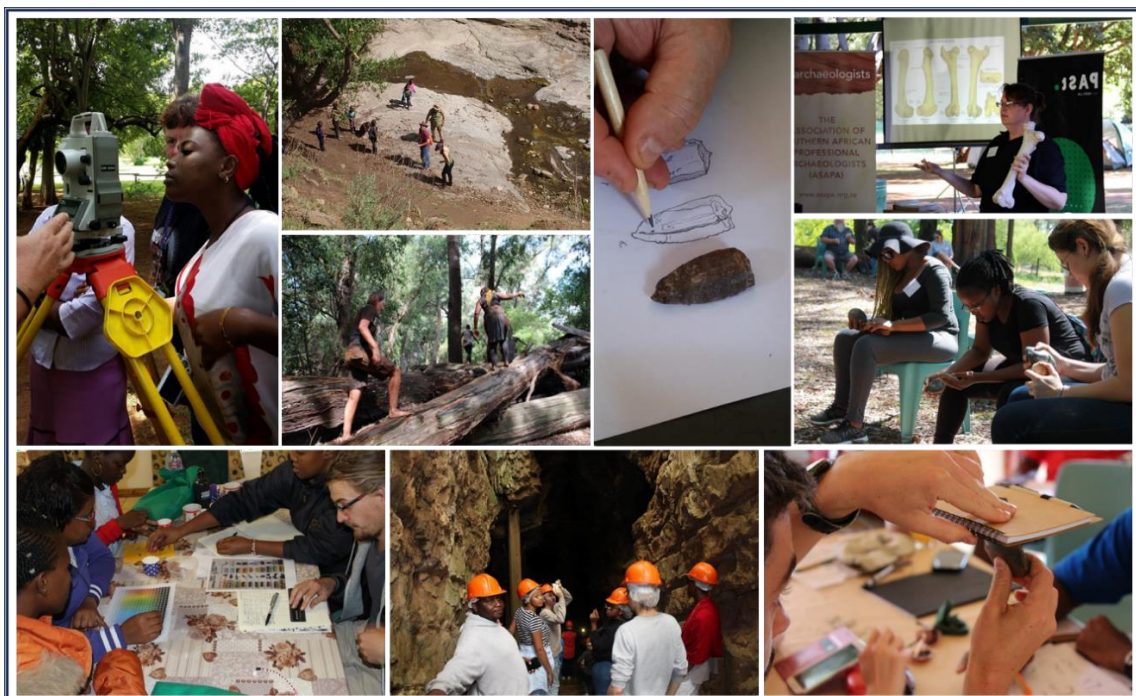


Southern African Archaeology Student Society

10th Annual

Student Development Workshop

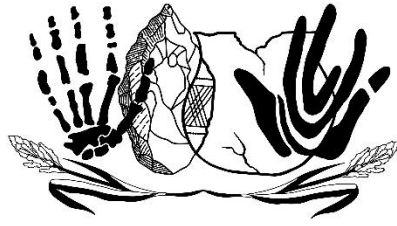
Fundamentals in the Field and Lab



*University of the Witwatersrand
9-13 December 2024*

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Welcome Letter

Over the past decade, the Student Development Workshop (SDW) has established itself as an invaluable stepping stone for aspiring archaeologists across the Southern African region. The workshop aims to bring together students from the SADC region to learn critical skills often overlooked in university settings, creating an engaging space where participants can prepare for diverse archaeological careers. The concept for the SDW was born in 2011 when Dr Tim Forssman and Dr Matt Lotter, then students, identified a significant gap in student-focused opportunities during an Association of Southern African Professional Archaeologists (ASAPA) conference. Recognising the need for career preparation and networking, they developed the SDW, held annually since 2013, thanks to generous funding from organisations such as PAST, GENUS, PGS Heritage, and ASAPA.

Through hands-on workshops, insightful discussions, and immersive activities, the SDW has introduced participants to the essential elements for success in archaeology and heritage careers. Beyond academic skill-building, attendees have benefited from unique opportunities to network with peers and mentors, fostering a supportive community of future researchers.

The Southern African Archaeology Student Society (SAASS) was founded to represent student needs. Acting as a supportive body, the SAASS Council facilitates skill development and provides a forum for students to voice concerns and explore solutions, strengthening the discipline. Our active social media presence, with over 3800 followers (an increase of nearly 1100 since last year), further connects students and professionals across the field.

The 10th Annual SDW will host 37 SAASS members and seven council members. We continue to invite a blend of leading experts and early career researchers to share their expertise on various topics, from fieldwork techniques and lab analyses to funding applications, academic publishing, and effective science communication. Our workshop also extends beyond archaeology-specific skills, promoting broader engagement through community initiatives that uplift the discipline.

We look forward to welcoming you to this year's SDW at the University of the Witwatersrand from 9–13 December 2024. Let's make it a week of growth, discovery, and collaboration!

Your sincerely,

Bacara Spruit
SAASS Chair

Funders and Sponsors



We extend our deepest gratitude to our generous funders and sponsors, whose support has made the 10th Annual Student Development Workshop possible. Our heartfelt thanks go to GENUS, PAST, IFAS, ArchSoc, CTS Heritage, the University of the Witwatersrand, Storequip, Maropeng, Iziko Museums, Ditsong Museums, the Origins Centre, RAZ Branding, Austrian Academy of Sciences, and the KwaZulu-Natal Museum.

Your invaluable contributions empower us to continue developing the next generation of archaeologists and heritage professionals. Thanks to your commitment, we can offer meaningful learning experiences, foster vital networks, and equip students with skills essential for their careers. We are incredibly grateful for your dedication to advancing archaeology and heritage in Southern Africa.



Council Contact Information

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Henry Nakale (SADC Rep)

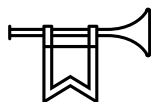
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Alexandra Pearson (Social Media)

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Workshop Overview

Airport Arrivals and Departures

Upon arrival at OR Tambo International Airport, students should proceed to the International



Arrivals area. Shantanise will meet participants there with a visible sign for identification. Her flight is scheduled to land at 11:50, and she is expected to be at the arrivals area between 12:15 and 12:30. Once all participants have gathered, they will be grouped and transported to the University of the Witwatersrand using Uber. Please ensure your phone is charged and keep an eye out for the sign to ensure a smooth meet-up.

OR Tambo International Airport offers free Wi-Fi for passengers. Upon arrival, you can connect to the airport's network to stay online. This can help contact Shantanise or update your location if needed. Look for the network named "Airports Free Wi-Fi" and follow the instructions to connect.

Departures will follow a similar process to arrivals. Students will be grouped and transported to OR Tambo International Airport using Uber. Those departing **early on Friday** and participating in the **Origins Tour** must ensure they are **fully packed and ready to leave immediately after the tour**. This will allow for a smooth transfer to the airport without delays.

Arrival and Departure at Rosebank or Midrand

Upon arrival at either Midrand or Rosebank, one of the SAASC council members will be there to collect participants. If possible, please stay in contact with us throughout the process to ensure smooth coordination and address any potential issues. You can reach out via phone or message us if needed. The council member will assist you with the next steps, ensuring you are safely transported to the University of the Witwatersrand.

Registration Process

Registration for the workshop will take place at the **Origins Centre** on **9 December 2024** from **14:00 to 14:50**.

- Please refer to the attached map for campus directions.
- All participants must register during this time to confirm attendance and collect workshop materials.
- Note: Late registrations cannot be accommodated, so please plan your arrival accordingly.

Parking Information

Parking for workshop attendees has been organised by the council, with three options available:

- Origins Centre Parking: Located near the venue.
- Residence parking: Located near David Webster Residence.
- Third-Year Parking – A short walk from the venue (Wit's students with valid parking permit)

Parking Code:

A parking code is required to access the Origins Centre Parking. This code will be sent to all relevant participants before the event. For questions or assistance, contact us at officialsaasc@gmail.com.

Note: For the duration of the workshop, you will be responsible for arriving at the designated venues on time. Please see map for details on how to navigate to each venue.

Electricity and Plug Adapters

South Africa uses Type M and Type D plugs (Fig. 1), with Type M being the most common. These plugs feature three round pins in a triangular configuration. The standard voltage is 230V, and the frequency is 50Hz, compatible with most European and Asian devices with proper adapters. Travellers should note that South Africa experiences scheduled power outages, known as load shedding, due to energy supply constraints. It is advisable to carry a power bank and check load-shedding schedules if planning extended stays. Universal adapters and surge protectors can ensure safe use of electronic devices.

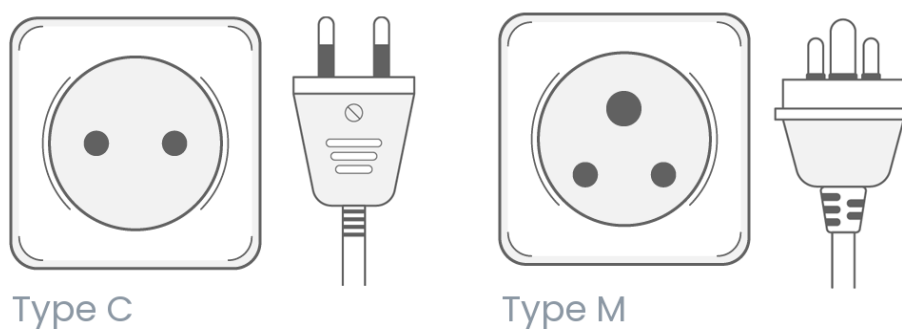


Figure 1: Plug types used in South Africa

Time	Monday (9 Dec)	Tuesday (10 Dec)	Wednesday (11 Dec)	Thursday (12 Dec)	Friday (13 Dec)
8:30-9:30	Arrivals from 13:00 to 14:30	Excavation Techniques: how to set up a grid, spits and drawing with Abenicia Henderson <i>Experimental field</i>	Rock Art Recording and Archiving with Frances Munro and Prof. David Pearce <i>RARI</i>	Geoarchaeology in the lab and the field with Dr Peter Morrissey <i>Arcl. Lecture Theatre</i>	Brief closing of the event <i>Arcl. Lecture Theatre</i>
9:30-10:30				Building your Brand with Dr Keneiloe Molopyane <i>Arcl. Lecture Theatre</i>	Optional: excursion to Origins Centre
10:30-11:00		Tea	Tea	Tea	
11:00-12:00		Excavation Techniques: how to set up a grid, spits and drawing con. <i>Experimental field</i>	Safety in the field: best practices and basic wilderness first with Chisai Brincat <i>Arcl. Lecture Theatre</i>	Introduction to Archaeobotanical Applications with Dr Malebogo Mvimi <i>GAES lab</i>	Departures from 12:00
12:00-13:00				Lunch	
13:00-14:00		Approaches to Experimental Archaeology with Prof. Justin Bradfield <i>GAES Lab</i>	Progress in the usage of Geospatial Technology in Archaeology and Cultural Heritage in South Africa with Prof. Paida Mhangara <i>Arcl. Lecture Theatre</i>	Blitz Presentations <i>Arcl. Lecture Theatre</i>	
14:00-14:50					
15:00-15:10		Science Communication: expanding perspectives with Dr Meghan Judge <i>Arcl. Lecture Theatre</i>	The Art of Talking at People: A Guide to Academic Presentations and Posters with Kelita Shadrach <i>Arcl. Lecture Theatre</i>	Rapid Roundtables <i>Arcl. Lecture Theatre</i>	
15:10-15:50	Welcome and orientation				
16:00-16:50	Ice breakers	Movie Night <i>David Webster</i>	Award Evening		
17:00-17:30	Cocktail evening <i>Bernard Price Building</i>			Free time	
17:30-19:00		Games Night <i>David Webster</i>			
19:00 to late	Dinner	Dinner			



 These sessions will run on both Tuesday and Wednesday. Participants will be split into group A and B.

Meet your Presenters



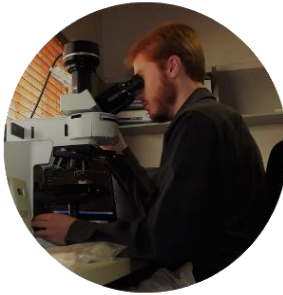
Abenicia Henderson

McGregor Museum
Excavation Practical



Chisai Brincat

Freelance Wilderness Specialist
Safety in the Field



Justin Bradfield

University of Johannesburg
Approaches to Experimental
Archaeology



Kelita Shadrach

Sol Plaatje University
University of the Witwatersrand
The Art of Talking at People: A Guide to
Academic Presentations and Posters



Keneiloe Molopyane

University of the Witwatersrand
Building your Brand



Malebogo Mvimi

University of the Witwatersrand
Archaeobotany: An Introduction
and Exploration



Matt Lotter

University of the Witwatersrand
Creating Figures for Publication



Meghan Judge

Origins Centre
University of the Witwatersrand
Science Communication



Paida Mhangara

University of the Witwatersrand
Advancement in the
Application of Geospatial
Technology in Archaeology



Peter Morrissey

University of the Witwatersrand
Geoarchaeology



David Pearce

Rock Art Research Institute (RARI)
University of the Witwatersrand
Rock Art Research Institute



Frances Munro

Rock Art Research Institute (RARI)
University of the Witwatersrand
Rock Art Research Institute

Blitz Session Presenters



Musa Ambassador

Exploring LSA lithic raw material procurement strategies at Balima Rock-Shelter in Mtsuoma District



Matthew Banda

Youth involvement and community centred heritage conservation



Kendra Brough

Analysis of moth-induced alterations on *Sus scrofa domestica* skeletal remains: Identifying morphological impacts



Chisomo Chakuda

Preservation of archaeological sites in northern Malawi: Hora and Mazinga sites from 2016-2023



Giovanni D'Eramo

A preliminary analysis of Rhinoceros bone from 3.5 million-year-old deposits in Brad Pitt A, Bolt's Farm, Cradle of Humankind, South Africa



Idah Maniki

Introducing VIHER (Virtual-Heritage) platform to promote and manage Tsodilo World Heritage Site



Judite Nhanombe

Study of *Cyprideis remanei* valve morphology as an indicator of palaeoenvironmental changes in Lake Nyalonzwele (Inhambane, Mozambique)



Malesetla Sepamo

The value of early process in archaeology: Understanding the full scope of archaeological work



Hannah Venter

Underpinning success for an archaeology student



Carl Holmes

What is Experimental Archaeology? In a coastal context



Kegomoditswe Mamabolo

'Birds of a feather, flock together': Understanding bird-human interaction through figurative art and zooarchaeology at Schroda, Limpopo Valley



Malesela Mogale

An experimental study of the performance of ethnographically known compound adhesives and their implications in archaeology



Pauline Gandiwa

Challenges of managing cultural heritage sites in peri-urban areas: A case of Domboshava National Monument in Zimbabwe



Neave Geoghegan

Icons of life: The history of the sourcing, use of, and attitude toward foetal, infant, and juvenile remains and their changing stats in medical and health science education in South Africa



Khadijah Mbalaka

Rewriting the history of human settlement in Malawi: Insights from Uraha Highlands



Dimpho Malematja

Vachellia karoo: Climate change, preservation, and indigenous medicine

Session Descriptions

Monday, 9 December 2024

Welcome and Orientation

The welcome and orientation session will introduce you to the workshop programme and guide you through the venues. We will also cover ground rules and essential housekeeping to ensure a smooth experience throughout the workshop.

Ice Breakers

We will kick off with some fun icebreakers to help everyone get acquainted and reveal the team line-up for games night.

Cocktail Evening (*Dress code: smart casual*)

The cocktail evening offers a relaxed setting to connect with researchers and specialists from diverse areas of archaeology. Enjoy drinks and light refreshments while expanding your network and exchanging ideas.

Tuesday, 10 December 2024

Excavation Techniques: How to Set up a Grid, Spits and Drawing

Abenicia Henderson

Fieldwork is a foundational skill formed from knowledge and practice. We will teach you the foundational knowledge you need to work at an excavation. We will walk you through setting up a grid, excavating by spit and drawing stratigraphic maps. You will then practice these skills at a mini excavation and see what you find. Make sure to bring your notebooks and pens to take notes. This fieldwork will be all about learning through fun!

Approaches to Experimental Archaeology

Prof. Justin Bradfield

I am interested in the use of bone and other faunal materials in Stone Age societies and how understanding these items may better inform our appreciation of the diversity and complexity of ancient indigenous knowledge systems. My research has focused on bone taphonomy, use-wear and fracture mechanics as proxies for understanding tool function and how people in the past engaged with organic technology. This has given me an appreciation of the role of experimental work in archaeology. During this session, I will be helping you get to grips with experimental investigations.

Science Communication: Expanding Perspectives

Dr Meghan Judge

In today's environment of widespread misinformation, science communication must evolve beyond merely presenting facts. In South Africa, contemporary science communication is redefining itself as a transformative practice—one that challenges dominant narratives and amplifies diverse perspectives. Through interdisciplinary methods, communicators are equipped with tools to craft impactful, resonant narratives that connect with varied audiences. This approach encourages creative and inclusive science communication, creating spaces where dialogue and critical thinking can thrive. This talk will explore how, in a Global South context, science communication can inspire a new generation dedicated to reshaping public engagement with science in significant ways. Emphasizing the importance of finding questions that connect archaeological research with broader audiences, it will illustrate how carefully crafted communication can reveal the relevance of archaeological discoveries, enriching the public's understanding of our shared history and enabling more informed perspectives on the past in today's world.

The Art of Talking at People: A Guide to Academic Presentations and Posters

Kelita Shadrach

Scientific communication is crucial in the 21st century, especially through academic presentations and posters. In a world inundated with misinformation, clear communication builds trust, inspires future researchers, and supports critical thinking and informed decision-making, ultimately bridging the gap between science and society.

Games Night

You will be competing in teams in a series of not-so-serious challenges for prizes

Wednesday, 11 December 2024

Rock Art Recording and Archiving

Frances Munro and Prof. David Pearce

South Africa is fortunate to have an extensive rock art heritage. Unlike much archaeology, rock art tends to be recorded in the field rather than removed. Over time, this has been done in a variety of different ways using different techniques and technologies. In this session, participants will tour the Rock Art Research Institute archives to see a variety of copy types and the facilities required to properly house them as well as the digitising facility in which physical copies are converted for digital archiving. A demonstration will also be presented of digital drawing techniques and advanced photographic techniques currently used in rock art recording.

Safety in the Field: Best Practices and Basic Wilderness First

Chisai Brincat

Specialists and scientists in any field seem to forget the outdoors is not the same as our urban lives. There are a range of dangers that are unique to the field and the outdoors. So, what to do if you hurt yourself or if someone gets hurt? Could we prevent incidents, accidents and injuries in the field? What are the best practices in basic wilderness first aid? These are some of the questions we will tackle in this session.

Progress in the usage of Geospatial Technology in Archaeology and Cultural Heritage in South Africa

Dr Charles Matyukira & Prof. Paidamwoyo Mhangara

Geoinformatics is increasingly being integrated into archaeological research worldwide. The last few decades have seen a significant surge in the application of remote sensing and Geographic Information Systems to identify and map archaeological sites. This study systematically reviews the trends in the usage of geographic information systems and remote sensing in archaeological research in South Africa from 1990 to 2022. A bibliometric review was conducted using the research articles indexed in the Scopus database, while the VOS viewer software was used to create bibliometric networks and visualisations. The results show that spatial analysis using optical remote sensing and geographic information systems is used widely in archaeological research. However, more advanced concepts such as 3D modelling artificial intelligence, ground penetrating radar, and augmented reality have been explored less in archaeological research and provide a potential research gap that can be bridged in future research.

Creating Figures for Publication

Dr Matt Lotter

Figures play a crucial role in any scientific paper, and one should be deliberate with the types of images that are used, how they are compiled, and what they portray. In this session, I will cover some basic tips on how to compile such images, while discussing some suitable software options that are readily available to all students.

Biannual General Meeting (BGM)

The upcoming Biannual General Meeting (BGM) will focus on proposed amendments to the constitution and provide key updates on our progress, recent initiatives, and future goals. The BGM offers a valuable opportunity for members to engage in discussions, ask questions, and voice their opinions on the direction of our organisation. Active participation is encouraged to foster transparency, inclusivity, and collective decision-making.

Movie Night

Archaeology movie and pizza.

Thursday, 12 December 2024

Geoarchaeology in the lab and the field

Dr Peter Morrissey

This talk is a brief introduction to geoarchaeological research, both in the field and in the laboratory. Case studies will be used to demonstrate the usefulness of these approaches for (geo)archaeological research in southern Africa, and to highlight how geoarchaeology can be incorporated into a wide range of research projects.

Building your Brand

Dr Keneiloe Molopyane

So, you have decided to follow your dreams and passion to start the journey of a career in archaeology and the palaeosciences. University education provides you with all the tools to succeed with a sound theoretical knowledge base, but what about the practical experience and marketing yourself as a desirable candidate? In the session, Building Your Brand, we will explore ways on how to find opportunities for field and lab work, practice makes experience! The session will also include how to build a stellar CV that works for you as an individual, creating a road map specific to you and your interest, and because we live in the digital age, using social media to your advantage. There may be perks to being a wallflower, but there are also perks to being out there.

Introduction to Archaeobotanical Applications

Dr Malebogo Mvimi

Plants have continually formed a significant part of our livelihoods. Archaeobotany combines a series of methodologies drawing from the natural, physical and social sciences to explore both macro and microbotanical remains. Besides, field and laboratory techniques help us comprehend the evolution of people-plant relationships over time; from foraging to crop production. This practical session will expose you to both archaeobotanical and modern plant materials and how the combination of both can be effective in making informed archaeological interpretations.

Blitz Presentations

This is the opportunity for participants to share their research with the group. It is a low-stakes chance to practice presenting for conferences. The presenters get 5 minutes and 5 slides. This is the ultimate challenge to share the core of your work and speak to why you are doing what you do your work.

Rapid Roundtables

This is a fast-paced discussion session. We will discuss so thought-provoking and interesting topics.

Awards Ceremony

Awards for the Blitz session, the games night and more.

Friday, 13 December 2024

Closing Event

The closing session will recap event highlights, celebrate achievements, and acknowledge everyone's contributions. This marks the start of new connections and future collaborations. Thank you for joining us on this journey!

Optional: Excursion to Origins Centre

An optional excursion to the Origins Centre offers participants a unique opportunity to explore Africa's rich archaeological and anthropological history. This visit will provide insights into early human heritage, with exhibits showcasing ancient artefacts, rock art, and interactive displays. It's a chance to deepen understanding of human origins and connect with the themes discussed throughout the event.



Resources and Materials

Please note the following requirements for the workshop:

Essential Equipment

Laptop: We encourage participants to bring a laptop for the practical sessions. Don't worry if you don't have one—we will arrange sharing or alternative solutions to ensure everyone can fully participate.

Software

A practical software demonstration will take place during the workshop, focusing on basic operations using the following freely downloadable programs ([Resources and Materials](#))

- Google Earth
- Inkscape Photo Editing Software

We strongly recommend downloading and installing these programs before the workshop to avoid delays during the session.

Additional Requirements

Digital Copy of Your CV: Please bring a soft copy of your CV for use in specific sessions.

Workshop Resources

All resources for the workshop events can be accessed through the following link: [Resources and Materials](#)).

For any assistance or additional queries, feel free to reach out. We look forward to seeing you at the workshop!

Venue Map



Legend

- | | | | |
|---|-------------------------|---|--|
|  | David Webster Residence |  | Origins Centre Museum and Archaeology Lecture Theatre |
|  | Excavation field |  | Bernard Price building |
|  | Building entrances |  | Geography, Archaeology and Environmental Studies (GAES) Laboratory |
|  | Amic Deck |  | Entrances |
|  | Zesti Lemonz restaurant | | |

Campus Landmarks



Amic Deck



Zesti Lemonz Restaurant

Workshop Venues



David Webster Residence



Origins Centre Museum and Archaeology building



Benard Price (Geography) building



Excavation Field



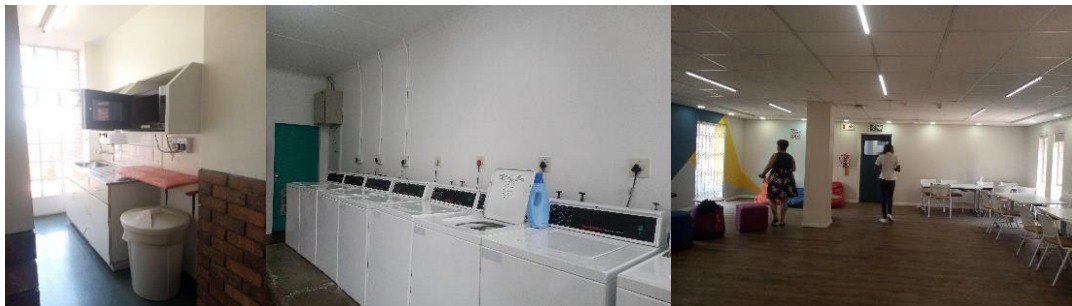
Geography, Archaeology, and Environmental Studies (GAES) Laboratory

Accommodation

Those who are being provided accommodation will be staying in David Webster Residence. Each participant will be provided their own room with a desk, small sink and bedding will be provided. The bathrooms are communal and there will be Wi-Fi. Cooking facilities are not provided as the workshop is catered.



Example of the room



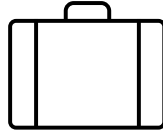
Other facilities at the Res: common room, laundry room with washers and dryers, and small kitchenette

Food and Drinks

For participants staying at the residence: All meals included (breakfast, tea, lunch, and dinner)

For those not staying in residence: Please note that daily lunch and tea will be provided. Additionally, we have two evening events planned where dinner will be included.

Please remember to bring your drinks and snacks as these will not be provided by the venue. We also recommend bringing some cash or a card in case you need to buy something during the week. There are a range of restaurants and shops on campus to buy food, snacks, drinks and basic toiletries.



Packing List

Clothing

- **Smart casual attire** for the cocktail evening.
- Comfortable clothes for practical sessions like the excavation workshop (e.g., durable trousers, breathable shirts).
- Light jacket or sweater (for variable weather).
- Casual wear for informal sessions (e.g., games night, movie night).
- Comfortable shoes (essential for walking or standing during excursions and practical workshops).
- Hat, sunglasses, and sunscreen (for outdoor sessions like the excavation workshop).

Accessories and Equipment

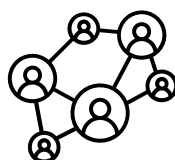
- Notebook and pens
- Laptop or tablet
- USB drive or external hard drive
- Field kit if you have one: gloves, small ruler, and any personal excavation tools (optional but useful for the excavation session).
- Water bottle (stay hydrated throughout the workshop).
- Backpack or tote bag (to carry essentials).

Personal Items

- Travel documents (**passport**, visa, and travel insurance details).
- Customs Letter
- Cash or card for personal expenses
- Toiletries, medications (we **cannot** provide any medication), and any personal care items.

Optional Items

- Camera or smartphone (for capturing moments during the workshop or at the Origins Centre).
- Lightweight raincoat or umbrella (for summer rain).



Social Media

When posting on social media, please remember to tag people (with permission), organisations, or groups relevant to the workshop. Below are the social media handles for funding bodies and sponsorship organisations that contributed to the success of the event.

	Facebook	Instagram	X (Twitter)
SAASC	Southern African Archaeology Student Society	@saasstudent_society	@saasst_society
Genus	GENUS Palaeosciences	@genus.palaeo	@GenusPalaeo
Past	PAST	@past_africa	@PASTEvolve
IFAS	IFAS Research (French Institute of South Africa)	@ifas_research	@IFAS_Research
ArchSoc	The South African Archaeology Society	@saarchsoc	
CTS Heritage	CTS Heritage	@cts_heritage	@CTSHeritage
University of the Witwatersrand	Wits – University of the Witwatersrand	@wits__university	@WitsUniversity
KZN Museum	KZN Museum	@kznmuseum	@kznmuseum
Ditsong Museums of South Africa	Ditsong Museums of South Africa	@ditsongmuseumsa	@DitsongMuseumSA
Iziko Museums of South Africa	Iziko Museums of South Africa	@izikomuseumsa	@Iziko_Museums
Maropeng	Maropeng	@maropengsa	@MaropengSA
Origins Centre	Origins Centre	@originscentre_wits	@OriginsCentre
Austrian Academy of Sciences	Österreichische Akademie der Wissenschaften	@oeaw.at	@oeaw
RAZ Branding	RAZ Graphics	@raz_branding	NA

Wi-Fi Access

Name: Wits-Guest

Username: 150vq

Password: tR32p7dZ



Code of Conduct

Effective: 9-13 December 2024
University of the Witwatersrand, Johannesburg

1. Expected Behaviour

Participants of the SDW are expected to:

- Treat all attendees, facilitators, staff, and other individuals with respect, professionalism, and courtesy.
- Foster an inclusive and welcoming environment for all, irrespective of race, gender, sexual orientation, disability, nationality, or cultural background.
- Actively engage in all workshops, discussions, and activities to enhance collective learning.
- Address conflicts constructively and report inappropriate conduct to organisers.

2. Workshop Attendance

- Attendance at all workshop presentations and sessions is mandatory. The workshop is designed to provide valuable skills and networking opportunities, so full participation is required to gain the most from the experience.
- Participants should arrive on time and avoid leaving sessions early unless it is an emergency.

3. Leaving Campus

- **Strongly advised:** Participants are strongly encouraged not to leave campus during the workshop. This is to ensure both your safety and full participation in workshop activities.
- Leaving campus in the **evenings** is particularly discouraged for safety reasons. Should you leave campus, you do so at your own risk.
- The organisers **do not take responsibility** for any theft, injury, or other incidents that may occur if participants choose to leave the campus.

4. Parking on Campus

- **Parking will be arranged** by the SAAS Council. Those wishing to drive in must arrange parking in advance with the organisers.
- **Vehicles parked illegally may receive a fine or be clamped by university security.**
- Participants are encouraged to use public transport or carpool where possible to reduce congestion.

5. Conduct in Residence

- Residences provided to participants should be treated with respect. Keep shared spaces clean and adhere to any rules outlined by the University's housing department.
- Noise levels must be kept to a minimum after **10 pm** in line with university regulations and to ensure others can get adequate rest for the workshop.
- Theft, vandalism, or any form of damage to the residence or other participants' property will not be tolerated.

6. Alcohol and Illegal Substances

- The possession or consumption of illegal substances on campus or in university housing is strictly prohibited and will lead to immediate removal from the workshop, as well as potential legal consequences.
- Alcohol may only be consumed in designated areas, and participants are required to adhere to all university regulations regarding its use.
- Disruptive behaviour caused by alcohol consumption will result in disciplinary action, including potential removal from the workshop.

7. Health and Safety

- Participants are responsible for their personal belongings and are encouraged to keep valuables secure.
- All emergency exits and routes must be always kept clear. Familiarise yourself with campus safety protocols.
- In case of any medical emergencies, inform the organisers immediately.

8. Breaches of Conduct

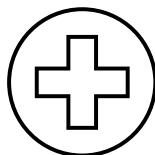
- Any participant found violating this Code of Conduct will be subject to disciplinary action, which may include:
- Verbal or written warnings.
- Removal from the SDW event and associated accommodations.
- Reporting of serious incidents to university authorities or law enforcement if necessary.

Contact Information

For any questions or in the event of emergencies, please contact the organisers at:

Email: officialsaasc@gmail.com

Phone: +27 83 234 7488



Health and Safety

1. Introduction

This document provides essential health and safety information for the 10th Annual Student Development Workshop (SDW) at the University of the Witwatersrand, Johannesburg. Please familiarise yourself with the procedures and contacts listed to ensure a safe and smooth event.

2. Emergency Contacts

- Emergency Medical Services: 10177 (Ambulance/Fire)
- General Emergency Number: 112 (mobile networks)
- Police Services: 10111

3. Nearest Medical Facilities

Charlotte Maxeke Johannesburg Academic Hospital

- Address: 17 Jubilee Road, Parktown, Johannesburg
- Distance from Venue: ~3.2 km (10 minutes by car)
- Contact Number: +27 (0)11 488 4911
- Emergency Department: 24-hour emergency services available

Donald Gordon Hospital

- Address: 1st Floor, Donald Gordon Medical Centre, 1 St Andrews Road, Parktown, Johannesburg
- Distance from University of the Witwatersrand: Approximately 3 km (5-10 minutes by car)
- Contact Number: +27 (0)11 356 9000
- Emergency Department: 24-hour emergency services available

Milpark Hospital

- Address: 9 Guild Rd, Parktown West, Johannesburg
- Distance from Venue: ~6 km (15 minutes by car)
- Contact Number: +27 (0)11 480 5600
- Emergency Department: 24-hour emergency services available

Campus Health and Wellness Centre

- Address: Wits Main Campus, in the Matrix
- Distance from Venue: ~200 m (5-minute walk)
- Contact Number: +27 (0)11 717 9111

4. Evacuation Plan for Venues

In the event of an emergency such as a fire or other safety hazard, immediate evacuation of the building will be required. Please adhere to the following procedures:

Main Conference Building

- Location: Archaeology Lecture Theatre on the 2nd floor
- Evacuation Route: Exit through the nearest door, go down the stairs to the building entrance. Proceed to the Designated Assembly Point located at the Origins Centre parking lot.
- Emergency Exits: Marked on the venue map.
- Fire Extinguishers: Located at the entrance and along the main corridors.

GAES Lab:

- Follow the same evacuation procedure, using the nearest emergency exit.
- Do not use elevators during an evacuation.
- Assembly Point: Once outside, head towards the assembly point under the direction of the council members. Ensure that all members of your group are accounted for.
- Council Members will guide participants to exits and ensure the building is clear. Please follow their instructions.

5. Potential Risks

- Fire: Ensure familiarity with the location of fire exits and fire extinguishers. In case of fire, trigger the nearest alarm and evacuate immediately.
- Medical Emergencies: First aid kits are at the registration desk and designated points in each venue. Trained first-aiders will be on hand to assist.
- Personal Safety: Johannesburg is a major urban area. Please be cautious of your surroundings, avoid travelling alone at night, and keep your belongings secure.
- Slips, Trips, and Falls: Exercise caution on stairs, uneven surfaces, and near any construction zones on campus.
- Electrical Hazards: Avoid tampering with electrical equipment. In case of malfunction, notify staff immediately.

6. COVID-19 and Other Health Considerations

- Mask Policy: Masks are optional but recommended for individuals feeling unwell.
- Sanitising Stations: Hand sanitiser will be provided at all venue entrances. Please use these regularly.
- Symptoms: If you experience COVID-19 symptoms (fever, cough, difficulty breathing), isolate yourself and contact the on-site health officer or the nearest hospital.

7. Health and Safety Procedures

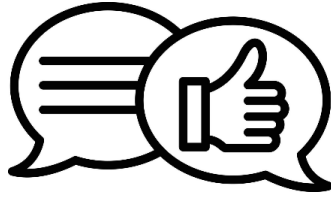
- First Aid: A designated first aid station is available at [Insert Location]. In the case of minor injuries, please report to this station for assistance.
- Severe Weather: In case of heavy storms or extreme weather conditions, any outdoor activities will be paused. Indoor activities will continue unless power is lost.

8. Important Contacts

Position	Name	Contact Number	Email
Chair	Bacara Spruit	(+27) 83 234 7488	Bacara.spruit@gmail.com
First Aid Officer	Emma Cleminson	(+27) 74 803 9925	emma.cleminson@gmail.com
Security Office (Wits University)	NA	+27 (0)11 717 4444/6666	NA
Residence Manager	Bhekizizwe Nkosi	+27 (0)11 717 5008	Bhekizizwe.nkosi@wits.ac.za

Please keep this document accessible during the workshop, and don't hesitate to contact a staff member if you have any concerns or require assistance.

Stay safe and enjoy the event!



Feedback

We value your thoughts and input to ensure that the Student Development Workshop continues to grow and improve each year. As such, feedback will be collected using **Google Forms** and shared with all participants.

How to Submit Feedback

- The feedback form will be sent out via **email** on the morning of **Wednesday, 11 December 2024**.
- Participants are encouraged to complete the form by **5:00 PM** on **Thursday, 12 December 2024**.

Why Your Feedback Matters

Your responses will help us evaluate the workshop's sessions, logistics, and overall experience to better serve participants in future events.

Incentive for Completing Feedback

To thank you for your time, participants who complete the feedback form will be randomly entered into a prize draw. The winner will be announced during the Awards Ceremony on **Thursday, 12 December 2024**.

We appreciate your cooperation in helping us improve the workshop and look forward to hearing your insights!

Thank You List

Presenters

We extend our heartfelt gratitude to the following individuals for sharing their expertise and time to make this workshop a success:

Abenicia Henderson, Kelita Shadrach, Chisai Brincat, Dr Peter Morrissey, Prof. Justin Bradfield, Frances Munro, Prof. Paida Mhangara, Dr Keneiloe Molopyane, Dr Meghan Judge, Prof. David Pearce, Dr Matt Lotter, Dr Malebogo Mvimi

Sponsors and Funders

This workshop would not have been possible without the generous support of our sponsors and funders:

GENUS, PAST, IFAS, CTS Heritage, ArchSoc, Origins Centre, Ditsong Museums of South Africa, Iziko Museum, KZN Museum, Storequip, Maropeng, Austrian Academy of Sciences, RAZ Branding, and the University of the Witwatersrand

GAES Staff

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Logo Revamp

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ASAPA Council

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Carl Holmes, Nithya Eswaran, Sebastian Bielderma

Your support and contributions have made this workshop an enriching and memorable experience for all participants. Thank you!