



NOTICE OF COUNCIL MEETING: 31 MAY 2018

To: AAQS council members
AAQS Institution Members
AAQS Practice Members

Dear All

AAQS COUNCIL MEETING AND JOINT AAQS/ASAQS CONFERENCE TO BE HELD IN MIDRAND, SOUTH AFRICA ON THURSDAY 2 AUGUST 2018 (CONFERENCE) AND FRIDAY 3 AUGUST 2018 (AAQS COUNCIL MEETING)

Herewith relevant information:

1. **Who should attend the AAQS council meeting**

All AAQS council members

One representative from each AAQS Practice Member may also attend as observers (may participate in discussions but with no voting powers)

Local AAQS Practice Members are specifically invited to attend

Up to three representatives of the ASAQS are invited to attend as observers (may participate in discussions but with no voting powers)

2. **Confirmed attendees**

list of confirmed attendees will be issued in due course

3. **Notification of attendance**

All delegates attending the council meeting and ASAQS conference are requested to notify the AAQS Secretariat well in advance in order that the necessary seating and catering arrangements may be made

4. **Venue and hotel bookings**

Please refer to the attached map for venue and hotel locations

AAQS council meeting

Venue: Radisson Blu Gautrain Hotel – Sandton
Cnr Rivonia Rd & West St, Sandown, Sandton, Johannesburg

Joint AAQS/ASAQS conference

Venue: Gallagher Convention Centre
19 Richards Dr, Halfway House, Midrand, South Africa
Gallagher convention Centre is situated approximately 18km north of the Sandton City centre

EVENT	CATEGORY	EARLY BIRD	NORMAL RATE
		Closes 30 June 2018	Closes 19 July 2018
Full Day Conference	Members	2400.00	2760.00
	Non-Members	2880.00	3120.00
	Students	1200.00	1200.00

AAQS members will be charged at ASAQS member rate fees
No charge for AAQS executive committee members. This is due to the fact that they at own cost attend two exco and one council meeting per annum

Shuttle service information from Sandton to the joint AAQS/ASAQS conference will be provided in due course

All delegates are required to make their own hotel bookings. The following hotels may be considered

Radisson Blu Gautrain Sandton

info.sandton.johannesburg@radissonblu.com

Cnr Rivonia Road and West Street, Sandton (next to the Gautrain station, at the venue for the exco meeting and 16 km from the venue of the joint AAQS/ASAQS conference)

+27 11 286 1000

Estimated single rate: R1,635.00 per person

Estimated double rate: R2,002.00 per room

Garden Court Sandton

gcsandtoncity.reservations@tsogosun.com

Cnr. West and Maude Streets, Sandton (short walking distance from the venue of the council meeting and 18 km from the venue of the joint AAQS/ASAQS conference)

+27 11 269 7000

Estimated single/double room rate: R1,445.00 per room

Town Lodge Midrand

info@clhq.com

Montrose Road, off Bekker Toad, Waterfall Park (1.6km from Mall of Africa shopping centre, 16km from the venue of the council meeting and 2.4 km from the venue of the joint AAQS/ASAQS conference)

+27 11 315 6047

Estimated single/double room rate: R1,505.00 per room

City Lodge Hotel Waterfall City

info@clhg.com

3 Augrabies Lane, Waterfall City (short walking distance from Mall of Africa shopping centre, 16 km from the venue of the council meeting and 5km from the venue of the joint AAQS/ASAQS conference)

+27 10 065 0000

Estimated single/double room rate: R1,923.00 per room

Lala Nathi Guest House

lalanathi@webmail.co.za

105 East Street, Halfway Gardens, Midrand (17km from council meeting venue and 4km from the venue of the joint AAQS/ASAQS conference)

+27 11 805 4141

Estimated single rate: R 850.00 per person

Estimated double rate: R1,100.00 per room

Executive Hotel Gallagher Avenue

bookings@thegallagherhotel.co.za

688 Gallagher Avenue, Midrand (17km from council meeting venue and 750m from the venue of the joint AAQS/ASAQS conference)

+27 11 046 5477

Estimated single/double room rate: R 705.00 per room

5. **Transport from and to the airport**

The international airport is situated approximately 40 km from the venues where both the council meeting and conference are to be held. Allow for 1 hour minimum to and from the venue depending on traffic

Transport from OR Tambo International Airport to the council meeting venue, conference venue or hotel can be arranged as follows:

- Uber or taxify taxi from airport to your destination
- The Gautrain commuter rail system can be taken from OR Tambo International airport to Sandton Gautrain Station which is situated directly across the road from the Radisson Blue hotel where the AAQS council meeting will be held and also a short walk from the Garden Court Hotel.

6. **Flights**

Regular flights are available from and to most AAQS Institution Member countries

7. **Programmes**

- 7.1 The provisional programme for the AAQS council meeting on Friday 3 August 2018 is as follows:

08:00 to 08:30 Registration
08:30 to 10:30 Meeting
10:30 to 11:15 Tea/coffee and Photographs
11:15 to 13:00 Meeting
13:00 to 14:00 Finger Lunch
14:00 to 15:30 Meeting
15:30 to 16:00 Tea/coffee
16:00 to 17:00 Meeting (if required)

7.2 Programme for joint AAQS/ ASAQS conference on Thursday 2 August to be provided in due course

8. **Currency of country**

The currency of South Africa is the Rand (ZAR)

9. **Visa requirements**

Visa requirements for citizens of the AAQS member countries are as follows:

Visas on arrival

Please note that visas are not issued on arrival in South Africa

Required

Passport holders from the following countries require visas to enter South Africa:

The Gambia
Ghana
Kenya
Mozambique
Nigeria
Rwanda
Uganda

Not required

Passport holders from the following countries may remain in South Africa for up to 30 days without a visa:

Angola
Lesotho
Malawi
Mauritius
Namibia
Swaziland
Zambia

Passport holders from the following countries may remain in South Africa for up to 90 days without a visa:

Botswana
Tanzania
Zimbabwe

Requirements for entering South Africa

Please apply for a visa at the South African Embassy or Consulate in your country at least 4 weeks in advance

Before you will be allowed to enter South Africa, you need to have:

- A valid and acceptable passport / travel document which covers the period that you intend to stay in the country
- A valid visa, if required
- Sufficient funds
- A return / onward ticket
- A yellow fever certificate if you are travelling through the yellow fever belt of Africa or South America

General

Delegates should, however, themselves check the visa requirements. The AAQS and/or the ASAQS should not be required to deal with visa applications other than providing a letter of invitation where required

Those who require a letter of invitation for visa purposes should contact the AAQS Secretariat Manager admin@aaqs.org

10. **Health**

Yellow fever vaccination should be approved by the World Health Organization (WHO) and administered at least 10 days before departure to South Africa at any yellow fever approved vaccination centre as the vaccine offers protection from 10 days after administration. If vaccination is administered less than 10 days before departure, the traveler may be refused entry

List of Institution Member countries for which a yellow fever vaccination certificate is required for entry into South Africa (however, delegates to reconfirm):

Angola
The Gambia
Ghana
Kenya
Nigeria
Uganda

11. **Those wishing to extend their stay**

Those wishing to extend their stay or to arrange tours can contact the following travel agents:

Thompsons Holidays
+27 11 770 7583
www.thompsons.co.za

African Sky
+27 12 809 1632
www.africansky.com

12. **Dress code**

The dress code for the AAQS council meeting and conference is smart casual (no ties required)

13. **Agenda**

An agenda for the council meeting will be issued to delegates in due course

Kind regards

Clarissa Walters
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Africa Association of Quantity Surveyors

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