

DAY CONFERENCE PACKAGES

FULL-DAY CONFERENCE PACKAGE

BALLROOM

MINIMUM OF 250 DELEGATES

PACKAGE INCLUDES:

- One plenary room venue hire, excluding catering area
- Registration station
- Arrival filter coffee, tea and refreshments
- Mid-morning filter coffee, tea and refreshments
- Standing buffet lunch
- Mid-afternoon filter coffee, tea and refreshments
- Mineral water (bottled in-house), mints and environmentally-friendly stationery
- Access to on-site medic (ILS) Medic services apply only to events with 130 or more attendees. Events with fewer than 130 attendees will be charged an event medic fee of R245.00 per hour
- Parking
- Security (provided for a maximum of 100 attendees in accordance with the Safety at Sports and Recreational Events Act, Act 2 of 2010 (SASREA). Any additional attendees beyond this number will require extra security personnel, calculated at one security officer per 100 attendees.)

STANDARD EQUIPMENT IN THE PLENARY VENUE INCLUDES:

- Presentation slide changer
- Two data projectors, switchers and splitters
- Event lighting: 12 x RGBW 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 the allocation of venue)
- One schoolroom or cinema-style set-up per day, depending on the venue
- Basic Wi-Fi internet service

Access to allocated venues is from 06:00 to 17:00, inclusive of build-up and breakdown.
(cleaning and safety are not included in packages)

**Reservations for Day Conference Packages can only be confirmed six months before the function date.*



HALF-DAY CONFERENCE PACKAGE

BALLROOM

MINIMUM OF 250 GUESTS

PACKAGE INCLUDES:

- One plenary room venue hire, excluding catering area
- Registration station
- Arrival filter coffee, tea and refreshments
- Mid-morning filter coffee, tea and refreshments
- Standing buffet lunch
- Mid-afternoon filter coffee, tea and refreshments
- Mineral water (bottled in-house), mints and environmentally-friendly stationery
- Access to on-site medic (ILS) Medic services apply only to events with 130 or more attendees. Events with fewer than 130 attendees will be charged an event medic fee of R245.00 per hour
- Parking
- Security (provided for a maximum of 100 attendees in accordance with the Safety at Sports and Recreational Events Act, Act 2 of 2010 (SASREA). Any additional attendees beyond this number will require extra security personnel, calculated at one security officer per 100 attendees.)

STANDARD EQUIPMENT IN THE PLENARY VENUE INCLUDES:

- Presentation slide changer
- Two data projectors, switchers and splitters
- Event lighting: 12 x RGBW 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 the allocation of venue)
- One schoolroom or cinema-style set-up per day, depending on the venue
- Basic Wi-Fi internet service

Access to allocated venues is from 06:00 to 14:00, inclusive of build-up and breakdown. (cleaning and safety are not included in packages)

**Reservations for Day Conference Packages can only be confirmed six months before the function date.*



FULL-DAY BUSINESS CONFERENCE PACKAGE

MEETING ROOMS

MINIMUM 30 AND MAXIMUM OF 250 DELEGATES

PACKAGE INCLUDES:

- One plenary room venue hire, including catering venue at CTICC's discretion
- Registration station
- Arrival filter coffee, tea and refreshments
- Mid-morning filter coffee, tea and refreshments
- Standing buffet lunch
- Mid-afternoon filter coffee, tea and refreshments
- Mineral water (bottled in-house), mints and environmentally-friendly stationery
- Access to on-site medic (ILS) (Medic services apply only to events with 130 or more attendees. Events with fewer than 130 attendees will be charged an event medic fee of R245.00 per hour)
- Parking
- Security (provided for a maximum of 100 attendees in accordance with the Safety at Sports and Recreational Events Act, Act 2 of 2010 (SASREA). Any additional attendees beyond this number will require extra security personnel, calculated at one security officer per 100 attendees.)

LUNCH VENUES:

- Groups fewer than 80 delegates: lunch available on the landing area
- Groups more than 80 delegates: enquire from sales executives regarding appropriate venues

STANDARD EQUIPMENT IN THE PLENARY VENUE INCLUDES:

- Screen (availability subject to standard seating configuration of allocated venue)
- Laser pointer
- Data projector
- Flipchart and markers/pens
- LCD lectern
- PA system with two tabletop microphones and one lectern microphone (excluding wireless microphone)
- On-call multi-skilled technician
- Infrastructure with plug points for telephone, data and additional AV connections
- Motorised blackout screens

- One schoolroom or cinema-style set-up per day
- Basic Wi-Fi internet service

Access to allocated venues is from 06:00 to 17:00, inclusive of build-up and breakdown (cleaning and safety are not included in package.)

**Reservations for Day Conference Packages can only be confirmed six month before the function date.*



HALF-DAY BUSINESS CONFERENCE PACKAGE

MEETING ROOMS

MINIMUM 30 AND MAXIMUM OF 250 DELEGATES

PACKAGE INCLUDES:

- One plenary room venue hire, including catering, venue at CTICC's discretion
- Registration station
- Arrival filter coffee, tea and refreshments
- Mid-morning filter coffee, tea and refreshments
- Standing organic buffet lunch
- Mineral water (bottled in-house), mints and environmentally-friendly stationery
- Access to on-site medic (ILS) (Medic services apply only to events with 130 or more attendees. Events with fewer than 130 attendees will be charged an event medic fee of R245.00 per hour)
- Parking
- Security (provided for a maximum of 100 attendees in accordance with the Safety at Sports and Recreational Events Act, Act 2 of 2010 (SASREA). Any additional attendees beyond this number will require extra security personnel, calculated at one security officer per 100 attendees.)

LUNCH VENUES:

- Groups fewer than 80 delegates: lunch available on the landing area
- Groups more than 80 delegates: enquire from sales executives regarding appropriate venues

STANDARD EQUIPMENT IN THE PLENARY VENUE INCLUDES:

- Screen (availability subject to standard seating configuration of allocated venue)
- Laser pointer
- Data projector
- Flipchart and markers/pens
- LCD lectern
- PA system with two tabletop microphones and one lectern microphone (excluding wireless microphone)
- On-call multi-skilled technician
- Infrastructure with plug points for telephone, data and additional AV connections
- Motorised blackout screens
- One schoolroom or cinema-style set-up per day
- Basic Wi-Fi internet service

Access to allocated venues is from 06:00 to 14:00, inclusive of build-up and breakdown.
(cleaning and safety are not included in packages)

**Reservations for Day Conference Packages can only be confirmed six months before the function date.*



SMALL MEETING CONFERENCE PACKAGE

MAXIMUM OF 30 DELEGATES

PACKAGE INCLUDES:

- One smaller meeting venue
- Arrival filter coffee, tea and biscuits
- Mid-morning filter coffee, tea and muffins
- Two-course chef's choice lunch
- Mineral water (bottled in-house), mints and environmentally-friendly stationery
- Parking
- Basic Wi-Fi internet service
- Catering space at the discretion of the CTICC

Access to allocated venues is from 06:00 to 17:00, inclusive of build-up and breakdown.

(cleaning and safety are not included in packages)

**Reservations for Day Conference Packages can only be confirmed six months before the function date.*

BREAKFAST PACKAGE

SERVED 06:00 TO 11:00

PACKAGE INCLUDES THE FOLLOWING:

- Welcome filter coffee and tea
- Jug of juice and mineral water per table
- Registration station
- Plated or buffet breakfast
- Medic (ILS) (services apply only to events with 250 or more attendees. Events with fewer than 250 attendees will be charged an event medic fee of R245.00 per hour)
- Parking
- Security (provided for a maximum of 100 attendees in accordance with the Safety at Sports and Recreational Events Act, Act 2 of 2010 (SASREA). Any additional attendees beyond this number will require extra security personnel, calculated at one security officer per 100 attendees.)



STANDARD EQUIPMENT IN THE PLENARY VENUE INCLUDES:

- Screen (availability subject to standard seating configuration of allocated venue)
- Laser pointer
- Data projector
- Flipchart and markers/pens
- LCD lectern
- PA system with two tabletop microphones and one lectern microphone (excluding wireless microphone)
- On-call multi-skilled technician
- Infrastructure with plug points for telephone, data and additional AV connections
- Motorised blackout screens
- One banquet-style set-up per day
- Basic Wi-Fi internet service

Access to allocated venues is from 06:00 to 12:00, inclusive of build-up and breakdown

BREAKFAST SET MENU OPTION

ON THE TABLE

(served platter-style on each guest table)

- Bakery basket containing muffins, croissants, and Danish pastries
- Marmalade, butter, honey, and jam
- Seasonal sliced fruit platter
- South African cheese plate
- Selection of cured sliced meats, pickles, mustards

PLATED HOT BREAKFAST

(Please select one menu item from the list below as the plated hot item to be served after the cold items have been consumed)

- Scrambled eggs with chives, crispy hash brown potato, grilled tomato, mushrooms, beef sausage and chicken sausage
- Poached egg with potato and macon hash, wilted spinach, cheese sauce, tomato confit, beef sausage and rocket
- Eggs Benedict (toasted English muffin, macon, poached eggs, covered in deliciously tangy cheese sauce) with grilled tomato and sautéed mushrooms
- Eggs Royale (toasted English muffin, sautéed spinach, smoked trout, poached eggs, covered in deliciously tangy cheese sauce) with grilled tomato and sautéed mushrooms **(R50 surcharge per person if the smoked trout dish is chosen)**

BREAKFAST BUFFET MENU OPTION

COLD BUFFET

- Sliced seasonal fruit
- Double Greek yoghurt and assorted fruit coulis
- Dried fruit compote
- Grilled cheese and tomato wrap
- Selection of three cereals and muesli served with hot and cold milk
- Selection of croissants, Danish pastries and mini muffins
- Toast station with white, brown and rye bread topped with marmalade, honey, maple syrup and fruit preserves
- Selection of cured sliced meats, pickles, and mustards
- Peppered mackerel and smoked trout with cream cheese, capers and red onion
- South African cheese selection with cottage cheese and preserves

HOT BUFFET

- Scrambled eggs with chives
- Macon fry-up, with onion and peppers
- Baked beans in tomato sauce
- Sautéed mushrooms with fresh herbs
- Roasted plum tomatoes with basil pesto
- Grilled lamb sausages
- Hash brown potatoes
- Grilled chicken sausages
- Eggs florentine



BANQUET PACKAGE

With a passion for fine dining and a commitment to creating exceptional experiences, the CTICC offers a range of innovative banqueting package designed for anyone with a taste for the finer things in life. Celebrate a special occasion in the Ballroom, in the intimate Roof Terrace Room, or in Halls 5 – 10 of CTICC 2

- The Ballroom offers 1 876 m² of subdivisible space and is a special day-time or night-time venue, with a cityscape backdrop.
- The Roof Terrace Room is designed to maximise natural light, offering an open-air terrace, reception foyer and seamless flexibility.
- Hall 10, overlooking Table Bay Harbour and boasting acoustic kites, combines practicality with grandeur.

All venues are manned by world-class chefs. An extensive three-course menu is delivered to guests by the CTICC's experienced service team. Please Note: Dancing is not permitted in Halls 8 – 10 in CTICC 2. The inclusions of the banquet package is only applicable for 6 hrs during the live event only.

Beverages included in the package

- 1 x bottle of house red wine per table of 10
- 1 x bottle of house white wine per table of 10
- 1 x bottle of still water per table of 10

Audio-visual

- PA system with a lectern microphone
- 2 x cordless microphones
- Media player
- Screen and projector
- Basic lighting including LED floor fixtures for lighting up walls
- LCD lectern
- Multi-skilled technicians

Inclusions

- Medic services apply only to events with 110 or more attendees. Events with fewer than 110 attendees will be charged an event medic fee of R245.00 per hour.
- For groups of 1 000 or over, the client will need two medics (1 x Intermediate Life Support, and 1 x Basic Life Support medic)
- Parking
- Standard décor per table of 10

- Security (provided for a maximum of 100 attendees in accordance with the Safety at Sports and Recreational Events Act, Act 2 of 2010 (SASREA). Any additional attendees beyond this number will require extra security personnel, calculated at one security officer per 100 attendees.)

Excluded items

- Safety officer
- Cleaning services

Dietary requirements can be discussed with sales or event executives.

- Premium items carry a surcharge as shown.
- If you wish to upgrade the filter tea and coffee to speciality tea and coffee for your event package a surcharge of R15 per person will apply.



CONTACT

**CTICC 1:**

Convention Square, 1 Lower Long Street, Cape Town, 8001, South Africa
GPS co-ordinates: -33.915141°, 18.425657°

CTICC 2:

Corner of Heerengracht & Rua Bartholomeu Dias, Foreshore, Cape Town, 8001, South Africa
GPS co-ordinates: -33.91747°, 18.42908°



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Cape Town International Convention Centre



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we are a green conscious convention centre

