**GENERAL INFORMATION FOR PARTICIPANTS**

**1 Venue for the meeting**International Convention Centre
Durban, South Africa

**2 Arrival, departure and transportation**

Transport will be available for International delegates from the airport to the respective hotels and the conference venue. In order to ensure airport pickup and transfer, delegates are requested to complete and return the Airport Transfer Form in **Annex 1** indicating their flight information, preferably by 24 June 2013 at the latest to: Ms **Ellen Machate: Email:** **machate@doc.gov.za****; Tel: +27 12 427 7016. Requests received after this deadline will still be processed.**

**3 Delegate registration**

Delegates are requested to pre-register using the online registration forms provided at the ITU-T website by **1 July 2013**.  On-site registration will take place on **8th July between 08:00 and 09:00 a.m**.

 **4 Accommodation / hotels**

All costs shall be borne by the participant, including extension beyond the duration of the meeting dates.

Delegates are requested to book their hotel accommodation **directly with the hotel of their choice** (see list of hotels in **Annex 2**). The recommended hotel is the Hilton Durban Hotel which is next to the conference center. Delegates requiring airport pickup and transfer are requested to indicate on their travelling forms the hotel in which they are booked for transportation arrangements.

 **5 Visas (entry formalities)**Passport

All delegates arriving in South Africa must hold valid passports. All passports must be valid for at least 30 days beyond the expected date of departure from the Republic and must furthermore have at least one unused visa page when presented for endorsements.

Visa

Delegates who require visas are requested to arrange through South African diplomatic or consular missions in their respective countries. Visa application forms can, however be downloaded from the South African Home Affairs website: <http://www.dha.gov.za/>

Participants who need support from the host country to obtain an entry visa may address their request to: **Mr. Ishmael Malebye**, email: Ishmael@doc.gov.za; Tel.: +27 12 427 8078, Mobile: +27 82 3400551 no later than **21 June 2013**.

Customs formalities

All delegates must, after they have collected their entire luggage, proceed to the Customs declaration channels with their personal luggage to make a Customs Declaration to the officers manning the channels. Persons who have nothing to declare, have goods that fall within their duty free allowances and do not carry any prohibited or restricted goods, commercial goods or goods carried on behalf of another person may proceed to the Green Channel. In all other instances or where a traveler is not sure, the Red Channel should be selected.

Please note that all fresh produce, fruit, vegetables, seeds, plants, bulbs, tubers, cut flowers, cuttings of plants, honey, eggs, milk, cheese and all meat products are restricted from importation into South Africa. Should any participant in the Forum wish to import such, arrangements should be made with the South African Department of Agriculture.

The importation of medication is strictly controlled. You may import one month’s supply of medication for personal use, provided that you are in possession of a prescription issued by a registered physician. Habits forming drugs, physiographic substances as well as counterfeit goods (goods which infringe intellectual property rights) are strictly prohibited for importation into South Africa.

Persons from the media or exhibitors in possession of cameras as well as other equipment carried as accompanied passenger luggage are advised to import such under cover of an ATA Carnet in order to avoid unnecessary delays. Payment of Customs Duties and VAT may be made in South African Rand or by means of a credit card.

6 Health

All delegates arriving in South Africa, who travel from or through yellow fever areas, as designated by the World Health Organization, must carry valid certificates of vaccination against **Yellow Fever**. There will be a control post upon arrival at KSIA to ensure the validity of these vaccinations. Delegates and other participants failing to provide proof thereof will be required to submit to vaccination prior to entry into the country. (Please also see under Medical and Health Services below).

Medical Treatment

Delegates are encouraged to obtain medical travel insurance from a reputable organisation, as medical treatment at private facilities in South Africa is expensive, with public facilities also levying charges for services rendered. It is therefore strongly recommended that delegates and other participants acquire medical travel insurance when purchasing their flight tickets. This insurance is relatively cheap and will ensure a trouble free trip should medical treatment be required.

Yellow Fever

Port Health Control Posts are stationed at King Shaka International Airport. In terms of the International Health Regulations Act, any person travelling from, or through, a yellow fever endemic area is required to provide proof of having a valid yellow fever vaccination prior to being allowed to enter South Africa. Should a person not be able to provide such proof, such person shall have the option of being vaccinated on-site (at their own cost) or being placed in quarantine for 6 days. Due to the high cost of this, it is strongly recommended that affected visitors be vaccinated prior to their travel.

**9 Banking Services and Currency**

There is no limit on the amount of foreign currency that may be imported into South Africa by individual non-residents, provided that it is declared on arrival to facilitate the exportation thereof on departure. Please note that there is a limitation on the importation and exportation of South African Bank Notes which is R 5000.00.

Foreign exchange facilities are available through Bureau de Change facilities on weekdays from 09:00 to 15:30 and on Saturdays from 08:30 to 11:00. Most internationally recognised currencies and travellers cheques can be exchanged at commercial banks, hotels and international airports.

The unit of currency is the Rand (ZAR). Exchange rates are subject to fluctuation.

**10 Dress Code**

The dress code across South Africa is mainly casual and smart casual, except in some restaurants and clubs that require more formal attire.

**11 Smoking**

It is illegal to smoke in public buildings, on planes, buses and trains.

**12 Postal and Internet Services**

Services are available throughout the city at one’s own cost. However, the conference venue will be providing WI-FI services.

**13 Drivers' Licenses / Permits**

Drivers must hold valid driving licences which carry a photograph of the holder, and are either printed or authenticated in English. South Africa recognises international driving permits issued under the 1949 Convention on Road Traffic.

**14 Business and Shopping Hours**

Offices and businesses are generally open from 08:00 to 17:00, Monday to Friday. Shopping hours vary but most shops are open from 09:00 to 17:00 Monday to Friday and from 09:00 to 13:00 on Saturdays. Some shops are open on Sundays between 09:00 hours to 13:00.

**15 Value-added Tax**

Value-added tax (VAT) is charged on most goods and services except when purchased in duty-free shops at international airports. The current rate is 14%. On presentation of the goods and tax invoices, VAT may be reclaimed at international airports.

**16 Safety and Security**

As always, travelers should take a few basic precautions to ensure a safe and pleasant visit:

* Never leave personal property unattended
* Store valuables in your hotel’s safety deposit box
* Keep your hotel room locked
* Transport is available and can be booked on time for other special attention
* Avoid displaying expensive jewelry and cameras
* Do not carry large sums of money on your person
* Stay away from dark, isolated areas

**17 Local time**

The time in South Africa is GMT +2

**18 Electricity**

The power supply in South Africa is 220vAC, 50Hz. Electrical sockets are rounded three pronged. ICC does provide the international plugs as it is an international conference that has hosted BRICS Conference and other major international conference.

**19 Contacts**

Host country contacts for all official enquiries:

Ms Queen Montoedi

Tel: +27 (0) 12 427 8544

Mobile: +27 (0) 82 743 3122

Fax: +27 (0) 12 427 8159

Email: queen@doc.gov.za

Mr. Ishmael Malebye

Tel: +27 12 427 8078

Mobile: +27 82 3400551

Email: Ishmael@doc.gov.za

**Annex 1**

**HOTELS AROUND THE INTERNATIONAL CONVENTION CENTRE
IN DURBAN (AS A GUIDE)**

**(Note: Free transportation will be provided upon arrival and departure and from hotels to the meeting venue. Delegates are requested to look out for signages reading “ATU/ITU Meetings” upon arrival)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HOTELNAME**  | **ADDRESS** | **RATES** | **CONTACT PERSON AND DETAILS**  | **STATUS** |
| Hilton Durban Hotel**(Next to Conference Venue)** **Recommended Hotel** | 12-14 Walnut Road Durban 4001 (5 min walk) | +/- R1100 – R3090 per room including breakfast | Reservations & EnquiriesTel: 031 336 8100Fax: 031 336 8200 | Individual Booking  |
| Balmoral Hotel**Recommended Hotel** | 125 Beach Road KwaZulu-Natal4056 (7 min drive) | SINGLE ROOM R805.00 including Bed and BreakfastDOUBLE R1050.00 including Bed and Breakfast | Reservations & EnquiriesContact : Ellen MachateTel : 012 427 7016Mobile : 072 745 2668Email: machate@doc.gov.za  |  |
| Garden Court Marine Parade | 167 O.R Tambo ParadeMarine ParadeDurban 4001(+/- 5km away) | R1049 per room including breakfast | Réservations & Enquiries Tel: 031 337 3341Fax: 031 337 5929Email: gcmarineparade.reservations@tsogosun.com  | The need for a deposit up front |

**Annex 2**

|  |  |  |
| --- | --- | --- |
| Description: ITU globe2 | **ITU Workshop on “Environmentally Sound Management of E-waste”(Durban, South Africa, 9 July 2013)**  | Description: ITU globe2 |

**AIRPORT TRANSFER FORM**

***To ensure airport pick-up and transfer,
 participants are requested to complete and return this form to:* Ms. Ellen Machate***, by
 e-mail:* **machate@doc.gov.za** preferably ***by 24 June 2013 at the latest. Requests after this deadline will still be processed****(for enquiries: Tel: +***+27 12 427 7016***)***IMPORTANT NOTE**: ***Please indicate the name of the hotel where you are booked.
 Delegates are requested to book their hotel accommodation directly with the hotel of their choice (see list of hotels in Annex 1***)

 *Family name ------------------------------------------------------------------------------------------------------*

*First name*  ------------------------------------------------------------------------------------------------------

*Address*  ------------------------------------------------------------------------ *Tel: -------------------*

*----------------------------------------------------------------------------------------- Fax: --------------------*

*----------------------------------------------------------------------------------------- E-mail:* ------------------

***Name of Hotel*** *-----------------------------------------------------------------------------------------------------*

*------------ single/double room(s)* ***at preferential rate***

***from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ July 2013 to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_July 2013***

*Date* ------------------------------------------------------ *Signature*  -------------------------------------

**TRANSFER INFORMATION**

**Transportation will be provided from the airport to the hotels and to the meeting venue**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Arrival |  |  | Time of Arrival |  | FLIGHT NO. |  |
| Date ofDeparture |  |  | Time of Departure |  | FLIGHT NO. |  |