

**SAAIR CONFERENCE (2016)**

Dear participant of the 2016 SAAIR Conference and/or SAHELA workshop.

This communique (an update) serves as source of information to assist you in planning your week for 17-20 October 2016.

**Registration:**

- Ensure that your registration for the SAHELA workshop and/or the SAAIR Conference was completed in full. If you are not sure, kindly contact Carin Strydom at [admin@saair.net](mailto:admin@saair.net)
- The SAHELA workshop is presented in Building C1, Room 135, registration takes place in front of Room 135. The Registration (Collection of bag, name card etc) for the SAHELA workshop (Monday 17 October 2016) is from 08:00-08:50. Coffee/Tea available.
- Registrations have closed and the numbers finalised for the SAHELA Workshop, the Conference, the Conference Cocktail, Bus Tour and Gala event. Only those who registered for these events will be provided for.
- At the registration desk, registered delegates will receive a conference bag with all the required conference proceedings, etc.
- The publication: *Institutional Research in South African Higher Education - Intersecting Contexts and Practices. 2016. Botha, J & Muller NJ (eds). SUN PRESS*, must be personally collected and signed for by each registered **conference delegate** at the registration desk on **Tuesday 18 October 2016**.

**Prior to your departure for Potchefstroom, kindly note the following:**

- If you are driving a vehicle you will **need to show your driver's licence to security at the gate to gain access** to the campus.
  - Bring along enough business cards. You are allowed to place your business card into two bowls/boxes upon registering. At the **end of each session** one attendee's name will be randomly drawn and this person will receive a (very) small but memorable gift (**if the person is present in the room**).
  - If you are planning to drive to Potchefstroom from OR Tambo International Airport (approx. 150 km) it is recommended that you **consider the time of day**. Traffic during peak hours can be a very challenging factor. The quality of the road is good. Speeding cameras are definitely working on this route. Be very cautious at all times. Please expect delays due to traffic early in the morning (06:30-08:00) and late in the afternoon (after 16:30).
  - If you plan to travel to Potchefstroom from Lanseria International Airport (approx. 150km) expect less traffic, slightly worse road conditions at times, and always the omnipresent traffic police with their speeding cameras. If you have a GPS it is recommended that you **travel via Tarlton (N14) and not via Krugersdorp CBD**.
  - The GPS Coordinates for the Conference Venue (53 Borcherdstr) is **26°41'36''S, 27°05'35''E**
    - Route details available at: <http://www.nwu.ac.za/content/maps-and-directions-io>
  - Do you have the name and address of the guest house where you will be staying? Accommodation for conference attendees have been reserved at various guesthouses all over town, which unfortunately makes it impossible to provide a daily pick-up service to take you to the conference venue.
  - Note that no provision has been made for bus transport to the conference venue or any of the evening functions. If you do not drive there yourself, ensure that you have a colleague to travel with at all times.
- Detailed maps to these venues are included in the conference proceedings.**

**Shuttle Services:**

- Should you require a shuttle service from the airports, you need to pre-arrange this with any of the following available Shuttle Services: (Please note that the conference organisers cannot guarantee any of the services, times of departure/arrival or fees).
- **Mag Tours:** (+-R450/R900pp depending on number of passengers)  
Lanseria or OR Tambo  
Website: <http://www.magsafaris.co.za/>

Mobile: [+27 83 628 3861](tel:+27836283861)

Fax: [+27 86 503 6457](tel:+27865036457)

Email: [tours@magsafaris.co.za](mailto:tours@magsafaris.co.za)

- **City Bug** (086 133 44 33). Daily from Potchefstroom (Shell Garage) 09:30 - OR Tambo 11:30 (+-R400 one way)
- **Travel Ant** (083 892 0120/082 341 8444) (+-R320 one way) (Jenny's)  
Daily 7.30 from Potchefstroom (Engen Garage/ Jenny's) to OR Tambo; From OR Tambo as pre-arranged.  
Daily 7.30 from Potchefstroom (Engen Garage/ Jenny's) to Lanseria; From Lanseria as pre-arranged.

---

### Conference Entrance, Venue & Parking:

- The address of the Conference Venue is: 53 Borcherd Street, Potchefstroom, Building C1, Room 135.
- **The entrance gate (pictured below)** (If you are the driver of a vehicle you require your SA Driver's Licence to gain access and to exit).



**Entrance Gate, Building C1, North-West University**

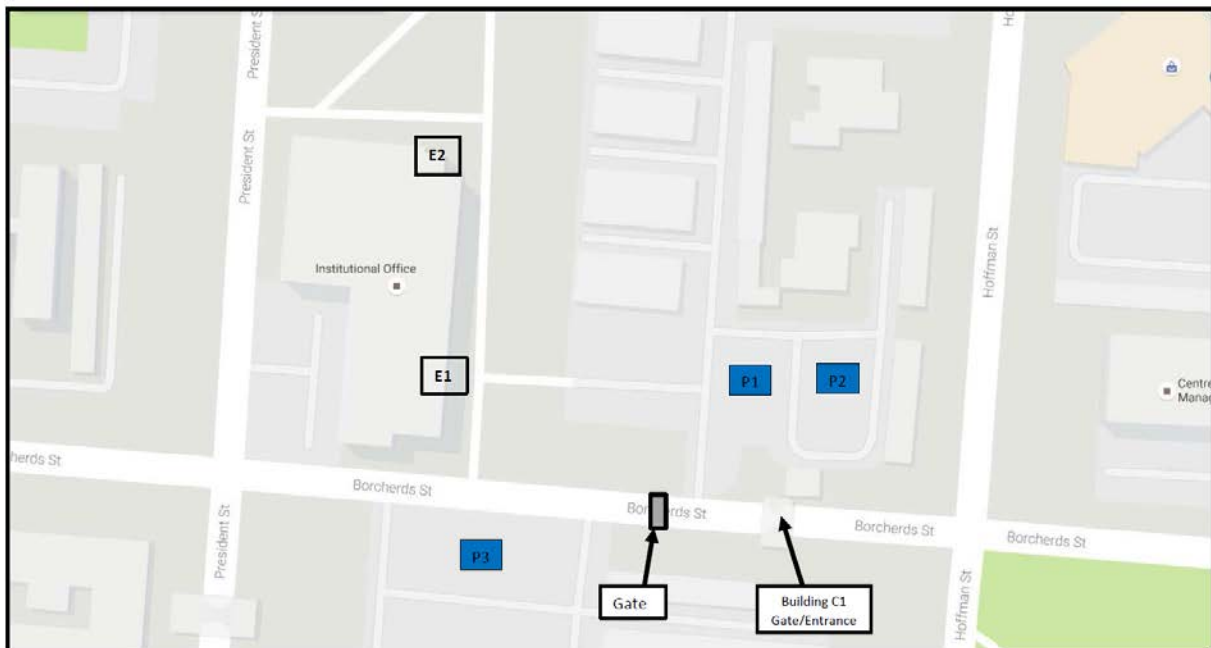


Recommended entrance to room 135  
(Use steps or elevator to first floor).

**Building C1 (Institutional Office, North-West University)**

**Parking – SAAIR Conference (Institutional Office)** Note: Once P1 and P2 is full, a security officer will provide access for conference delegates to park at P3.

Parking – SAAIR Conference (Institutional Office)



Note: Once P1 and P2 is full, a security officer will provide access for conference delegates to park at P3.

**Building C1 (Entrance) E1 – Building Main Entrance**

**Building C1 (Entrance) E2 – Building Entrance at stairs or elevator (venue on first floor).**

---

### **Bus Tour (NWU Potchefstroom Campus and Town Tour)**

- A bus tour has been arranged for a limited number of people on the afternoon of 19 October 2016. (This tour does not clash with any other event on the programme and will only take an hour). **This tour is already fully booked.**



---

### **General:**

- Afternoon thunderstorms often surprise us without prior warning. Be prepared.
- Wi-Fi will be available in Building C1. The instructions/password will be made available once you have reported to the registration desk in front of Room 135. The Wi-Fi passwords are also displayed in front of the respective venues.
- Room 145 (also Wi-Fi equipped) is next to Room 135 and is available should you require space to sit and work.
- Room 211a (on the second floor) is available for SAAIR Exco meetings. The key to this venue is held by one of the organisers, Tommy Pietersen (084 328 0159).
- The dress code for the Gala event is **casual/smart**. (There is no Wi-Fi connectivity at the Gala event).
- The building in which the Conference is hosted can at times be very busy as it houses several managers' offices as well as support departments of the NWU.
- **Conference delegates are requested to wear the conference name card at all times during the day as these name cards serve as conference identification and will also ensure your access to coffee/tea and lunch/dinner areas.**

### **SAAIR Conference Chair**

**Jannie Jacobsz**  
**018 2994874/5/6**