

WALLENBERG RESEARCH CENTRE @ STIAS

HOUSE RULES

1. **PARKING:**
 - PLEASE USE GARAGE PARKING OR MARKED PARKING BAYS
 - NO PARKING PERMITTED IN FRONT OF THE DELIVERY GATE, MAIN ENTRANCE, MAIN GATES OR ON THE GRASS
2. **INTERNET ACCESS:**
 - PLEASE USE THE TWO COMPUTERS AT THE REGISTRATION DESK, PLEASE CONSIDER OTHER GUESTS AND USE IT NO LONGER THAN 10 MINUTES AT A TIME
3. **WI-FI CONNECTION:**
 - ONLY CONNECTED IF ARRANGED IN ADVANCE BY THE CONFERENCE OR EVENT ORGANIZERS
4. **TOILET DIRECTIONS:**

FROM AUDITORIUM 1 & 2

 - OUT THE DOOR, TURN TO YOUR RIGHT, TURN TO YOUR RIGHT AGAIN, DOWN THE HALL ON YOUR LEFT

FROM BREAK AWAY ROOM:

 - OUT THE DOOR, STRAIGHT DOWN THE PASSAGE, ON YOUR LEFT
5. **FURNITURE:**
 - PLEASE REFRAIN FROM STANDING OR PLACING FEET ON FURNITURE
 - FURNITURE MAY NOT BE REMOVED FROM THE BUILDING TO THE OUTSIDE AREA
 - DO NOT MOVE FURNITURE FROM ONE ROOM TO THE OTHER, PLEASE ASK FOR ASSISTANCE
6. **PRINTING, PHOTOCOPIES AND FAXES:** (PLEASE ASK FOR ASSISTANCE)
 - COPIES WILL BE CHARGED FOR AT A RATE OF R1.00 PER PAGE
 - FAXES SENT WILL BE CHARGED FOR AT A RATE OF R2.00 PER PAGE
 - PRINTING AT THE REGISTRATION DESK WILL BE CHARGED FOR AT A RATE OF R1.00 PER PAGE
7. **AIRCONDITIONER, LIGHT SWITCHES & MUSIC:**
 - DO NOT SWITCH ON OR OFF, PLEASE ASK FOR ASSISTANCE
8. **CONFERENCE BUSINESS HOURS:**
 - GATES AND VENUE OPENS STRICTLY AT: 08:00 (WEEKDAYS) 08:30 (WEEKENDS)
 - GATES AND VENUE CLOSES STRICTLY AT: 17:30 (WEEKDAYS) 15:00 (WEEKENDS)
 - **PLEASE NOTE:** AN ADDITIONAL AMOUNT OF R500 PER HOUR OR PART THEREOF WILL BE LEVIED, IF CLIENTS REQUIRE ENTRANCE AND EXIT BEFORE AND AFTER OPERATIONAL HOURS.
9. **PEDESTIANS ONLY:**
 - THE GATE ON THE LEFT OPENS AUTOMATICALLY FOR ALL VEHICLES TO EXIT
 - ALL PEDESTRIANS PLEASE ASK FOR ASSISTANCE TO EXIT WALLENBERG CENTRE
 - FOR SECURITY REASONS THE MAIN GATE CLOSES AT 09:00
 - TO ENTER WALLENBERG CENTRE AT THE MAIN GATES PLEASE PRESS THE RECEPTION BUTTON
10. **WALLS, WINDOWS & DOORS:**
 - NO POSTERS, PICTURES, FAIRY LIGHTS OR ANY OTHER MATERIAL MAY BE DISPLAYED ON WALLS, WINDOWS, DOORS OR ANY OTHER AREA OF THE BUILDING
 - ALL ADVERTISING DISPLAY MATERIAL TO BE CLEARED WITH OUR WALLENBERG CENTRE MANAGEMENT TEAM BEFORE CONFERENCES START
11. **VALUABLES:**
 - PLEASE KEEP YOUR VALUABLES SAFE AS WALLENBERG CENTRE TAKES NO RESPONSIBILITY OF ANY LOST PROPERTY INCLUDING LAPTOPS, BRIEFCASES, WALLETS, HANDBAGS OR ANY OTHER PERSONAL PROPERTY
12. **SMOKING:**
 - NO SMOKING ALLOWED IN THE BUILDING
 - PLEASE USE THE ASHTRAYS ON THE PATIO FOR ANY LITTER
13. **CELLPHONES:**
 - PLEASE SWITCH YOUR CELLPHONE OFF
 - NO CELL PHONE CONVERSATIONS ALLOWED IN THE BUILDING

We would like to use this opportunity to welcome you to this magnificent venue. Your happiness is our priority. Please enjoy this experience with us.