**INFORMATION FOR PARTICIPANTS**

1. **Meetings venue**

The ITU-T Workshop and SG 12 and SG 5 Regional Groups Meetings will take place from 25-29 July 2011 at Gaborone International Conference Centre (GICC), Bonnington Farm, Molepolole Road, Gaborone, Botswana.

# Postal address: Private Bag BR105, Gaborone, Botswana Tel: +267 391 2999 Fax: +267 391 2989. Website: [www.grandpalm.bw](http://www.grandpalm.co.za/peermont/content/en/grand/grand-home) E-mail: [info@grandpalm.bw](mailto:info@grandpalm.bw)

1. **Hotel Accommodation**

Participants are responsible for meeting their accommodation costs. However, special rates have been negotiated by the organizing committee as provided in the **attached List of Hotels**. It is strongly recommended that all reservations in the designated hotels are made through the organizing committee using the **Hotel and** **Delegate Information Form** provided in **Annex 3**. The organizing committee shall not be responsible for hotels that are not designated or provided in the recommended list.

While there are many hotels and lodges available in Gaborone, rates have been sought from the following hotels because of their nearness to the venue of the Conference.

**Peermont Metcourt**

Telephone number: +267 363 777

Email: [reservations@peermont.com](mailto:reservations@peermont.com)

Website: [www.peermont.com](http://www.peermont.com)

Accommodation per Room/Night: BWP 647.00

Breakfast: BWP 95.00

Lunch BWP 210.00

Dinner BWP 220.00

**Cresta President Hotel**

Telephone number: +267 3953631

Email: [respresident@cresta.co.bw](mailto:respresident@cresta.co.bw)

Website: [www.crestahotels.com](http://www.crestahotels.com)

Accommodation per Room/Night: BWP 1080.00

Breakfast: BWP 126.00

Lunch BWP 156.00

Dinner BWP 158.00

**Gaborone Sun Hotel**

Telephone number: +267 361 6000

Email: [natsales@suninternational.com](mailto:natsales@suninternational.com)

Website: [www.casinocity.com/bw/gaborone/botgarsn/](http://www.casinocity.com/bw/gaborone/botgarsn/)

Accommodation per Room/Night: BWP 1283.00 (Includes Breakfast)

Lunch BWP 145.00

Dinner BWP 170.00

**Big Five Lodge**

Telephone number: +267 350 0500

Email: [thebigfive@info.bw](mailto:thebigfive@info.bw)

Website: [www.bigfivelodge.com/](http://www.bigfivelodge.com/)

Accommodation per Room/Night: BWP 600.00

Breakfast BWP 68.00

Lunch BWP 120.00

Dinner BWP 120.00

**Sedibeng Lodge**

Telephone number: +267 318 6669

Email: [sedibeng.lodge@gmail.com](mailto:sedibeng.lodge@gmail.com)   
Accommodation per Room/Night: BWP 575.00

Breakfast BWP 56.00

Lunch BWP 100.80

Dinner BWP 100.80

**Yarona Country Lodge**

Telephone number: +267 393 3680

Email: psimon@global.bw

Website: [www.yaronalodge.com](file:///C:\Documents%20and%20Settings\bettini\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\Documents%20and%20Settings\bettini\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\W778SAR5\www.yaronalodge.com)

Accommodation per Room/Night: BWP 674.00 (Includes Breakfast)

Lunch BWP 110.00

Dinner BWP 110.00

1. **Visa**

Visas are required for certain countries while others do not require Visas to enter Botswana. The visas should be obtained in advance at the nearest Botswana Diplomatic Mission. Airlines and Travel Agents can assist with information regarding Visas but application responsibility rests with the applicant.

For more information about visa requirements and application forms visit <http://www.botswanaembassy.org>.

Application fee for Visa is P500.00 or $107.

Participants who require a visa support letter are requested to send their requests, as quickly as possible and no later than **30 June 2011** to:

**Mr Twoba Koontse**

**Director Communications Compliance and consumer Affairs**

**Botswana Telecommunications Authority**

**Plot 206/207 Independence Avenue,**

**P/ BAG 00495**

**Gaborone**

**Tel: +267 3957755**

**Fax:  +267 3957976**

Email:  [koontse@bta.org.bw](mailto:koontse@bta.org.bw) OR [Jansen@bta.org.bw](mailto:Jansen@bta.org.bw)

1. **Travel and airport transfers**

Participants are responsible for making their travel arrangements. Delegates are requested to provide all travel information, including flight number, arrival and departure dates and times by completing and returning the attached Hotel and Delegate Information Form by **Friday, 15 July 2011** to:

**Mr Twoba Koontse**

**Director Communications Compliance and consumer Affairs**

**Botswana Telecommunications Authority**

**Plot 206/207 Independence Avenue,**

**P/ BAG 00495**

**Gaborone**

**Tel: +267 3957755**

**Fax:  +267 3957976**

Email:  [koontse@bta.org.bw](mailto:koontse@bta.org.bw) OR [Jansen@bta.org.bw](mailto:Jansen@bta.org.bw)

Transport will be provided to delegates:

1. On arrival and departure from the Sir Seretse Khama International Airport.
2. From the designated/recommended hotels to the venue.
3. During the various social events organized for the delegates.

Note: Delegates are advised to look out for paging boards or signage with the name of the meeting. Due to the number of delegates expected, the local host may not prepare signage for each individual delegate arriving.

1. **Climate**

Botswana's climate is semi-arid. Though it is hot and dry for much of the year, there is a rainy season, which runs through the summer months. Rainfall tends to be erratic, unpredictable and highly regional. Often a heavy downpour may occur in one area while 10 or 15 kilometres away there is no rain at all. Showers are often followed by strong sunshine so that a good deal of the rainfall does not penetrate the ground but is lost to evaporation and transpiration. 'Pula', one of the most frequently heard words in Botswana, is not only the name of Botswana's currency, but also the Setswana word for rain. So much of what takes place in Botswana relies on this essential, frequently scarce commodity.

The summer season begins in November and ends in March.  It usually brings very high temperatures.  However, summer is also the rainy season, and cloud coverage and rain can cool things down considerably, although only usually for a short period of time.  The winter season begins in May and ends in August.  This is also the dry season when virtually no rainfall occurs. Winter days are invariably sunny and cool to warm; however, evening and night temperatures can drop below freezing point in some areas, especially in the south-west.  The in-between periods - April/early May and September/October - still tend to be dry, but the days are cooler than in summer and the nights are warmer than in winter.

1. **Local time**

The standard time zone in Botswana is 2 hours ahead of Greenwich Mean Time (GMT +2).  There are no daylight saving time arrangements.

1. **Currency, banks and credit cards**

The official currency is the Botswana PULA (100 thebe = 1 PULA). The currency is also abbreviated in both domestic and International Financial transactions as BWP.

|  |  |
| --- | --- |
| USD 1             = | BWP 6.69344 |
| GBP 1             = | BWP 10.7128 |
| EUR 1             = | BWP 9.00563 |
| SAR 1             = | BWP 0.968248 |

* Major international credit cards are widely accepted for transactions.
* Banks are open from 9:00hrs to 15.00hrs Monday through Friday. Forex Bureaux located in different parts of the city are open from 9:00hrs to 16.00hrs Monday through Sunday.

1. **Health & Vaccination**

Those entering Botswana from other neighbouring countries infected with cholera and yellow fever, such as Kenya or Uganda, must provide international immunisation certificates.  Expectant mothers are required to provide a medical certificate of fitness to travel at the time of making their reservations.  Air travel is not permitted after the 32nd week of pregnancy.

**9. Electricity**

Botswana uses 220/240Volts, but you will need adapters if you are using 110v equipment.  Most hotels have adapters available. But it is wise to bring your own, just in case.

The most current sockets are:

|  |  |
| --- | --- |
|  |  |

**10. Drinking water**

Tap water is treated and safe for drinking.  Bottled/Mineral water is also available and can be obtained in all hotels and restaurants and in shops.

**11. Internet connectivity**

Connectivity will be available at the meeting venue. It may require payment in some hotels.

**HOST COUNTRY CONTACTS:**

|  |  |
| --- | --- |
| **Basebi Mosinyi Botswana Telecommunications Authority**  **Plot 206/207 Independence Avenue,**  **P/ BAG 00495**  **Gaborone**  **Tel: +267 3957755 Fax:  +267 3957976 Email:**  [Jacquim@bta.org.bw](mailto:Jacquim@bta.org.bw) | **Lizzy Tsheko Botswana Telecommunications Authority**  **Plot 206/207 Independence Avenue**  **P/ BAG 00495 Gaborone Tel: +267 3957755 Fax:  +267 3957976** **Email:** [tsheko@bta.org.bw](mailto:tsheko@bta.org.bw) |

**ITU-T Workshop and SG12 and SG 5 Regional Groups Meetings**

**(Gaborone, Botswana, 25-29 July 2011)**

HOTEL AND DELEGATE INFORMATION FORM

**Meetings venue:**

**GABORONE INTERNATIONAL CONFERENCE CENTRE**

Located on Bonnington Farm, Molepolole Road, Gaborone, Botswana.

Private Bag BR105, Gaborone, Botswana.

Tel: +267 3912999 • Fax: +267 391 2989.

Country …………………………………………………………….…………

Name of delegate …………………………………………………………….

Title………………………………………………………………………………

Organization…………………………………………………………………..

Email and Tel. contacts:………………………………………………………

Date of Arrival/Flight number…………………………………………….

Date of Departure/Flight number………………………………………..

Hotel Accommodation:

First Choice…………………………………………………………. …

Second Choice…………………………………………………………

# Signature………………..……………………………………………………..

**Please return by Friday, 15 July 2011** **to:**

**Botswana Telecommunications Authority,**

**Fax: +267 3957976 or Email:** [**koontse@bta.org.bw**](mailto:koontse@bta.org.bw)