

WTIS 2016

Practical information for participants

1. VENUE

The **14th World Telecommunication/ICT Indicators Symposium (WTIS-16)** will be held at The Grand Palm Resort Hotel, Gaborone International Convention Centre, from 21–23 November 2016. An official welcome reception will take place on 20 November 2016 at the same venue.



WTIS-16 is organized by the Telecommunication Development Bureau (BDT) of the International Telecommunication Union (ITU), in collaboration with the Government of the Republic of Botswana and the Botswana Communications Regulatory Authority (BOCRA).

The Grand Palm Resort Hotel, Gaborone International Convention Centre

Bonnington Farm, Molepolole Road, Gaborone, Botswana

Tel.: +267 363 7777

Fax.: +267 391 2989

E-mail: reservations@grandpalm.bw

Website: <http://www.grandpalm.co.za/>

The Grand Palm Resort Hotel and Gaborone International Convention Centre is located a few minutes' drive from the city centre of Gaborone and 12 kilometres from the Sir Seretse Khama International Airport. The venue has wireless Internet access. Participants are encouraged to bring their own laptops.

2. ABOUT BOTSWANA

Botswana is a landlocked country situated in Southern Africa with a population of around 2 million people. With four decades of uninterrupted civilian leadership, progressive social policies, and significant capital investment, Botswana is considered to be one of the most dynamic economies in Africa. The country has a good communication network and a well-maintained and efficient road system linking it to other countries of the Southern African Development Community (SADC).

Home to the [Okavango](#) (the world's largest intact inland Delta), the [Central Kalahari Game Reserve](#) (the world's second largest game reserve), the [Makgadikgadi Pans National Park](#) and the [Chobe National Park](#), Botswana is one of the last great refuges for Nature's magnificent pageantry of life.

Botswana is well known for having some of the best wilderness and wildlife areas on the African continent. With a full 38 per cent of its total land area devoted to national parks, reserves and wildlife management – for the most part unfenced, allowing animals to roam wild and free – travel through many parts of the country give the feeling of moving through an immense Nature's wonderland.

In Botswana as in most of Africa, land sustains life. Botswana's national revenue is mainly generated by the diamond mining industry. Cattle-rearing is the most significant agricultural enterprise. Beef exports to Europe represent Botswana's second largest income generator, and the booming tourism industry, currently third, may soon overtake the beef industry as the nation continues to diversify its economy.

3. REGISTRATION

Registration for WTIS-16 will be carried out exclusively online.

To register, please click [here](#). If you are applying for a fellowship, please tick the fellowship box when registering. **The deadline for submitting requests for fellowships is 16 September 2016.**

4. VISA REQUIREMENTS

Visitors from most Commonwealth countries, the European Union and the United States do not require visas. Botswana has direct representation in South Africa, Namibia, Ethiopia, Zambia and Zimbabwe. Where Botswana has no diplomatic representation, information and visas are available through British Embassies and High Commissions.

Although citizens from most countries of the Southern African Development Community (SADC) do not require a visa to travel to Botswana, it is safer to confirm with an Embassy or a High Commission in their country. This is especially important for participants travelling to Botswana for the first time.

The following documents are required to obtain a visa to enter Botswana:

- Fully completed Immigration Supplementary form.
- Certified copies of passport pages (of applicant) showing validity and photograph of bearer.
- Two recent colour passport size photos.
- Covering letter from the host country and a Confirmation of Registration message from ITU.
- A non-refundable fee of **BWP500.00** per application.
- If you previously applied for a **VISA, PLEASE ATTACH THE COPY OF VISA OUTCOME.**
- Travel schedule, flight itinerary and booking.
- A copy of your hotel booking.

For countries that require a visa, and to download and complete the visa application form, please use this link:

<http://www.gov.bw/Ministries--Authorities/Ministries/Ministry-of-Labour--Home-Affairs-MLHA/Tools--Services/Services--Forms/Requirements-for-VISA-application/>

For any further assistance, please contact the following persons at the Botswana Communications Regulatory Authority (BOCRA), Gaborone, Botswana:

Mr Mothusi Matlhodi

Tel.: +267 395 7755

Fax: +267 3957976

E-mail: matlhodi@bocra.org.bw

Mr Jericho Keletso

Tel.: +267 395 7755

Fax: +267 3957976

E-mail: keletso@bocra.org.bw

5. ACCOMMODATION

Special rates have been negotiated for WTIS-16 participants with **The Grand Palm Resort Hotel (Walmart Ambassador)** as well as with other hotels listed in the table below. Participants should book their own accommodation directly using the e-mail addresses provided in this table. When checking in, participants may be required to provide evidence that they are attending WTIS-16. In this case, please show your Confirmation of Registration message from ITU.

List of official hotels for WTIS-16, Gaborone, Botswana

The host country will provide transport from the official hotels to the Event venue.

Hotel name	Room type	Room rate per night	
		BWP	USD*
The Grand Palm Resort Hotel (Walmont Ambassador) Tel.: +267 363 7777 Fax.: +267 391 2989 E-mail: reservations@grandpalm.bw Breakfast and Wi-Fi included Stars: 5 Distance: Conference venue	Presidential suite	6'580.00	596.25
	Executive suite	3'245.00	294.05
	Junior suite	2'705.00	245.12
	Deluxe room	1'220.00	110.55
Gaborone Sun Tel.:+267 361 6000 E-mail: mb_bw_reservations@za.suninternational.com Breakfast and Wi-Fi included Stars: 4 Distance: 7 km from conference venue	Presidential	5'900.0	534.64
	Luxury suite	2'055.00	186.22
	en suite	2,225.00	201.62
	Standard	991.00	89.80
Mondior Tel.: +2673190660 E-mail: info@gab.mondior Breakfast and Wi-Fi included Stars: 4 Distance: 9 km from conference venue	en suite	1'745.00	158.13
	Standard	1'390.00	125.96
MetCourt Inn Tel.: +267 363 7907 E-mail: metres@grandpalm.bw Breakfast and Wi-Fi included Stars: 3 Distance: 400 m. This hotel is within the conference venue compound	Executive Twin	1'380.00	127.71
	Executive	1'215.00	112.44
	Standard	1'060.00	98.09
Cresta Lodge Tel.: +2673975375	Standard	991.00	89.80

<p>E-mail: reslodge@cresta.co.bw Breakfast and Wi-Fi included</p> <p>Stars: 3</p> <p>Distance: 7 km from conference venue</p>			
<p>Travelodge (free shuttle) Tel.: +267 310 5000 Fax: +267 392 4082 E-mail: reservations@travelodge.co.bw Breakfast and Wi-Fi included</p> <p>Stars: 3</p> <p>Distance: 5 km from conference venue</p>	Standard	830.00	75.21
<p>Plotlo Hotel Tel.: +267 3918122 E-mail: reservations@plotlohotel.co.bw Breakfast and Wi-Fi included</p> <p>Stars: 3</p> <p>Distance: 1 km from conference venue</p>	Executive	1'200.00	108.74
	Double	1'190.00	107.83
	Standard	895.00	81.10
<p>Town Lodge Tel.: +267 3160490 Fax.: +267 3161390 E-mail: Tlgabs.resv@citylodge.co.bw Breakfast and Wi-Fi included</p> <p>Stars: 3</p> <p>Distance: 6 km from conference venue</p>	Standard	1'100.00	99.68

Other hotels for which the host country will provide transport to the venue:

Gaborone Hotel, Casino & Conference Centre

Tel.: +267 392 2777

Fax.: +267 392 2727

E-mail: gh@info.bw

Website: www.gaboronehotel.com

Rates:

Standard room (Twin/Double): BWP 376.00/USD 34.07

Executive room: BWP 425.00/USD 38.51

Breakfast: BWP 50.00/USD 4.53

Lunch: BWP 90.00/USD 8.16

Dinner: BWP 90.00/USD 8.16

Big Five Lodge

Tel.: +267 350 0500

E-mail: thebigfive@info.bw

Website: www.bigfivelodge.com

Rates

Standard Room: BWP 600.00/USD 54.37

Breakfast: BWP 58.00/USD 5.26

Lunch: BWP 120.00/USD 10.87

Dinner: BWP 120.00/USD 10.87

Sedibeng Lodge

Tel.: +267 318 6669

E-mail: bookings@sedibenglodg.com

Website: www.sedibenglodge.com

Rates

Standard Room (Single): BWP 465.00/USD 42.14

Standard Room (Double): BWP 575.00 /USD 52.10

Breakfast: BWP 56.00/USD 5.07

Lunch: BWP 120.00/USD 10.87

Dinner: BWP 120.00/USD 10.87

* The prices in USD are indicative and are given for information only. The exchange rate used is for May 2016.

6. AIR TRAVEL

Air travel to Botswana is predominantly through South Africa. There is a possibility to connect to Gaborone directly from Nairobi, Lusaka and Harare. Flights from Nairobi are twice a week, while flights

from Lusaka and Harare are thrice a week. Travellers to Botswana are therefore advised to ensure that they have all the necessary documents required to transit through South Africa.

Airlines flying to Gaborone

- South African Airways
- Kenya Airways
- Air Botswana

7. TRANSPORTATION

Transport from the airport to the hotels, as well as back to the airport, will be provided to all participants on arrival and departure. Participants will be met by a representative from Botswana Communications Regulatory Authority and the Government of Botswana upon their exit from the customs area of the airport. Participants are advised to look for paging boards or signage with the name and logo of the meeting.

Important notice:

To facilitate transport arrangements, participants must provide their hotel bookings and travel itineraries using the form available [here](#). Once completed, please submit to the HOST COUNTRY FOCAL POINTS listed at the end of the form.

Transport will also be provided to the various social events organized by the host country.

Gaborone has an efficient public transport system using taxis, buses and mini-buses that operate along fixed routes. Additionally, taxi-cab services are available at hotels.

8. HEALTH REQUIREMENTS

The major health risks in Botswana are malaria and typhoid. Malaria is a particular risk between November and June in the northern parts of the country. Vaccinations of Typhoid and Hepatitis A are strongly recommended.

9. LANGUAGE

English is the official language and Setswana is commonly used.

10. MONEY AND CURRENCY EXCHANGE RATES

1 Pula (BWP) = 100 Thebe
Notes: 200, 100, 50, 20, 10
Coins: 50, 25, 10 and 5 Thebe

Average rates for May 2016:

Currency	Buying	Selling
BWP/ZAR	1.3867	1.3901
BWP/USD	0.0901	0.0907
EUR/BWP	12.5171	12.4867
GBP/BWP	16.0989	16.0583

Please note that the exchange rate may change at any time. For the latest exchange rates, please visit: www.xe.com

Major credit cards are widely accepted, and ATMs are commonly available. Foreign currency can be exchanged at bureaux de change, banks and hotels.

Banks open from 8.30 a.m. to 3 p.m. (Monday to Friday) and 8.30 a.m. to 12 noon (Saturdays).

11. ELECTRICITY

Voltage: 230 V
Frequency: 50Hz
Power sockets: round and square type three-pin plugs are used.

12. WEATHER

The hottest time of year in Botswana is between October and March when shade temperatures rise to around 38°C. This period is also the rainy season. Showers are often followed by strong sunshine.

Average day temperatures from October to March range between 68°F – 105°F (20°C – 40°C) and from April to September between 33°F – 68°F (0°C – 20°C).

13. LOCAL TIME

UTC + 2 hours (Harare, Pretoria).

14. HOST COUNTRY FOCAL POINTS

Mr Mothusi Matlhodi

Botswana Communications Regulatory Authority
(BOCRA)

Private Bag 00495
Gaborone, Botswana
Tel.: +267 395 7755
Fax: +267 3957976

E-mail: matlhodi@bocra.org.bw

Mr Jericho Keletso

Botswana Communications Regulatory Authority
(BOCRA)

Private Bag 00495
Gaborone, Botswana
Tel.: +267 395 7755
Fax: +267 3957976

E-mail : keletso@bocra.org.bw