

	<p style="text-align: center;"><b>ITU Workshop on "Telecommunication Quality of Service, Quality of Experience and Future Networks"</b></p> <p style="text-align: center;"><b>Meetings of Regional Groups for Africa of  ITU-T Study Group 12 (SG12RG-AFR) and ITU-T Study Group 13 (SG13RG-AFR)</b></p> <p style="text-align: center;">12-15 May 2026 Livingstone, Zambia</p> <p style="text-align: center;"><i>(last updated on 20 February 2026)</i></p>	
<b>INFORMATION FOR PARTICIPANTS</b>		

## Event venue

The events will be held at:

### **Avani Victoria Falls Resort**

Mosi-oa-Tunya Road, Livingstone, Zambia

Tel: +260 213 320 606

## Transportation during arrival and departure

**Livingstone International Airport (LVI)** serves as the main gateway for international delegates traveling to Livingstone.

The airport is located approximately 6 kilometers northwest of the city center and 5 kilometers from the meeting venue.

## Arrival arrangements

- ZICTA will arrange shuttle transportation between **Livingstone International Airport** and major conference hotels for official delegates on designated arrival days
- Airport shuttle service will operate on [dates to be confirmed]
- Delegates should provide their flight details at least 5 days in advance to facilitate pickup arrangements
- Airport pickup information will be provided via email to registered participants

## Alternative transportation

- Registered airport taxis are available at the arrival terminal (cost: approximately ZMW 100-150 or USD 5-8 to city hotels)
- Most conference hotels offer complimentary airport transfers when pre-arranged
- Car rental services are available at the airport from major international and local providers

## Departure arrangements

- ZICTA will arrange shuttle services from conference hotels to Livingstone International Airport on designated departure days
- Delegates are advised to allow at least 2 hours before domestic flights and 3 hours before international flights
- Please confirm your departure shuttle requirements at the conference registration desk

## Passport and visa requirements

Delegates are required to hold a passport valid for at least six (6) months beyond their intended stay in Zambia.

## Visa coordination and arrangements

Following consultations with the Zambia Department of Immigration, the following guidance has been provided for ITU-T meeting participants:

- **Visa on Arrival Authorization:** Eligible visas may be issued at the port of entry for participants traveling to Zambia for the ITU-T meeting. ZICTA will coordinate with the Department of Immigration to facilitate visa issuance at entry points.
- **Visa Authorization Letter:** A formal request letter will be submitted by ZICTA to the Director General - Department of Immigration, requesting authorization for visa issuance at the port of entry for registered participants. This authorization letter is valid for ninety (90) days from the date of issuance.
- **Timing:** The visa authorization letter will be prepared and submitted between March and April 2026, in line with the event scheduled for May 2026.

## Visa requirements and options

- **Countries exempt from visa (visa-free entry):** All COMESA member states, Botswana, Namibia, South Africa, Eswatini, Zimbabwe, Mauritius, Seychelles, Singapore, Hong Kong SAR, Malaysia, and several other Commonwealth countries enjoy visa-free entry for up to 90 days.
- **Visa on Arrival:** Available at all major entry points including Livingstone International Airport. Single-entry visa fees typically range from USD 50 to USD 80 depending on nationality.
- **Electronic Visa (e-Visa):** Zambia offers an electronic visa application system. Delegates are encouraged to apply online in advance through the official Zambia Department of Immigration website: <https://evisa.zambiaimmigration.gov.zm>

## Indicative visa fees

- Single-entry visa: USD 50
- Double-entry visa: USD 80
- Multiple-entry visa: USD 80
- KAZA UNIVISA (Zambia/Zimbabwe): USD 50 (valid for both countries)

Delegates are advised to check the latest visa requirements and fees on the official immigration website or contact their nearest Zambian diplomatic mission

## Visa supporting letters/invitation letters

Visa supporting letter/Invitation letter can be issued upon request for assisting the delegates to obtain necessary visa from their respective countries and on-arrival visa (if applicable).

Delegates who require visa assistance and on-arrival visa support are requested to submit the necessary information by email to: [events@zicta.zm](mailto:events@zicta.zm) or directly to: Ms. Jayne Chilumba email

[jchilumba@zicta.zm](mailto:jchilumba@zicta.zm). Ms. Chilumba will coordinate the issuance of invitation letters and visa support requests with the Department of Immigration.

## Participant information required

For visa coordination and authorization, delegates must submit the following information to ZICTA:

- Full Name (as it appears on passport)
- Nationality
- Passport Number
- Passport copy (bio-data page)
- Expected Date(s) of Arrival
- Expected Date of Departure
- Purpose of Visit (Attendance of ITU-T Meeting)
- Organization/Institution name

Please send your letter of invitation request for visa purposes as early as possible, and no later than March 31, 2026.

## Contact points

For any further information you may require or if you need a personal invitation letter or official document for your travel clearances, please contact:

### ZICTA coordinators:

1. Jayne Chilumba Email: [jchilumba@zicta.zm](mailto:jchilumba@zicta.zm)
2. Hanford Chaaba Email: [hchaaba@zicta.zm](mailto:hchaaba@zicta.zm)
3. Patricia Maluti Email: [pmaluti@zicta.zm](mailto:pmaluti@zicta.zm)
4. Jacob Gondwe Email: [jgondwe@zicta.zm](mailto:jgondwe@zicta.zm)

## Health requirements

ITU requests all participants to ensure medical and travel insurance covering the whole period of the event during their stay in Zambia. Neither ITU nor the host (ZICTA) will be able to meet any expenses arising from illness or accident.

### Yellow fever certificate

A valid Yellow Fever vaccination certificate is required for all travellers arriving from or transiting through yellow fever endemic countries. The vaccination must be administered at least 10 days before arrival in Zambia. For a complete list of yellow fever endemic countries, please consult the World Health Organization website or your national health authority.

### Additional health recommendations

- Bring sufficient supplies of personal prescription medications
- Drink only bottled or boiled water
- Comprehensive travel insurance is strongly advised

## Hotel accommodation

ZICTA has arranged preferential rates at selected hotels in Livingstone for meeting participants. Delegates are responsible for making their own hotel reservations directly with the hotels.

Please note that additional information will be communicated by ZICTA in due course.

Hotels		
Name	Address / Contact information	Rates (USD) / Room type
<a href="#">Avani Victoria Falls Resort</a> (Meeting venue)		
<a href="#">The Royal Livingstone Victoria Falls</a>		
<a href="#">New Fairmount Hotel and Casino</a>		
<a href="#">Radisson Blu Mosi-Oa-Tunya</a>		
The Victoria Falls Waterfront		
<a href="#">Protea Hotel Livingstone</a>		
<a href="#">The David Livingstone Safari Lodge &amp; Spa</a>		
Oriental Swan Hotel		
<a href="#">Fawlty Towers</a>		

Lodges		
Name	Address / Contact information	Rates (USD) / Room type
Ngoma Zanga Lodge		
Okavango Lodge		
Ravine Lodge		
Olga's - The Italian Corner		
Mukwa River Lodge		
Munga Eco-Lodge		
White Rose Lodge		
LePatino Lodge		
Golden Days Executive Lodge		

## Guidelines for incoming international participants

Livingstone is generally a safe tourist destination with well-established infrastructure for international visitors. However, delegates should observe standard travel precautions:

- Keep valuables secure and avoid displaying expensive items
- Use only registered taxis or hotel shuttle services
- Be cautious when walking alone at night
- Keep copies of important documents (passport, visa, hotel details)

## Other information

### Zambia: a brief country profile

The Republic of Zambia is a landlocked country in Southern Africa, bordered by eight (8) nations: Tanzania, Malawi, Mozambique, Zimbabwe, Botswana, Namibia, Angola, and the Democratic Republic of Congo. With a population of approximately 20 million people, Zambia is known for its abundant natural resources, particularly copper, and its commitment to peace and democracy since independence in 1964. Livingstone, named after the famous explorer Dr. David Livingstone, is Zambia's tourism capital and gateway to the magnificent Victoria Falls (locally known as Mosi-oa-Tunya, "The Smoke That Thunders"), one of the Seven Natural Wonders of the World. The city serves as the capital of Southern Province and offers world-class tourism infrastructure, adventure activities, and rich cultural heritage. Zambia is a member of several regional and international organizations including the African Union, United Nations, Commonwealth of Nations, Southern African Development Community (SADC), and the Common Market for Eastern and Southern Africa (COMESA). The country has a stable political environment and continues to develop its ICT sector as a key pillar of economic diversification.

### Weather in Livingstone (April-May 2025):

February and March mark the end of Zambia's rainy season in Livingstone. Delegates can expect:

- Temperature: Daytime temperatures range from 28°C to 32°C (82°F to 90°F), with cooler evenings around 18°C to 22°C (64°F to 72°F)
- Rainfall: Occasional afternoon thunderstorms are possible, though rain typically decreases significantly by late February
- Humidity: Moderate to high (60-80%)
- Victoria Falls: At peak water flow during this period, creating spectacular views and the famous "Smoke That Thunders"

### Recommended Clothing

- Light, breathable cotton or linen clothing
- Light rain jacket or umbrella for occasional showers
- Sun hat and sunglasses
- Comfortable walking shoes
- Light sweater for air-conditioned venues and cooler evenings
- Sunscreen (SPF 30+) is essential

### Language

English is the official language of Zambia and is widely spoken in Livingstone, particularly in hotels, restaurants, and tourist establishments. Local languages include Nyanja, Bemba, Lozi, and Tonga, among others. International delegates will have no difficulty communicating in English throughout their stay.

### Time Zone

Zambia operates on Central Africa Time (CAT), which is UTC +2 hours year-round. Zambia does not observe daylight saving time.

### Time difference from major cities (approximate)

- London: +2 hours ahead
- Paris/Brussels: +1 hour ahead
- New York: +7 hours ahead
- Dubai: -2 hours behind

- Beijing/Singapore: -6 hours behind

## Banks & Currency

The official currency of Zambia is the Zambian Kwacha (ZMW). The exchange rate fluctuates but is approximately:

- 1 USD = ZMW 22-25 (indicative, subject to change)

## Banking & Money

- Major hotels, restaurants, and shops in Livingstone accept US Dollars, British Pounds, and Euro in addition to Kwacha
- Credit cards (Visa, Mastercard) are widely accepted at major establishments
- ATMs are available at banks, shopping centers, and the airport
- Banks are generally open Monday to Friday, 08:00-15:30, and Saturday mornings 08:00-11:00
- Money exchange bureaus operate longer hours and offer competitive rates

## Practical Tips

- US Dollar notes dated 2013 or newer are preferred (older notes may be rejected)
- Keep small denominations for tips and minor purchases
- Always ask about the accepted payment method before making purchases

## Electricity

Zambia uses 230 Volts AC at 50 Hz frequency. The standard plug type is Type G (UK-style three-pin rectangular plug), similar to that used in the United Kingdom.



International delegates should bring appropriate plug adapters for their electronic devices. Most hotels can provide adapters upon request, but it is advisable to bring your own. Universal adapters are also available for purchase at the airport and local shops.

**Note:** Some hotels may also have Type D and Type C outlets, but Type G is the most common.

## **Local emergency numbers**

- Police: 991 or +260 211 222 222
  - Ambulance: 992 or +260 213 320 678
  - Fire: 993
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