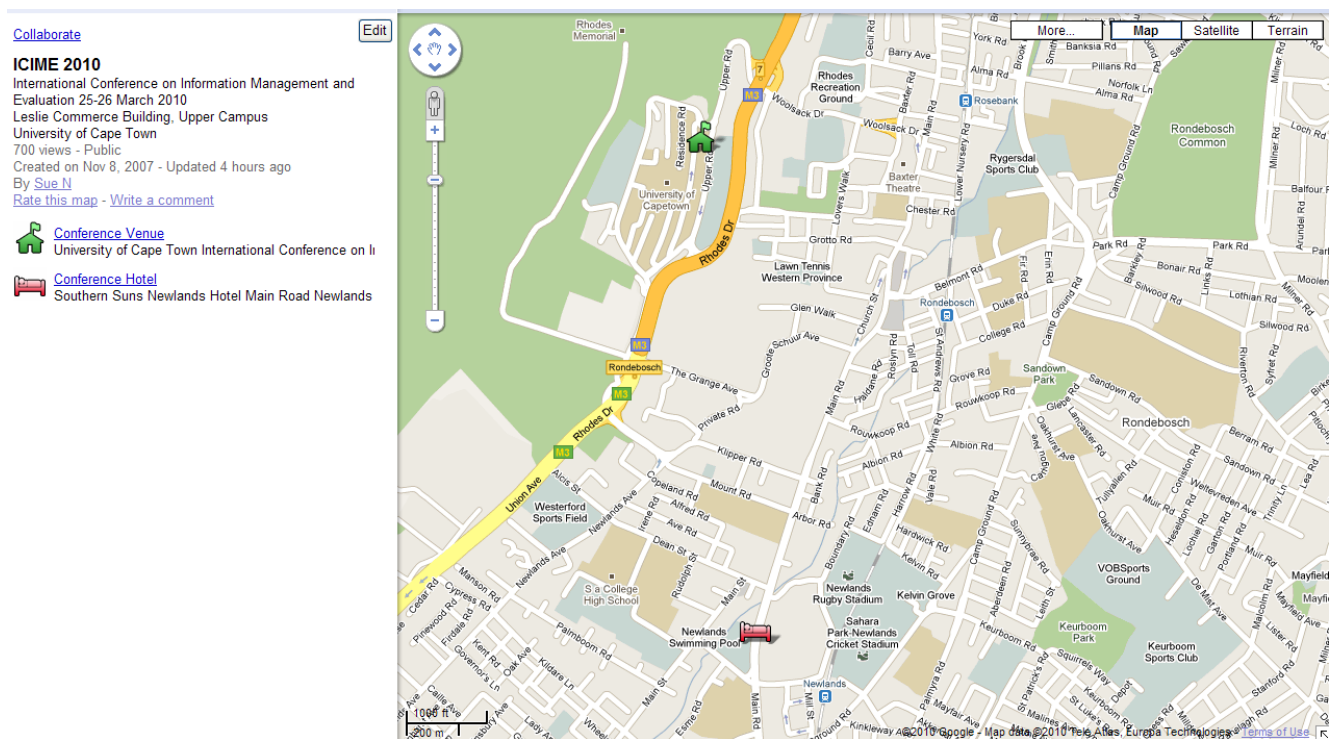
Joining Instructions Welcome to ICIME 2010

This two page document gives you the information you need for the conference. However, if when you have read it you have any queries you may e-mail me directly.

Contacting Us: The following cell phone will be available from Wednesday 24 March **072 241 0739**. The ACI representatives will be myself (Sue Nugus) and Anne Joannides.

The Venue

The conference is being held in the **Department of Information Systems, Leslie Commerce Building, University of Cape Town (UCT), Upper Campus**. Telephone: +27 21 650 2261 (reception) and +27 21 650 4258 (Elsje Scott)



How to get to UCT

The above map shows the location of the University in relation to the Southern Sun Newlands Hotel. You can access this Google map from <http://academic-conferences.org/icime/icime2010/icime10-venue.htm>

You can also find a detailed map of the Upper Campus, where the Leslie Commerce Building is located, at <http://www.uct.ac.za/images/uct.ac.za/contact/campusmaps/big/upper.jpg> (The Leslie Commerce Building is in block C3 of this map).

Detailed travel instructions can be found on the USB website at <http://www.uct.ac.za/contact/directions/>

However, if you are arriving by air at Cape Town Airport we recommend that you take a taxi and the price of this should be **approximately R200** from the airport to either the Southern Sun Newlands Hotel (one way), or to the University. Airlink airport taxis (tel:+27 21 910 1902). There is also an Airport Shuttle (Tel: +27 21 462 0272, airportshuttlecapetown@yahoo.com). Be prepared to negotiate (especially if more than one person).

Accommodation

If you have booked accommodation with us you are staying at the Southern **Sun Newlands Hotel**, which is located on Main Road, Newlands, Cape Town, 7700. Telephone: +27 21 683 6562. Check-in is from 1400 and check-out is by 1100. You have paid for bed and breakfast. The hotel will ask for a credit card for any extras you may incur.

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Pre Conference Registration and Drinks

If you are in town on Wednesday evening we invite you to come to the **Newlands Cafe Bar** in at the Southern Sun Newlands Hotel where you will be able to register for the conference, receive your conference pack, enjoy a complimentary drink with us and meet with other participants.

Conference Dinner

The conference dinner is being held on Thursday evening at the famous **Moyo Restaruant at Blouberg Strand**, which is famous for having the best views in the Cape of Table Mountain. The conference dinner is included in your registration fee, but we have to give the caterers numbers by **Friday 19 March** so if you do not confirm to me that you are attending there may not be a place for you. We will travel to and from the restaurant by bus.

Please let me know if you have special dietary requirements and we will try to accommodate them.
Lunches and refreshments will be provided on both days of the conference.

Your Presentation

If you are presenting a paper at the conference you should look at the updated timetable, which is on the website at <http://academic-conferences.org/icime/icime2010/icime10-timetable.htm>. Also check with the conference desk when you register, as we might have had to make last minute changes to the timings. There will be PowerPoint projection facilities available in each room. **Please note that I am no longer collecting presentations in advance. This is due to the fact that the majority of people arrive at the conference having made changes to their presentation and so need to update it anyway. Please bring your presentation on a data stick and you can either run it directly from the stick or you can upload it onto the conference computer prior to your presentation.** If you would like to send me a copy of your presentation for backup you can do this and I will bring them with me to the conference. If you are not planning to attend the full conference it is essential that you tell us when you will be arriving in preparation for your presentation. If you are not present at the break before your session stream the Chair may assume you are not coming. Each session is allotted 30 minutes. This means a 20 minute presentation and 5 minutes for questions, leaving 5 minutes to change over from session to session.

Posters

You will be told where to display your poster when you arrive on Thursday morning.

Certificate of Attendance

If you need a signed certificate of attendance you can download a template certificate from the downloads area of the website at <http://academic-conferences.org/icime/icime2010/icime10-glance.htm> (bottom of the page). Fill out the details as you require, print out the document and bring this with you to the conference where we will have it signed for you.

Abstract Booklet

You can download a booklet of all the paper abstracts from the same area. You do not need to bring this with you to the conference as it will be provided in your conference pack, but you may like to look at it in advance to help you decide which sessions you would like to attend.

Invoice Receipts

If you require a stamped invoice to prove payment, please bring your original invoice with you (sent to you by email when you registered) and we can then stamp it for you.

Have a safe journey and I look forward to seeing you in Cape Town.

Sue Nugus

sue@academic-conferences.org