

## 2<sup>ND</sup> AFRICE INTERNATIONAL CONFERENCE

### IMPORTANT INFORMATION

Dear All,

The organizing team would like to warmly welcome you all to the 2<sup>nd</sup> AFRICE International conference. We are very happy with all of you for having submitted abstracts for paper presentation during the conference. As we look forward to congregate on the 18<sup>th</sup> and 19<sup>th</sup> June, 2015 at the University of Nairobi- Kenya Science Campus-Ngong Road, we would like each participant to note the following:

1. Punctuality should be observed by all especially on the arrival and registration day which starts at exactly 8am on Thursday 18<sup>th</sup>, June 2015
2. In the interest of every one, there is always traffic congestion along Ngong road, **so the earlier you arrive at the conference venue the better even it means at 6.30 am.**
3. For security reasons and check, each person would be expected to identify him/herself at the entrance to the Kenya Science campus. **Kindly carry along the letter of invitation that was sent to you.**
4. During the conference, adherence to the Conference program will be of great importance. We request each participant to cooperate in following the program as scheduled.
5. All presenters by now should have submitted their full papers. In addition each presenter should bring his/her presentation in power point. Kindly ensure your power point can work/compatible with the MS power point. Our ICT team will assist with this compliance.
6. Registration will be done at the venue for both those who have paid directly to the bank and those who have not. For those **who have made direct payment to the bank we kindly request you to bring along the original Banking slip** for confirmation with the scanned slip emailed earlier.
7. For those who have co-authored papers registration will be on individual basis and not paper basis. Each participant will pay full conference fee according to their category (Student of Faculty staff)
8. Participants who will not be presenting papers will pay the conference fee as per their letter of invitation.
9. Please remember AFRICE membership registration at \$50 will be done on site during the registration for the conference. We would appreciate as many of you to be registered as AFRICE members.
10. For purpose of our meals and refreshments, each participant will be issued with a meal card. Kindly note that nobody will be served meals without a meal card.
11. During breakaway sessions, all presenters will be allocated 15 minutes to present. All sessions have four presenters. After all presentations there will be 30 minutes for feedback and interactions. Session chairs are asked to ensure that time is strictly observed.
12. In the event you need any assistance during the conference, Kindly feel free to contact the organizing committee team

**We welcome you to the 2<sup>nd</sup> AFRICE conference and trust we shall all enjoy our time together**

**The 2<sup>nd</sup> AFRICE Organizing Team**