



WIL Africa Conference 2022

UPDATE 23/09/2022

Dear #Wilafrica22 Delegate

We look forward to welcoming you to WilAfrica2022!

Delegate/organiser/Exhibitor Checklist:

1. Name Tag Information

Ensure that your booking is received, and your name and title are correct as they should appear on the name tag Title, Preferred Name, Surname, Designation, Company.

Please update your info on: admin@sasce.net

2. Accommodation Bookings

Ensure that you have secured and confirmed your accommodation bookings directly with the ICC Contact person: Cindy Hunter: cindy.h@elicc.co.za

The WILAfrica Discount is offered at

EL ICC Hotel R1595 pppn on a DBB basis.

The Regent Hotel R1495 pppn on a DBB basis - Must quote Reference: BOMSAS Contact

Tel: 043 709 5204

3. Presenters

3.1. Please note your slot on the attached program.

3.2. Please send your presentation to the address: Fundiswa.nofemela@sasce.net by 27th. This will allow us time to upload it for swiftness of operations

3.3. Online presenters and co-presenters, please note that we do not quite know what the Loadshedding schedule is in East London. We do hope that the generators at the ICC will carry us. We do advise, however, that Online presenters send us a pre-recording of the presentation, just in case.

4. Travel

Ensure that your travel arrangements allow you to have completed on-site registration BEFORE the Conference Program Commences

4.1. [Flights](#)

Flights on Tuesday 27th are already limited from several destinations, particularly from Durban.

5. [On-site Registration](#)

Please note Dates & Times

For Full Conference
Tuesday, 27th 10h00 - 21h00
Wednesday, 28th 05h55 - 07h55

For Guest Speakers/Day Exhibitor or Delegate - By appointment Wednesday, 08h00 - 16h00 Thursday, 08h00 - 16h00 Friday, 08h00 - 10h00

6. [Exhibitors, Advertisers' Conference Pack](#)

Ensure all promotional material for Conference Pack or display has been received by Friday 23rd September

Focal Point:
Ms Refiloe Khitsane
Address: College Street, East London CBD, 5200
Tel: 043 702 9397
rkhitsane@wsu.ac.za

[Exhibitor set up:](#)
Tuesday 10h00-17h00 - Wednesday 07h30

[Exhibitor Breakdown](#)
By Friday 12h00

7. [Virtual Program](#)

The program will be streamed live for international and continental audiences who could not travel or opted for online attendance.

8. [Plenary/Breakaway 4](#)

Live Streaming with MS Teams backup
Times:
Wednesday: 08h00 - 17h00
Thursday: 08h00 - 17h00
Friday: 08h00 - 11h30

9. [Parallel Sessions/ Breakaways 1-3](#)

Live through MS Teams
Wednesday: From 11h55
Thursday: 13h35

NOTE:

Venue hosts and organisers are doing everything to ensure an uninterrupted virtual program. Should delegates have connectivity issues or interruptions, registered delegates and SASCE members will have access to the conference recordings no later than 14 days after the conference.

10. [Payments](#)

Ensure that all payments have been received by SASCE no later than 15th September, and furnish Proof of Payment to Admin@sasce.net, quoting reference number on invoice.

11. [Sponsorship & Advertising](#)

Platinum, Gold and Bronze category Sponsorships for WILAFRICA 2022 are still open, offering high exposure and mileage at the Conference, as well as in all WILAfrica Conference communication over the 2-year period leading to the next biennial conference in 2024.

Aside from Category Sponsorships, here are other opportunities to support the conference and gain extra exposure for your organisation and its brand:

A. [Sponsorship](#)

- Conference shirts 300
- Awards Dinner & Excellence Award Plaques
- Lunches
- Teas
- Cocktails
- WIL Students workshop & student meals ix Speakers Gifts x International Delegate Hospitality xi Transfers *to & from* The ICC xii WIL Site Visits xiii Guided tours

B. [Advertising & Cobranding](#)

- Stage Banner (cobranding)
- Hanging flags (cobranding)
- Speaker Holding Room/Refreshment Station Branding

12. [Company Site Visits](#): Site visits have been secured at two companies on **27 September**, as follows:

12.1. Company 1: SKG Power:

- **Available site visit capacity** – 20
- **Bus departure site:** ICC
- **Departure time:** 11h00

12.2. **Company 2: East London Industrial Development Zone:**

- Available site visit capacity: 120
- Bus departure site: ICC
- Departure time: 13h00

13. **Welcome Network:** A Welcome cocktail is scheduled to take place at 18h30 at the Guild Theatre

13.1. **Format:** Light snacks followed by a Musical show;