



INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF UGANDA

25TH ANNUAL SEMINAR

25 - 27 November 2020

IMPERIAL RESORT BEACH HOTEL, ENTEBBE & ONLINE VIA ZOOM

GUIDELINES FOR PARTICIPANTS

1. Conference Venue

The official functions will be live at Imperial Resort Beach Hotel, Entebbe and on the Zoom platform for the virtual participants.

Participants will be required to observe Covid-19 standard operating procedures at all times

2. Timekeeping

Participants will be provided with a programme; indicating timelines for the various activities. Please be punctual to avoid missing out on key activities. Please find attached the programme.

3. Check in and out for Physical Participants

The check in will be on Wednesday, 25 November 2020 starting at 7.00 am at the respective hotels.

Considering that participants will be leaving their homes very early to check in, morning tea/coffee/bites will be provided at Imperial Resort Beach Hotel from 7.00 - 8.30 am.

For the subsequent days, breakfast will be provided at the respective hotels.

Check-out will be on Saturday, 28 November 2020, by 10.00 a.m.

The accommodation package includes complimentary use of the health club facilities, excluding massage.

4. Meals and Drinks

Standard meals and drinks will be served as specified on the programme. Any extras, including room service, will be borne by the participant.

5. Name Tags

Each physical participant will receive a name tag in order to access the official venues and services. Please, carry your badge for both conference and meals.

6. Conference Pack

All participants, including the online with a conference pack, are requested to pick conference items from our offices at Plot 46 Bukoto Street - Kololo as follows:

	Date	Time
1.	Saturday 21 November 2020	9.00 am - 3.00 pm
2.	Monday, 23 November 2020	9.00 am - 4.00 pm
3.	Tuesday 24 November 2020	9.00 am - 4.00 pm

The items include a conference bag, an umbrella 2 masks, a sanitizer, a pen, a notebook and a CPA sticker. Participants will be required to sign for the conference items. In case, you send a representative, we shall need a written instruction to confirm the delegated authority.

Issuance of conference packs will resume on Monday, 30 November 2020 for those who would not have picked theirs.

You are also advised to mark and take care of your items since there is no provision for replacement of any lost items.

7. Dinners

Dinners for physical participants will be **provided daily starting from 6.30 pm and will end at 8.30 pm** at Imperial Resort Beach Hotel.

8. Dress Code

Day	Dress Codes
Day 1 (25 Nov 2020)	Formal
Day 2 (26 Nov 2020)	ICPAU Corporate Wear
Day 3 (27 Nov 2020)	Casual Smart

9. Leisure Activities

Due to the COVID-19 Standard Operating Procedures, there will be no group exercise. Participants are encouraged to engage in self-managed exercises.

10. Medical Camp

As part of the Institute's corporate social responsibility, there will be a free medical camp at the conference venue. The services will include Health Check-Up (height,

weight and BMI); Diabetes screening, Malaria and Hepatitis B Testing; HIV testing, First Aid Services and many others.

11. Extras

Telephone, e-mail, and drinks outside the standard meal times and places, are not covered in the Institute's package.

12. Security

For your safety, security at the 25th Annual Seminar has been enhanced. Participants are urged to cooperate with all security personnel.

Participants are strongly advised to park their vehicles in the gazetted areas and to put a **CPA Uganda sticker on them**.

13. General Administration

For any assistance, contact any of the following officers of ICPAU:

	Name	Telephone	Form of Assistance
1.	Godfrey Neema	0774 - 447541	General Information
2.	Angel Rodney Ekachellan	0781 - 341231	General Information/ Accomodation
3.	Paul N. Lungande	0772 - 648246/ 0703 - 875573	Accommodation

Thank you.

ICPAU Management

20 November 2020