***Practical information for participants***

**1 Event venue**

**Kampala Serena Hotel**

Address: P.Box 7814, Kampala
 Kintu Road

 Tel.: +256414 309 000

 Fax: +256414 259 130

 Focal Point name: Asiimwe Stephen

 E-mail: sasiimwe@serena.co.ug

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

 E-mail reservation:sales@serena.co.ug and copy in reservations@serena.co.ug

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**2 Hotels**

Hotel reservations may be made directly by delegates. However, delegates may also request UCC to make their hotel reservations for them if they wish. For that purpose, they should simply send by e-mail to UCC contacts below their flight details as well as the name of their chosen hotel.

Email: ikyomuhendo@ucc.co.ug or hnakiguli@ucc.co.ug

Preferential rates have been obtained with certain hotels. Arrangements will be made by UCC to transport delegates from their respective hotels to the meeting venue. However, delegates staying in hotels other than those proposed will have to make their own arrangements.

The list of proposed hotels is shown below.

| Hotel | Room type and rates (USD) | Contact  |
| --- | --- | --- |
|  | Single | Double | Executive  |  |
| Kampala Serena Hotel | 272 | 292 |  | Asiimwe StephenTel. +256-712705038E-mail: sasiimwe@serena.co.ug Copy reservations@serena.co.ug  |
| Imperial Royale Hotel | 100(deluxe) | 120 (deluxe) | 150 | MariamTel. +256-755384457Email: reservation@irh.co.ug  |
| Fairway Hotel | 95  | 105 (Standard) |  | Moses AsiimweTel. +256-782689684Email: moses@fairwayhotel.co.ug  |
| Mosa Courts Apartments | 84(deluxe) | 119 (deluxe) | 178 (1 bed apartment) | Tel: +256-414-230321Email: reservations@mosacourthotel.com  |
| Sheraton Hotel |  |   | 245 (executive)245 (club room) | Rose MusokeEmail: rose.musoke@sheraton.comCopy: reservation.kampala@sheraton.com  |
| Golf Course Hotel | 183(Deluxe) | 213 (Deluxe) |  | Joshua M . KitothyaTel. +256-775270272Email: reservation@golfcoursehotel.com  |
| Grand Imperial | 140(deluxe) | 160 (Deluxe) | 180 (single)250 (Double) | Barbara, Tel. +256712124745, +256414311048, reservations@g.hotel.co.ug  |
| Speke Hotel  | 138 | 138 |  | AnnTel. +256776975079, ann.natu@yahoo.com  |
| Holiday Express | 65 | 90 |  | JuliusTel. +256752908544, juliuserwaku@yahoo.com  |
| Tourist Hotel | 26 (Standard)30 (Superior) | 37 (Standard)49 (Deluxe) |  | JackieTel. +256392588514, gloria.matovu@yahoo.com  |

**3 Air travel**

Entebbe International Airport, Uganda’s main international airport is located on the shore of Lake Victoria, about 32 km (20 miles) south of Kampala, the capital city of Uganda. The airport is open 24 hours with full amenities of an international airport. The following airlines fly to Entebbe: KLM, Emirates, Kenya Airlines, British Airways, South African Airways, SN Brussels, Egypt Air, Turkish Airlines, Qatar airways and Ethiopian Airlines.

**4 Arrival and transportation**

Arrangements will be made to meet delegates upon arrival at the airport and take them to their respective hotels. Delegates wishing to benefit from this service are requested to send their flight details and arrival time to the following contact person (see Form on page 6):

**Mr. Dickson Kwesiga**

E-mail: dkwesiga@ucc.co.ug

Tel: +256312339048/ +256414339048

Mobile phone: +256755627030

**5 Visa – Formalities for entering the Uganda**

All travellers to Uganda must have a valid passport issued and recognized by their government. Visas are issued at Ugandan Missions abroad and also at entry/exit points. The duration for the visitor’s visa varies, with a maximum of three months. Below are the various visa fees:

* Single Entry-USD 30;
* Multiple-entry 6-month visa - USD 80,
* Multiple-entry 1-year visa - USD 160.

It is possible to obtain your visitor’s visa on arrival at Entebbe airport. Multi-entry visas are not available at the airport, but can be obtained from Ugandan embassies in foreign countries. You should present your application and USD 50 in cash to the immigration officer. The airline will normally have distributed the visa application form prior to landing in Entebbe. Delegates may exchange currency at the forex bureaux inside the arrivals terminal.

Nationals from the COMESA (Common Market for Eastern and Southern Africa) member countries are exempted from visa requirement into Uganda. COMESA countries are Angola, Burundi, Comoros, Eritrea, Kenya, Malawi, Mauritius, Madagascar, Rwanda, Seychelles, Swaziland, Tanzania, Zambia and Zimbabwe.

Others countries exempt from visa requirements to Uganda are Antigua, Bahamas, Barbados, Belize, Fiji, Gambia, Grenada, Jamaica, Lesotho, Malta, Sierra Leone, Singapore, Solomon Islands, St Vincent & The Grenadines, Tonga, Vanuatu, Italy (Only Diplomatic Passports), Cyprus. Please note that American nationals, British, and just about all Commonwealth nationals and European nationals that make up the vast majority of visitors to Uganda do require a visa to travel to Uganda.

For visa assistance and information, please contact the following local coordinators:

1. Ms Helena Mayanja

Public Relations Specialist

E-mail: hmayanja@ucc.co.ug

Tel: +256-41-4339171

Mobile Phone: +256-77-2406464

1. Ms Nakiguli Helen Cynthia

Environment Management Specialist

E-mail: hnakiguli@ucc.co.ug or hecyna@gmail.com

Tel: +256-41-4339000

Mobile Phone: +256-772-433448; +256-70-2139887

1. Ms Immaculate Kyomuhendo

Communications Officer

E-mail: ikyomuhendo@ucc.co.ug

Tel: +256-41-4339000

Mobile Phone: +256-77-3120596; 079-44120596

**6** **Health requirements**

Travellers to Uganda must have an international inoculation certificate against Yellow Fever.

**7 Insurance**

Delegates are strongly advised to have full-cover travel insurance.

**8 Security**

Although Ugandans are very helpful it is always advisable to be cautious when dealing with strangers. During your stay you are advised to safeguard valuables or secure them in the hotel safe.

**9 Electricity**

The electricity supply in Uganda is 240 Volts ac 50 Hz. Sockets are usually 13 Amp, square pin in most buildings.

**10 Time zone**

The Time Zone is Greenwich Mean Time (GMT) + 3.

**11 Climate**

Uganda enjoys a tropical climate, with abundant sunshine all year round. Uganda's temperatures are moderate throughout the year. In Kampala, near Lake Victoria, average daily temperatures range
from 18° to 28° C (65° to 83° F) in January and from 17° to 25° C (62° to 77° F) in July. The rainy seasons occur from March through May and from October through November.

**12 Currency and banking**

The currency of Uganda is the Uganda Shillings (/-).

The notes and coins that are currently in circulation are:

Bank notes: UGX 50,000/=, UGX 20,000/= UGX 10,000/= UGX 5,000/= UGX 1,000/=

Coins: 500 shillings, 200 shillings, 100 shillings, 50 shillings, 10 shillings

Exchange rates varies around:

1USD = 2600 Ugandan shillings

1£ Sterling = 3962 Ugandan shillings

1 Euro = 3458 Ugandan shillings

There are numerous forex bureaux in Kampala and the main towns across the country, as well as a number of international and regional banks. These include Bank of Africa, Barclays Bank, Standard Chartered, Stanbic, Tropical African Bank, and Cairo bank. Money transfer services are available from Western Union and Money Gram in most of our local and international banks.

Mobile money transfer (e-banking) by major telecommunications operators, such as MTN Uganda, Uganda Telecom Limited and Airtel, is also available. Major credit cards (Visa, Barclays, American Express, Master card, etc) are widely accepted.

**13 Language**

The official working language is English.

**14 Internet connectivity**

Internet connection will be available at the meeting venue.Payment may be required at certain hotels.

**15 Contact**

For any questions, please contact:

Contact persons:

**Ms Helena Mayanja**

Public Relations Specialist

E-mail: hmayanja@ucc.co.ug

Tel: +256-41-4339171

Mobile Phone: +256-77-2406464

**Ms Nakiguli Helen Cynthia**

Environment Management Specialist

E-mail: hnakiguli@ucc.co.ug or hecyna@gmail.com

Tel: +256-41-4339000

Mobile Phone: +256-772-433448; +256-70-2139887

**Ms Immaculate Kyomuhendo**

Communications Officer

E-mail: ikyomuhendo@ucc.co.ug

Tel: +256-41-4339000

Mobile Phone: +256-77-3120596; 079-44120596

**FORM – ARRIVAL AND TRANSPORTATION TO HOTEL**

|  |  |  |
| --- | --- | --- |
|  | **ITU-T Study Group 5RG-AFR and SG 12RG-AFR meetings; ITU Regional Standardization Forum and Focus Group on Smart Water management****Kampala, Uganda, 23-27 June 2014** |  |
|  |  |  |
| **To ensure transfer to and from the airport, participants are requested to complete and return this form to Mr. Dickson Kwesiga, by 20 June 2014 at the latest by e-mail E-mail:** **dkwesiga@ucc.co.ug** **Tel: +256312339048/ +256414339048Mobile phone: +256755627030** |

Family name………………………………………………………………………………………

First name………………………………………………………………………………………

Job Title ……………………………………………………………………………………………

Organization……………………………………………………………… Country …………......

Telephone : :……………………………………………….

Email:………………………………………………………

Hotel where you are residing:

Hotel Name ……………………………………………………………

Address …………………………………………………………

**Transportation will be provided from the airport to the hotels and to the meeting venue. Please provide your arrival and departure flight information to facilitate arrangements for transportation.**

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