



Hello, we are African Agenda, your Symposium organisers, and we want you to know you're in good hands. If you have any questions we're just an email away at register@isrse37.org.

We're very experienced (in fact, we're masters of conferencing) and have thought through every aspect of the **37th International Symposium on Remote Sensing of Environment (ISRSE-37)**. That said, if you experience any hiccups – please let us know so we can rectify things immediately and ensure you have a great Symposium experience!

The Symposium is just around the corner so please read through the important information below. All of us at African Agenda, and your hosts DST, SANSA, City of Tshwane, ICRSE, and ISPRS, are looking forward to welcoming you to the Symposium.

1. SYMPOSIUM DATES AND LOCATION

Monday, 8 May – Friday, 12 May 2017

Venue: CSIR International Convention Centre

Address: Meiring Naude Road, Brummeria, Pretoria
Download a map to the venue from the venue page of the website

Phone: +27 (0)12 841 3884

2. REGISTRATION

The registration desk will be located in the foyer of the CSIR International Convention Centre.

Hours of operation:

Monday, 8 May:	07:30 – 18:00
Tuesday, 9 May:	07:30 – 18:00
Wednesday, 10 May:	07:30 – 17:00
Thursday, 11 May:	07:30 – 17:00
Friday, 12 May:	07:30 – 12:00

All attendees (including speakers, exhibitors, and media) must register and collect a name tag. Your name tag is required for access to all Symposium events, so be sure to keep it with you at all times. Upon registration, you will also receive your attendee bag which contains the handbook detailing the Symposium proceedings.

3. PERSONAL DETAILS FOR NAME TAGS

Please review your personal details on your ISRSE-37 registration profile and ensure that they have been captured correctly. These details will be used to create your name tag (first name, last name, and organisation).

Should you require any amendments, please email Leanne on register@isrse37.org.

4. PROGRAMME

The Opening Ceremony will kick off the Symposium proceedings at 08:30 on Monday, 8 May. The programme is full of interesting content from expert speakers throughout the week, right up until the Closing Ceremony at 12:30 on Friday, 12 May.

Please visit the programme page of the website for the complete programme. This is also available on the mobile App.

5. SOCIAL EVENTS

All work and no play is, well, a little boring. So we hope you've signed up for the Ice Breaker social function on 8 May at 19:00 (included in your registration fee), and purchased a ticket for the Symposium Banquet on 10 May at 19:00, with coaches departing at 18:15.

If you have, the details will show on your registration confirmation.

6. ACCOMMODATION BOOKING

If you booked accommodation along with your registration, the details of your reservation will have been sent to you. If you have any queries, you can log in to your online registration profile and review your reservation, or email Leanne on register@isrse37.org.

7. TRAVEL

Airport Shuttles

If you booked an airport shuttle transfer from OR Tambo International Airport, the shuttles will run on demand every hour from the airport to the official Symposium hotels.

The shuttle costs R190.00 per person, on a one way shared trip. **Bookings closed on 1 May.**

Return airport transfer bookings can be made via the online form or on site at the Symposium from 8 May.

Please visit the [website](#) to book your return transfer.

Hotel to CSIR International Convention Centre

The CSIR ICC is accessible by car, train, public bus or public taxi. Please visit the Symposium [website](#) for commuting information and directions to the venue.

Uber is a safe and reliable option for getting around Tshwane. If you haven't used the service before, you can use the promo code **ISRSE37** to get R50 off of your first ride. Download the app from your app store – it's easy to set up and you'll find the field to enter the promo code under Payments on the Menu.

Ubuhle Be Narha Tours is also offering a shuttle service from the official Symposium hotels to the CSIR ICC. Kindly contact them directly to arrange this service, and please note that the cost is for attendees' own account.

Ubuhle Be Narha Tours

Tel: +27 (0)12 753 7331

Email: mnqobi@ubuhletours.com

8. SPEAKERS

If you are a speaker, please bring your presentation with you on a USB memory stick and take it to the technical desk at the back of the venue where the AV technician can assist you with loading it.

You can refer to the detailed speaker brief sent separately if you have any questions regarding your session or what to expect as a speaker, or contact the ISRSE-37 Programme Secretariat on elizabeth@isrse37.org.

9. LUNCHES, REFRESHMENTS AND SPECIAL DIETARY REQUIREMENTS

Your registration includes light refreshments and lunch on all Symposium days.

If you have indicated that you have special dietary requirements or allergies, your special refreshments or meals will be arranged for you; please ask a member of the catering or Symposium staff where to find them.

Please note:

For those with Halaal, Kosher and gluten-free requirements, specially prepared meals will be ordered from specialist suppliers. They will be served from a designated table and you will be asked to provide your name to the member of staff that is supervising. This applies to lunches, tea breaks and the evening events.

For those with allergies, ingredients will be indicated on the buffets and catering staff will be informed so you can be assured that you know what you are eating.

For those who do not eat pork, please note that there are no pork items on the menus and no pork products are used in preparation of the menus.

Vegetarians (including ovo-, lacto- and pesca-) will find a number of satisfying and healthful options on the lunch buffets and all tea break menus are vegetarian.

Lactose-intolerant delegates will also find many choices on the buffet that satisfy your requirements.

For those with preferences such as low carb, high protein, no sugar, no starch, you'll find a range of options on the buffet to create a healthy and satisfying lunch.

10. DRESS

Business casual dress is recommended for the Symposium sessions and Ice Breaker. If you have purchased a Symposium Banquet ticket, the recommended dress for the evening is smart casual.

11. PARKING

Parking is available free of charge at the CSIR International Convention Centre. Please note that you will be required to pass through security and present proof of identity (e.g. passport, ID book or card, or driver's license) as well as any laptops. Kindly allow extra time for this.

12. SOCIAL MEDIA

Follow ISRSE-37 on Twitter at **@37ISRSE** and be part of the conversation by tagging your tweets to include the **#37ISRSE** hashtag.

13. INSURANCE AND LIABILITY

Participants and their guests are reminded that their participation in the ISRSE-37 Symposium and all associated events is on a voluntary basis and entirely at their own risk. The ISRSE-37 Organising Committee and the Symposium Secretariat, African Agenda, accept no responsibility in the case of accident, injury or the loss of personal property.

Participants are responsible for their own loss of property, cancellation expenses and legal liability and it is recommended that attendees arrange for the appropriate travel insurance, including medical cover.

We look forward to meeting you at the Symposium. Please do not hesitate to contact us on register@isrse37.org if you have any questions.

Kind regards,

The ISRSE-37 Symposium Secretariat