



### Conference Logistics and Guidelines to Paper Presenters

1. ARUA member universities have come together to organize this biennial conference, but it is open to any researchers interested in the subject and who have their registration formally accepted in advance.
2. Member universities are sponsoring most participants from their universities, with support from the NRF in the case of South African universities, or UKRI and Clarivate Analytics in the case of others. ARUA is not paying *per diems* to any participants.
3. Participants are expected to register online at [www.arua.org.za](http://www.arua.org.za) under "News and Events" in order to be included in the list of participants.
4. Travelling participants are encouraged to reserve accommodation at recommended hotels as displayed on the ARUA website (where significant discounts have been negotiated) or at any hotels of their choice. The official conference hotel is **Safari Club Hotel**.
5. University of Nairobi is generously hosting the event and providing all the on-site logistical support. This includes lunch and snacks to all registered participants.
6. Travelling participants arriving at Jomo Kenyatta International Airport are encouraged to arrange for the hotel shuttle buses/cars before arrival. The Safari Club hotel will arrange pick-up from the airport at a rate of \$25 per person or \$60 per large groups of more than two persons. The number for the Safari Club Hotel is +254 20 2821000 or +254 722 208782 (Cell)
7. Participants are expected to make their way to the conference centre at University of Nairobi from the conference hotels, which are all within walking distance.
8. Participants will be provided with name tags and conference stationery starting from 8 am on Monday, 18<sup>th</sup> November 2019.
9. Buses will convey participants to the conference dinner at Safari Park Hotel at 6 pm on Tuesday, 20<sup>th</sup> November 2019 and then back to the conference hotels at the end of the dinner.
10. Available abstracts for papers to be presented have been shared in the Book of Abstracts. Full papers will be made available on the ARUA website.
11. Keynote Paper presenters have 30 minutes to do their presentation. At the end of the presentation, the Chair has 5 minutes to comment on the presentation. There will be no questions or comments from the audience.
12. Plenary Paper presenters have 20 minutes each to present their papers. At the end of the presentations, there will be 30 minutes of general discussion.
13. Presentations at the Parallel Sessions are to be done in 17 minutes. These will be followed with 40 minutes of general discussion.
14. All presentations are to be sent to [arua@ug.edu.gh](mailto:arua@ug.edu.gh) in order to be uploaded as soon as possible.
15. The conference organisers wish all participants a great conference experience and an enjoyable stay in Nairobi.