

**ITU-D Regional Development Forum for the Africa Region:  
“NGN and Broadband, Opportunities and Challenges”**

**Lusaka (Zambia), 18 and 19 May 2009**

**DELEGATES INFORMATION NOTE**

*PRACTICAL INFORMATION*

**VENUE OF THE MEETING**

The Venue for the ITU-D Regional Development Forum (18 to 19 May 2009) will be:

**MULUNGUSHI CONFERENCE CENTRE**

Tel.: + 260 21 246697

Fax: + 260 21 246701

Location: Great East Road, Opposite Arcades Shopping Mall, Lusaka, Zambia

E-mail: [nkangwa@caz.zm](mailto:nkangwa@caz.zm)

**REGISTRATION OF DELEGATES**

All information on the registration of delegates can be downloaded from the ITU site:  
<http://www.itu.int/ITU-D/tech/indexDevelopmentForum.html>

**WORKING LANGUAGES**

The meeting will be held in English and French with simultaneous interpretation.

**ACCOMMODATION**

Delegates will be responsible for their lodging at the hotel. However, the Organising Committee has negotiated special rates, as specified below. A full list of available hotels is attached for the benefit of delegates. Delegates are strongly advised to make all reservations in the designated hotels through the organizing Committee using the hotel reservation form provided for that purpose. The Organising Committee will not provide a shuttle service for delegates to or from hotels not included in the list of recommended hotels.

The hotel reservation forms should be sent directly to the chosen hotel with a copy to:-

**Communications Authority of Zambia**

Plot 3141, Heavy Industrial Area

Corner Buyantanshi & Lumumba Roads

P O Box 36871

Lusaka

Telephone: +260 21 1 246697

Fax: +260 21 1 246701

**E-mail:** [nkangwa@caz.zm](mailto:nkangwa@caz.zm)

**Website:** [www.caz.zm](http://www.caz.zm)

## **TRANSPORTATION**

Transportation will be available for delegates from the airport to their respective hotels, as well as from the hotels to the forum venue and back.

## **AIRPORT**

Lusaka International Airport is the international airport for Zambia. It is served by the major international airlines.

## **ENTRY REQUIREMENTS AND VISA INFORMATION FOR ZAMBIA**

A valid passport and an entry visa are required to enter Zambia. Visas must be obtained prior to arrival and are required by the nationals most countries with the exception of some Commonwealth & SADC countries. Delegates are advised to contact the Zambian Embassy of their country for confirmation. Visas can be obtained and issued in Zambia, especially for those wishing to stay beyond the meeting period.

For countries in which Zambia has no consulate or embassy, the host country may apply for a visa on your behalf and it would be issued to you upon arrival. The fee for a single-entry visa is USD50 to be paid at the point of entry.

Participants who wish the host country to apply for entry visas on their behalf should provide a copy of the biodata from their passport to

**Mrs Nawiti Kangwa, e-mail: [nkangwa@caz.zm](mailto:nkangwa@caz.zm), Fax: +260 21 246701.**

### *Note*

You may be refused entry [on a passport that is due to expire within three months of your departure date]. For more information visit the website:

<http://www.zambiaimmigration.gov.zm>

## ***GENERAL INFORMATION***

### **INSURANCE**

Participants are advised to obtain supplementary medical/travel insurance. However, excellent private medical facilities in Zambia can provide for all of your medical needs. First aid services will be available at the meeting venue.

### **VACCINATION REQUIREMENTS AND MEDICAL FACILITIES**

For information about vaccination requirements and health information for travellers please consult the World Health Organization's (WHO) website at:

<http://www.who.int/ith/countries/zmb/en/>.

### **CLIMATE**

Zambia has a typically tropical climate with three distinct seasons. December to April – warm and wet. May to August – cool and dry. September to November - hot and dry. Average temperatures in Summer range from 25 degrees Celsius to 35 degrees Celsius and in Winter 6 degrees Celsius to 24 degrees Celsius.

## **TIME ZONE: GMT+2**

Zambia is two hours ahead of Greenwich Mean Time., one hour ahead of Central European Time, seven hours ahead of Eastern USA Time and ten hours ahead of Western USA Time.

## **CURRENCY**

The official currency is the Zambian Kwacha

Current rates: Buying K5,680 --- Selling: K5,765 as at 24 February 2009

Please be advised that this rate fluctuates regularly and needs to be checked often.

Foreign currency can be exchanged at any Foreign Exchange Bureau. Banks are open weekdays from 08.15 hours to 14.30 hours Monday to Friday and every first Saturday and last Saturday of a month.

Government Offices: Open 09.00 to 17.00 Monday to Friday and close for lunch from 13.00 hours to 14.00 hours

Shops: Most of them generally open from 08.00 hours to 17.00 hours Monday to Friday and half day on Saturdays.

## **TELECOMMUNICATIONS**

Four reliable telecommunications networks are available in Zambia (one fixed and three mobile). The country code **for Zambia is + 260**. Wireless Internet connectivity will be available in the Conference room for delegates.

## **SECURITY AND SAFETY**

Zambians pride themselves in being very friendly and hospitable people. However safety arrangements will be made and normal precautions are advised.

## **ELECTRICITY**

Electricity is 240V AC at 50Hz. Stabilizers are required for sensitive devices, and adapters are required for appliances using more than 230V.