

INFORMATION FOR PARTICIPANTS

1. Meetings venue: Phakalane Golf Estate Hotel Resort

The ITU Multi-Stakeholder Workshop for SADC on Bridging the Digital Innovation Divide: Accelerating the Digital Transformation Towards 4th Industrial Revolution will take place from the 11th to 12th December 2017 at the Phakalane Golf Estate Hotel Resort in Gaborone, Botswana.

Physical Address:

PHAKALANE GOLF ESTATE HOTEL RESORT

Plot 61238 Phakalane

P. O. Box 132 | Gaborone | Botswana

Tel: (+267) 3930000 / +267 3604000 | **Fax:** (+267) 315 9663 / (+267) 3159664 | **Mobile:** (+267) 73158546

Email: banqueting@phakalane.co.bw; info@phakalane.co.bw

Website: www.phakalanehotel.com

2. 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.

Phakalane Golf Estate Hotel Resort

Telephone number: +267 3930000/3604000

Email: banqueting@phakalane.co.bw

Website: www.phakalanehotel.com

Accommodation per Room/Night: BWP1085.00

Lunch BWP250.00

Dinner BWP350.00

Masa Square Hotel

Telephone number: +267 3159954

Email: reservations@masasquarehotel.com

Website: www.masasquarehotel.com

Accommodation per Room/Night: BWP 1310.00

Lunch BWP 185.00

Dinner BWP 185.00

Peermont Metcourt

Telephone number: +267 363 7907

Email: reservations@peermont.com

Website: 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

Website: www.crestahotels.com

Accommodation per Room/Night: BWP 1118.00 (Includes Breakfast)

Breakfast: BWP 150.00

Lunch BWP 175.00

Dinner BWP 166.00

Gaborone Sun Hotel (AVANI Gaborone Resort & Casino)

Telephone number: +267 361 6000

Email: gaborone@avanihotels.com

Website: www.avanihotels.com

Accommodation per Room/Night: BWP 1400.00 (Includes Breakfast)

Lunch BWP 185.00

Dinner BWP 235.00

Travel Lodge

Telephone number: +267 3105000

Email: reservations@travelodge.co.bw

Website: www.travelodge.co.bw

Accommodation per Room/Night: BWP 859.00 (Includes Breakfast)

Planet Lodge

Telephone number: +267 3910116/3903295

Email: admin@planetlodges.com

Website: planetlodges.com

Accommodation per Room/Night: BWP 790.00 (Includes Breakfast)

Sedibeng Lodge

Telephone number: +267 318 6669

Email: sedibeng.lodge@gmail.com

Accommodation per Room/Night: BWP 480.00

Breakfast BWP 60.00

Lunch	BWP 160.00
Dinner	BWP 160.00

3. 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 the **5th December 2017 to the Host Country Contact**.

4. 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 the **5th December 2017 to the Host Country Contact**.

Transport will be provided to delegates:

- a) On arrival and departure from the Sir Seretse Khama International Airport.
- b) From the designated/recommended hotels to the venue.
- c) 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.

5. 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.

6. 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.

7. 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 10.36
GBP 1	=	BWP 13.81
EUR 1	=	BWP 12.33
ZAR 1	=	BWP 0.75

- 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.

8. 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:

BOTSWANA

SADC

<p>Mr Koontse Botswana Telecommunications Authority Plot 206/207 Independence Avenue, P/ BAG 00495 Gaborone Tel: +267 3957755 Email: koontse@bocra.org.bw</p>	<p>Dr George Ah-Thew SADC Secretariat GABORONE CBD P/ BAG 0095 Gaborone Tel: +267 3951863 Email: gah-thew@sadc.int</p>
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**ITU Multi-Stakeholder Workshop for SADC on Bridging the Digital Innovation Divide:
Accelerating the Digital Transformation Towards 4th Industrial Revolution
(Gaborone, Botswana, 11th to 12th December 2017)**

HOTEL AND DELEGATE INFORMATION FORM

Meetings Venue:

Phakalane Golf Estate Hotel Resort

P. O. Box 132 | Gaborone | Botswana

Tel: (+267) 3930000 / +267 3604000 | Fax: (+267) 315 9663 / (+267) 3159664 | Mobile: (+267) 73158546

Email: banqueting@phakalane.co.bw | Website: www.phakalanehotel.com

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 Tuesday 5th December 2017 to:
Botswana Communications Regulatory Authority (BOCRA),
Email: koontse@bocra.org.bw