



FULL DAY CONFERENCE PACKAGE

BALLROOM

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R740.00 per delegate, including VAT | minimum 250 delegates



Package Includes:

- One plenary room venue hire, excluding catering area
- Registration station
- Arrival coffee, tea and refreshments
- Mid-morning coffee, tea and refreshments
- Standing buffet organic lunch
- Mid-afternoon coffee, tea and refreshments
- Jugs of water, mints and environmentally-friendly stationery
- Security guard for plenary venue

Standard equipment in plenary venue Includes:

- Presentation slide changer
- Two data projector, switcher and splitter
- Event lighting: 12 x RGW LEDs
- Flipchart and markers/pens
- LCD lectern
- PA system: one lectern microphone and media player
- Two multi-skilled technicians
- Infrastructure with plug points for telephone, data and additional AV connections
- Motorised blackout screens (depending on allocation of venue)
- One schoolroom or cinema-style set-up per day, depending on venue
- Parking
- Basic Wi-Fi internet service
- Medic

Access to allocated venues is from 06h00 to 17h00, inclusive of build-up and breakdown.

The following menu selections apply to all the packages above. The Half-day Conference Package excludes afternoon refreshments.

ARRIVAL REFRESHMENTS

Choose one item per group, per refreshment break:

GROUP A

- Mini muesli and yoghurt shots
- Freshly baked assorted muffins
- Assorted Danish pastries
- Spinach scones topped with caramelised onion and Camembert
- Date and coconut balls

GROUP B

- Fresh whole fruit
- Mini chicken sausage and egg buns
- Smoked trout and chunky cottage cheese open sandwich with fennel and capers
- Chorizo, cheese and parsley quiches
- Croissants filled with seared beef, homemade pickled cucumber and creamed mustard

MID-MORNING REFRESHMENTS

Choose one item per group, per refreshment break:

GROUP A

- Selection of closed and open sandwiches
- Cookie jars and biscuit selection
- Pumpkin seed and cranberry crunchies
- Bruschetta topped with hummus, roasted vine tomatoes and parsley pesto
- Salted pretzels with pastrami, horseradish and marinated tomatoes

GROUP B

- Lamb kofta served with tzatziki in shot glasses
- Jalapeño cheese rissoles
- Spicy duck pancakes with salad of carrot, spring onion and peanuts
- Vietnamese lettuce wraps with sweet and sour chicken
- Mushroom tartlets with pesto aioli



MID-AFTERNOON REFRESHMENTS (ONLY APPLICABLE TO FULL-DAY CONFERENCE PACKAGES)

Choose one item per group, per refreshment break:

GROUP A

- Mini health bars
- Fresh fruit
- Chocolate macarons with chocolate mousse shots
- Spinach and feta phyllo parcels
- Chocolate brownies

GROUP B

- Crumbed beef frikkadels with chutney
- Tiramisu-style biscuits and a layer of mocha biscuits with mascarpone/honey mousse
- Classic custard slices
- Mini bobotie tartlets
- Butter bean and roti wraps with tomato chutney

FINGER FORK LUNCH OPTIONS

Starters | choose five items per day

- Chicken nicoise salad with rocket
- Thai beef sirloin salad with pickled cucumber, lime and basil dressing, mint and bean sprouts
- Peruvian botifarra with chicken pastrami, iceberg lettuce, marinated white onion and English mustard mayonnaise on mini brioche bun
- Tomato salad with braised leeks, kalamata olives with parsley and haricot blanc vinaigrette
- Chilli and garlic wilted baby bok choy, with black pepper plum dressing, toasted peanuts and sour dough croutons
- Tandoori chicken sosaties with pimento, red onion, leek with chilli and minted yoghurt
- Homemade tortilla crisps with guacamole, hummus, sundried tomato and cream cheese
- Prawn and Marie Rose sauce with salad verrines with iceberg lettuce and red onion
- Pickled barley tabbouleh with mint, apple, capers, plum tomato and cucumber
- Butternut and roasted white onion with feta, green beans, butter lettuce and mustard vinaigrette
- Garlic miso chicken drumsticks
- Spicy fried pastrami Caesar salads with rustic croutons
- Vegetable tempura skewers with chilli mayonnaise, soy and jalapeño dressing
- Homemade tortilla crisps with brinjal dip, hummus and tzatziki
- Chicken samosas with raiata
- Chicken schnitzel salad with roast beetroot, peppadew and mustard coleslaw
- Coronation chicken, coriander, apricot mayonnaise on rosemary loaf
- Marinated tomato and mint salad with buttermilk dressing
- Chilli and garlic wilted bok choy, with black pepper plum dressing and toasted peanuts
- Pineapple BBQ chicken sosaties with corn salsa
- Shrimp on toast with sesame crust and sweet ginger dressing
- Tex-Mex beef steak sandwich with spicy beef, BBQ mayonnaise, pickled onion, iceberg lettuce and plum tomato
- Tuscan bread salad with rustic sourdough croutons, macerated red onion, plum tomato, kalamata olives, parsley and classic vinaigrette

- Tomato and buffalo mozzarella verrines with basil, tomato, garlic and olives
- Smoked beef salad bowls with baby leaves, rocket, Parmesan shavings and coriander pesto
- Roast mushroom verrine with basil and shaved pecorino
- Greek salad bowls
- Smoked ostrich carpaccio with mustard mayonnaise, rocket and Parmesan
- Chicken pastrami, capers, Parmesan and pickled mushroom on Cape seed buns
- Grilled chicken wraps with brie and sweet chilli

Mains | choose five items per day

- Homemade fish frikkadels with smoked mayonnaise and lemons
- Buttermilk chicken medallions, blue cheese, chilli sauce and popcorn powder
- Pepper steak pies with mushroom mayonnaise
- Camembert and fig spring rolls
- Vegetable samoosas with curried ranch dressing
- Cocktail tempura hake with chilli mayonnaise
- Chicken rissoles with cilantro dressing
- Cumin BBQ braised lamb skewers with cilantro
- Potato and lentil masala taquitos with garlic and lime raiata
- Hake tempura with Asian coleslaw and Thai vinaigrette
- Slow cooked corned beef with pickled cabbage and mustard gravy
- Double cheese, olive and bolognaise pizza rolls
- Sweet and sour grilled brinjal with feta
- Crispy spanakopita
- Creamy truffle mushroom bombs
- Panko prawns with rustic sweet piquanté pepper salsa
- Italian meatballs with tomato, basil and mozzarella
- Braised boneless beef short rib, pearl onions and red wine jus
- Sweet and sour stir fried vegetables in crispy taquitos
- Oven baked sweet potato wedges with spring onion, cumin and smoked paprika
- Chicken skewers, lemon butter sauce and peri-peri
- Ostrich bobotie tartlets with fruit chutney
- Mini vegetable curry vetkoek with tomato chutney
- Chicken dumplings
- Chicken sosaties with pimento, red onion and leek, with chilli and minted yoghurt
- Cape Malay spiced lamb skewers, mint vinaigrette and braised pearl onions
- Southern fried chicken drumsticks
- Barbecue sirloin sosaties
- Fish and chip cones with tartare sauce
- Hake, onion and lemon croquettes with garlic and chilli mayonnaise

Desserts | choose four items per day

- Chocolate mousse cake
- Paradiso cake

- Cocktail religieuse
- Lemon meringue tart
- Red velvet cake
- Strawberry tart
- Pecan tart
- Chocolate profiteroles
- Seasonal fruit tart
- Cupcake
- Chocolate truffle
- Mocha baked cheesecake
- Chocolate opera
- Vanilla cheesecake
- Lime-macerated fruit skewers
- Koeksisters
- Banana cheesecake with cocoa crumble
- Chocolate and vanilla lamingtons
- Coffee meringue
- Passionfruit and coconut cream with pineapple salsa
- Black Forest cupcakes
- Apple crumble with cinnamon Chantilly
- Blueberry and vanilla cake verrine
- Mini carrot cakes
- Malva pudding espresso cups with crème anglaise
- Whole fruit bowls
- Sliced fruit platter
- Seasonal fruit salad



Dietary requirements can be discussed with sales or event executives.
 Dairy Free = df, Gluten Free = gf, Nut Free = nf, Seafood/Crustacean Free = sf,
 Vegan = ve, Vegetarian = v



Although every precaution is taken to ensure that menu items are allergen free, certain items may still contain traces of allergy-causing ingredients as they are prepared in facilities that also process milk products, egg products, products containing gluten, fish, crustacean, soybean, sesame seeds and nuts.

Please note that the CTICC kitchen is halaal-certified. Surcharges apply for strictly kosher meals.



- The Meeting Suite Package for 1-30 delegates
- The Meeting Room Conference Package for 30-250 delegates
- Ballroom Conference Package for more than 250 delegates

If numbers drop below minimum, clients may no longer qualify for the Day Conference Packages

The cost of Day Conference Packages Includes VAT.

Audio-visual (AV)

The CTICC endeavours to provide world-class service and to do so needs to rely on first-class service providers who can meet expectations.

A single AV service provider has been appointed to deliver all package-included AV services (for the package venue) or AV for Auditoria when hired with AV. The package service provider will assist with customising the package venue AV with any changes or additions to the package venue.

The CTICC has appointed two excellent and experienced preferred AV suppliers who will assist with AV services for any other venues booked for an event. Both preferred service providers can provide creative and competitive options for AV services for other venues.

Build-up and breakdown

- Time allocated to a package is inclusive of build-up and breakdown.
- If your function exceeds the time of hire, an additional fee applies to cover the cost of venue hire and staff (overtime) wages. This cost depends on the additional time required. You will be advised upon submission of your final requirements.
- It is the event organiser's responsibility to ensure that all attendees have vacated the hired area at the agreed times. Should you require additional time for build-up or breakdown purposes, please contact the CTICC for a booking.
- A detailed list of contractors and suppliers in your service, or acting on your behalf, will be required closer to the time of the function.
- A detailed inventory and description of all items brought on to the premises must be submitted and validated by orders or invoices from suppliers. This includes AV equipment, décor, branding, staging and linen.

A detailed programme, VIP guest list and special dietary requirements are required at least 10 working days before a function.

Final numbers

Final numbers must be confirmed in writing seven days before a function. The CTICC will cater and charge accordingly. In the event of the hired area being booked for a specific number of persons, this number may not be exceeded without prior written consent. A minimum of 90% of the total capacity of the plenary venue will be charged.

Vacating the venue

Equipment, décor or structures belonging to the client or his/her suppliers and contractors must be removed within the time allocated, unless otherwise agreed to by the CTICC.

Venue capacity

Maximum capacities of hired areas are subject to change and dependent on equipment and décor requirements. The CTICC reserves the right to change the name and location of the designated function room should the anticipated number of guests be reduced or increased by the client.

Venue turnaround

All venues are provided with one selected set-up per day. Additional seating turnaround during a conference day will incur costs. These costs are provided once conference details have been finalised.

Need to know

- Final room allocation is at the discretion of the CTICC and subject to change. A minimum of 75% of maximum delegate capacity for the plenary venue will be charged
- If numbers drop below minimum numbers listed, the client may no longer qualify for a Day Conference Package
- Day Conference Packages are not discountable by excluding any item
- Venue hire, equipment and services specified apply to the plenary venue only; break-out rooms are quoted on a venue hire and itemised selection basis
- Reservations for Day Conference Packages can only be confirmed six months prior to function date
- Venues and space for refreshment breaks and lunches are allocated at the discretion of the CTICC
- Jugs of water and mints are refreshed up to three times a day during breaks, based on package selection
- The CTICC pays 10% commission on itemised venue rental; no commission is offered on food, beverages or other services. Exclusive of VAT, this commission is paid to professional conference organisers (PCOs), destination management companies and event organising companies. Should the CTICC contract not be signed by the organiser, the contract signatory must confirm in writing that commission is to be paid to the PCO.