



CMD01 – Application to host an academic event at UCT (i.e. conference, congress, seminar, symposium, workshop)

Instructions

- All conferences held at UCT must be sponsored by a UCT department, faculty or unit and formally approved by Senate.
- Please submit the completed application form to:
Communication & Marketing Department, La Grotta, University of Cape Town,
Attention: Mr. Campbell Lyons
Telephone: (021) 650 3730. Fax: (021) 650 5628
- **For publishing a conference on the UCT website:**
Please complete section C below if you want your conference website to be listed on the UCT conference page once it has been approved.
- **For health and safety requirements:**
Please discuss the details of your conference and your safety and protection requirements with Mr. Michael Langley, Health and Safety Manager, at least two months prior to the date of the function to allow for decision-making and effective resource management:
Telephone: (021) 650 3552. E-mail: Michael.Langley@uct.ac.za
- **For faculty-based seminars and workshops:**
Please complete numbers 1 to 4, 7, 8, 11, 12, 15 to 17.

PLEASE NOTE: An additional application form is submitted for the preferred dates if UCT accommodation is not required. Only one event will ultimately be held.

A. Details of proposed conference

1. Full title of conference	Debian Developers Conference 2016				
2. Dates (inclusive)	From:	6 July 2016 (flexible, to fit in vac)	To:	16 July 2016 (flexible, to fit in vac)	
Approximate starting and closing times each day		Start:	07:00	Close:	22:00
3. Details of permanent staff member responsible for the conference and to whom enquiries should be sent:					
Name:	Graham Inggs		Department:	EBE Faculty	
Tel:	021-650-4438		E-mail:	graham.inggs@uct.ac.za	
4. Number of persons likely to attend	300				
5. UCT does not have in-house caterers. Do you intend using caterers for lunches, teas, etc.?				Yes	<input checked="" type="checkbox"/>
				No	<input type="checkbox"/>
Note: For advice on catering contact Mr. Campbell Lyons:		Tel: (021) 650 3730. E-mail: campbell.lyons@uct.ac.za			
6. Will UCT Residence accommodation be required?				Yes	<input checked="" type="checkbox"/>
				No	<input type="checkbox"/>
Note: Residence accommodation is not available during term time or short vacations.					
If YES, please contact either of the following people to check availability:					
Mr. Peter Coode, Manager: Commercial Enterprises, Student Housing			Tel: (021) 650 1049. E-mail: peter.coode@uct.ac.za		
Ms. Andiswa Miza, Senior Co-ordinator, Vacation Accommodation			Tel: (021) 650 1050. E-mail: andiswa.miza@uct.ac.za		
7. What space will be required for the conference, e.g. lecture theatres, seminar rooms, reception area, etc.?					



Venue requirements:

- Available for 10-14 days;
- 300 pax capacity of plenary room; (Considering Leslie Social 2A for first and last day only)
- Two rooms capable of seating 150 - 200pax, and 100-150pax, respectively; (Considering Snape Lecture theatres, or ChemEng and/or NEB Seminar rooms)
- Several smaller rooms for groups of 8-20 people (Considering meeting rooms in NEB, or alternatively Leslie Social rooms)
- Workspaces with tables, chairs, plugpoints to accommodate a total of 100-150 people with laptops (probably 30 - 50 per room); (Considering the open spaces in NEB or Leslie Social)

8. Will exhibition space be required? Yes No

If **YES**, and you are aiming to host this exhibition outside of your venue, please ensure that the separate space is booked.

Note: All space requirements listed in 7. and 8. above must be provisionally booked with the UCT Planning Unit and confirmed after approval of this application has been obtained. Tel: (021) 650 3378

9. No decorating of venues is allowed without prior approval of the University Maintenance Engineer.

10. UCT is not responsible for the security of exhibition material or equipment displayed in connection with the hiring of its venues.

11. Please specify any Internet/bandwidth requirements and attach confirmation from ICTS that they are able to supply this.

To be confirmed, 20Mbps unshaped. We can provide our own WiFi but will require upload connectivity.

Please contact Mr. Sakkie Janse van Rensburg, Executive Director, ICTS, to obtain confirmation.

Tel: (021) 650 4079
 E-mail: sakkie.jansevanrensburg@uct.ac.za

12. Will parking facilities be required? Yes No

If **YES**, please contact the Chief Traffic Officer to make arrangements and specify any VIP parking requirements.

Tel: (021) 650 3314, or (021) 650 3121

Note:

- Traffic support required after 16h00 will incur a cost to the event organisers.
- Permits for **casual parking** may be obtained at the Visitor's Reception and Information Centre.

13. Will the University be involved in any expenditure for e.g. receptions or general entertainment for participants? Yes No

If **YES**, please give details and estimates of costs involved:

Unless UCT chooses to host research-specific events

14. Name and designation of main speaker(s):

i.	to be determined. The bid discussion is summarized and regularly updated here:
ii.	https://wiki.debconf.org/wiki/DebConf16/Bids/Cape_Town
iii.	
Topic of main address/lecture:	to be determined, relating to free/open software development and its support community



DebConf is the Debian Project's developer conference. In addition to a full schedule of technical, social and policy talks, DebConf provides an opportunity for developers, contributors and other interested people to meet in person and work together more closely. It has taken place annually since 2000 in locations as varied as Canada, Finland and Mexico. Previous Debian Conferences have featured speakers from around the world. They have also been extremely beneficial for developing key Debian software components, including the new Debian Installer, and for improving Debian's internationalization.

15. Heads of department and conference organisers are reminded that invitations to members of the Cabinet or Provincial Cabinet must be issued by the Vice-Chancellor personally.

Please contact the Director: Office of the Vice-Chancellor, Mr. Royston Pillay to make these arrangements.

Tel: (021) 650 2104

16. Names and titles of any members of Parliament or distinguished guests invited to attend the conference.

i.	to be confirmed, unlikely to have any.
ii.	
iii.	

17. Protocol for VIP guests.

Please indicate the names of VIP guests for which protocol will apply. Please contact Ms. Colleen Jeftha to verify information or to make protocol arrangements.

Tel: (021) 650 5160

E-mail: colleen.jeftha@uct.ac.za

18. Is the proposed conference a UCT event, or are UCT facilities to be used by an external organization?

UCT

Outside

If external organization, please give full name, address and telephone number(s) of that body:

Not sure, may be a partnership, can be a UCT event if UCT chooses to partner.

B. Request for approval

	Name (print or type)	Signature	Contact number	Date
Applicant	GRAHAM INGGS		021-650-4438	2014-11-05
Recommended by Head of Department	B.D. DOWNING		X 2978	5/11/2014
Approved by Deputy Vice-Chancellor on behalf of Senate	FW Petersen		X2171	12/11/14

C. Request to publish a conference on the UCT website

If you would like the details of your conference published on the UCT website once it has been approved, please complete the section below.

Title of conference	DebConf16 – Cape Town
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Date	July 2016
Venue	New Engineering Building / Leslie Social Sciences (To be confirmed)
URL of conference site	http://debconf.org (more specific one to be confirmed, but it will also be listed on this site)
Contact name	Graham Inggs
Contact e-mail	graham.inggs@uct.ac.za
Tel no:	021-650-4438
Fax no:	
Postal address:	