

PRACTICAL INFORMATION

FOR PARTICIPANTS

WORKSHOP ON HIGHER EDUCATION IN PRETORIA

30/31 May and 1 June 2016 Pretoria

1. Registration to the seminar

If this is not yet done, please register to the SA workshop on HE through Syslog (ref. n. 507132).

2. Accommodation & local transfers

All participants are kindly invited to make their own hotel reservation as soon as possible. The location of the workshop that may also accommodate you during your stay is the Protea Hotel Ice & Fire in Pretoria (https://fr.tripadvisor.be/Hotel_Review-g312583-d7734648-Reviews-Protea_Hotel_Fire_Ice_Menlyn-Pretoria_Gauteng.html)

The Kapuscinski Development lecture (31.05, 6PM) will be held at the University of Pretoria but a local transfer is available to transport participants from the workshop venue to the University.

Contact for reservation at the Protea Ice & Fire in Pretoria :

Ms Anita De Figueiredo
Reservations Agent
Protea Hotel Fire & Ice! Menlyn
213 Thys Street | Summit Place Precinct (corner of N1 North and Garsfontein off ramp)
Pretoria, Afrique du Sud
Direct: +27 (0) 12 471 8604 | T: +27 (0) 12 471 8600 | F: +27 (0) 12 471 8606
E: anita.defigueiredo@proteahotels.com

The European Commission will take in charge the transfers from the Johannesburg airport to the hotel and from the hotel to the airport (so, please communicate as soon as possible your flight itinerary), local transport (please don't use taxis but local transportation organized by the hotel), lunches, 2 "cocktails dinatoires" and accommodation during your stay in Pretoria. Dress code for the workshop, the Kapuscinski Development lecture (KDL), lunches and dinners is "business casual".

The contact person for the logistics arrangement for local transfers is:

Ms Magda Themi
Tel: +30 210 8196779
the following number: +30 697 72 63 250 will be using only for the days of the event.
e-mail: mth@ldk.gr; higher_education@ldk.gr

The project manager you can contact if you have any question is Ms Stéphanie Schumacher stephanie.schumacher@ec.europa.eu (in Bxl), s.schumacher@live.be (in Pretoria); tel: +32(0)477-703.549.

3. Capacity4DEV

Registration on C4DEV/ Session background documents available:

Information and documents of the workshop will be available on C4DEV website, on the group <http://capacity4dev.ec.europa.eu/higher-education/> Please register to C4DEV and to this group.

A regular consultation of the link <http://capacity4dev.ec.europa.eu/higher-education/> is recommended since you will find the latest seminar agenda and updated background documents of each session of the seminar.

For any question regarding C4DEV, please contact bruno.duarte@educationadvisorygroup.eu

You are encouraged to download relevant background documents at <http://capacity4dev.ec.europa.eu/higher-education/> and bring with you to the seminar as no hardcopies will be provided.

At the end of the seminar each participant will be given a USB key gathering all presentations and relevant documents.

4. Security Note

The EU delegation to South Africa strongly recommends to the participants to read the attached security note.

5. Practical information & useful numbers

Please find here the contact of the person in charge of logistics for the Pretoria event:

Magda, LDK Company
Meetings and Event Unit
Tel: +30 210 8196703
the following number: +30 697 72 63 250 will be using only for the days of the event.
e-mail: higher_education@ldk.gr

Delegation of the European Union to South Africa
1 Greenpark Estates, 27 George Storrar Drive
Groenkloof, 0181, South Africa
E-mail: Delegation-S-Africa@eeas.europa.eu
Telephone: +2712-452-5200; +2712-452-5200
Fax: +2712-460-9923

Other useful numbers:

- ✓ Project coordinator: Stéphanie Schumacher : +32(0)477-703.549
- ✓ Protea Hotel Fire & Ice: +27-12-4718600
- ✓ Emergencies: 10111 (National); 10177 (Ambulances); 112 (from a cellphone)
- ✓ Country code: 0027