



## LOGISTICS AND ADMINISTRATIVE NOTE (revised)

# THIRD (3<sup>RD</sup>) AND FINAL ATU PREPARATORY MEETING FOR WTSA-24

## SOUTH AFRICA

## 1. INTRODUCTION

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The Third (3<sup>rd</sup>) and Final ATU Preparatory Meeting for WTSA-24 will be convened from the 12<sup>th</sup>- 16<sup>th</sup> August 2024 in Sandton City, South Africa.

As this is the final preparatory meeting in person (physical) attendance is strongly encouraged. However, the meeting will adopt a hybrid approach with both physical participants, as well as through remote participation via Online Remote Conferencing Platform – links will be distributed to those indicating that they wish to join online.

Simultaneous Interpretation services will be provided in both English and French.

All delegates attending the meeting is responsible for their own digital devices and must bring their own laptops to access the relevant documentations and deliver presentations during the meeting, as applicable.

## 2. VENUE AND PROGRAMME OF EVENT

### 2.1 Location

The meeting will be held at the **Radisson Blu Hotel Sandton City**, approximately 28km from O R Tambo International Airport.



**Address and Details of the meeting venue are as follows:**

Radisson Blu Hotel Sandton City,  
Cnr Rivonia Road & Daisy Street, Sandton City,

Located in the heart of the city's business district and within walking distance of the Gautrain Station, which connects to Johannesburg and the OR Tambo International Airport and only minutes from Nelson Mandela Square, Sandton City, and many restaurants.

Transportation services can be arranged through the hotel for a nominal fee and the hotel offers a complimentary shuttle anywhere within a 3-kilometer radius of the hotel, including corporate office blocks, Sandton City, Mandela Square, and Sandton Gautrain Station.

### 2.2 Programme

The Draft Agenda/Work Programme of the meeting will be posted on the ATU website. Please refer to this for more information.

### 2.3 Official Meeting Opening Ceremony

The Official Opening Ceremony will take place on the morning of 12<sup>th</sup> August 2024, at the meeting venue, Radisson Blu Hotel Sandton City. Immediately following the Official Opening Ceremony, delegates will all be requested to gather for a group photo.

**3. FOCAL PERSONS AND CONTACT DETAILS**

Kindly refer all official enquiries to:

NAME	MOBILE NO	EMAIL ADDRESS
<b>HOST: GOVERNMENT OF SOUTH AFRICA</b>		
Ms Renah Lusiba Chief Director: ICT Multilateral Department of Communications and Digital Technologies (DCDT)	+27 824 122 610	rlusiba@dcdt.gov.za
Ms Regina King Assistant Director; Africa-Multilateral Department of Communications and Digital Technologies (DCDT)	+27 823 711 787	rking@dcdt.gov.za
<b>ATU SECRETARIAT</b>		
Mrs Alice Koech Programmes Coordinator	+254 722510012	<a href="mailto:a.koech@atuuat.africa">a.koech@atuuat.africa</a> ; sg@atuuat.africa
Mr Isaac Boateng Standardization Coordinator	+254 745327740	i.boateng@atuuat.africa

**4. TRAVEL LOGISTICS**

**4.1 Hotel reservations**

Delegates are responsible to book their own hotel accommodation directly with the hotels (see list as a guide).

**NOTE:** The host country has negotiated special rates for all delegates wishing to stay at the Radisson Blu Sandton Hotel. **Please find the [link for the group to book](#).**

[\[LINKSHIELD PROTECTED\] www.radissonhotels.com/en-us/booking/room-display?hotelCode=ZAJNBSA2&checkInDate=2024-08-12&checkOutDate=2024-08-18&adults%5B%5D=1&children%5B%5D=0&aoc%5B%5D=&searchType=pac&promotionCode=WTSA24&voucher=&brands=&brandFirst=](http://www.radissonhotels.com/en-us/booking/room-display?hotelCode=ZAJNBSA2&checkInDate=2024-08-12&checkOutDate=2024-08-18&adults%5B%5D=1&children%5B%5D=0&aoc%5B%5D=&searchType=pac&promotionCode=WTSA24&voucher=&brands=&brandFirst=)

Should delegates not wish to stay at the meeting venue, please refer attachment list for other hotels in close vicinity of the main meeting venue.

**4.2 Delegate Transport**

The Government of South Africa will provide communal transport to delegates between 11<sup>th</sup> and 17<sup>th</sup> August 2024 as follows:

- On arrival and departure from OR Tambo International Airport; and
- To and from the recommended hotels contained in the hotel list and the meeting venue, for the duration of the meeting. **Please use the recommended hotels.**

**Note:**

- Delegates are advised to look out for paging boards or signage with the name of the meeting.
- **Further, delegates will only be afforded official transport from hotels (on the list); within a radius of maximum 10kms from the main conference venue.**

- **Early arrivals and longer stay:** Participants shall be responsible to cater for their own airport transfers in these instances.

Participants are further requested to provide all travel information, including name of hotel, flight number, arrival and departure dates and times as early as possible to allow proper transport arrangements.

## 5. LIST OF ACCOMMODATION FACILITIES

The List of Hotels recommended are provide below. Government rates have been sought from the following hotels because of their proximity to the meeting venue.

NAME OF HOTEL	SINGLE OCCUPANCY ON BED & BREAKFAST (ZAR)	CONTACT
1. Radisson Blu Sandton Hotel – 5 Star (meeting venue) Cnr Rivonia Rd & Daisy Str, Sandton	R1470	Phone: +27 11 245 8000 Please find the <a href="#">link</a> for the group to book.  <a href="#">[LINKSHIELD PROTECTED]</a> <a href="http://www.radissonhotels.com/en-us/booking/room-display?hotelCode=ZAJNBSA2&amp;checkInDate=2024-08-12&amp;checkOutDate=2024-08-18&amp;adults%5B%5D=1&amp;children%5B%5D=0&amp;aoc%5B%5D=&amp;searchType=pac&amp;promotionCode=WTSA24&amp;voucher=&amp;brands=&amp;brandFirst=">www.radissonhotels.com/en-us/booking/room-display?hotelCode=ZAJNBSA2&amp;checkInDate=2024-08-12&amp;checkOutDate=2024-08-18&amp;adults%5B%5D=1&amp;children%5B%5D=0&amp;aoc%5B%5D=&amp;searchType=pac&amp;promotionCode=WTSA24&amp;voucher=&amp;brands=&amp;brandFirst=</a>
2. Garden Court Sandton City - 4 Star Cnr West & Maud Streets Sandown, Sandton	R1492	Phone: +27 11 269 7000 Email: <a href="mailto:gcsandtoncity.reservations@southrensun.com">gcsandtoncity.reservations@southrensun.com</a>
3. Protea Hotel Balalaika - 4 Star 20 Maud Str, Sandown, Sandton	R1297	Phone: +27 11 322 5000 Email: <a href="mailto:reservations@balalaika.co.za">reservations@balalaika.co.za</a>
4. City Lodge Hotel - 3 Star Katherine Str, Sandton	R1260	Phone: +27 11 444 5300 Email: <a href="mailto:clkatherine.resv@citylodgehotels.com">clkatherine.resv@citylodgehotels.com</a>
5. ONOMO Sandton Hotel - 3 Star 135 West Str, Sandton	R1100	Phone: +27 11 0859500 Email: <a href="mailto:reservations.sandton@onomohotel.com">reservations.sandton@onomohotel.com</a>

## 6. GENERAL COUNTRY INFORMATION

**6.1 Time:** South Africa is GMT +2

## **6.2 Banking Services and Currency**

### **Currency control**

The local currency is the South African Rand (ZAR).

Currency brought into or taken from South Africa is monitored by law. Should you have South African currency exceeding ZAR25 000 or foreign currency exceeding \$10 000 (or equivalent), this must be declared on arrival on the [DA 306 form](#), the Passenger declaration form. This applies to both South African residents and visitors.

Export of foreign currency is limited to the amount that the visitor declared upon arrival; provided you didn't stay for more than 12 months. For more information, contact any Customs and Excise Office.

### **6.3 Banking**

Foreign exchange facilities are available through bureau de change facilities on weekdays. Most internationally recognized currencies and travelers' cheques can be exchanged at OR Tambo International Airport, commercial banks and hotels.

### **6.4 Credit and Debit Cards**

In general cash is not necessary as most facilities work with Master and Visa debit and credit cards, and cash can be withdrawn from most ATM's. The following credit cards are generally accepted for mode of payment; Master and Visa, American Express, Diners Club International.

### **6.5 Business and Shopping Hours**

Official business hours are generally 08:00 to 17:00, Monday to Friday in major cities.

Sandton City and Nelson Mandela Square are open from Monday – Thursday, 09h00 – 19h00 and Friday – Saturday, 09h00 – 20h00. Restaurants are open later.

Shopping hours vary, but most shops at shopping malls are open from 09:00 to 18:00 Monday to Friday and from 09:00 to 16:00 on Saturdays and Sundays between 09:00 to 14:00 except for major shopping centres that are open later.

### **6.6 Postal Internet Services and Local Sim Card**

These services are available throughout the city at own costs. However, the meeting venue will be equipped with access to wi-fi services. Most restaurants and malls have free wi-fi facilities.

### **6.7 Telephone Services**

South Africa's international dialing code is +27, followed by a 9-digit number for both mobile and fixed networks.

## 6.8 Important Numbers

### NB: Emergency numbers work on a national basis

- Police, Fire and Medical Emergency: 10111
- Ambulance: 10177
- Private Hospitals in close vicinity of the meeting venue:
  - Mediclinic Morningside (open 24 hours): +27 (0) 861005555
  - Morningside Mediclinic - ER (open 24 hours): +27 11 282 5000
- Emergency services from a mobile phone: 12 (mobile)
- Tourism safety initiative: +27 (0) 861874911

### Other

- SA Tourism Hot Line: +27 831236789
- South African Tourism: [www.southafrica.net](http://www.southafrica.net)
- South African Information: [www.southafrica.info](http://www.southafrica.info).

## 7. VISA REQUIREMENTS

Delegates must carry a valid national passport (valid for at least six (6) months before the expiry date). The use of temporary passports or emergency travel documents will not be acceptable. Delegates are strongly advised to check visa requirements before departure from their countries of origin, as visa requirements vary from country to country. Visa application responsibility rests with the applicant.

**IMPORTANT NOTE: South Africa does not facilitate Visa-on-arrival.**

## 8. HEALTH REQUIREMENTS AND COVID-19 REGULATIONS

### 8.1 Travel Insurance

Delegates are encouraged to obtain travel insurance from reputable organizations to cover travelling associated incidentals, as well as valid medical aid cover, should medical treatment be required.

Currently there is no need to present a COVID-19 vaccination certificate or PCR results at the port of entry. However, delegates will be kept apprised of any changes.

### 8.2 Immunisation Requirements

#### Yellow Fever:

In terms of both the South African Department of Health and World Health Organization (WHO) guidelines and policies pertaining to Yellow Fever, a Vaccination Certificate from travellers over one year of age entering South Africa from Yellow Fever Endemic regions is required. Visitors who travel through or disembark in these Yellow Fever Endemic areas are required to be vaccinated against the disease before entering South Africa. Delegates are urged to confirm with the health authorities in their respective countries.

List of countries for which a Yellow Fever Vaccination certificate is required for entry into South Africa:

AFRICA		CENTRAL AND SOUTH AMERICA
Angola	Guinea	Argentina
Benin	Guinea-Bissau	Bolivia
Burkina Faso	Kenya	Brazil
Burundi	Liberia	Columbia
Cameroon	Mali	Ecuador
Central African Republic	Mauritania	French Guiana
Chad	Niger	Guyana
Congo	Nigeria	Panama
Côte d'Ivoire	Rwanda	Paraguay
Democratic Republic of Congo	Senegal	Peru
Equatorial Guinea	Sierra Leone	Suriname
Ethiopia	Southern Sudan	Trinidad and Tobago
Gabon	Sudan	Venezuela
Gambia	Togo	
Ghana	Uganda	
For more information, refer: <a href="http://www.who.int.ith/ITH">http://www.who.int.ith/ITH</a>		

## 9. PORT OF ENTRY

The following documentation should be presented at the port of entry:

- Invitation letter from the ATU Secretariat, Passport, Visa (countries not exempt); Yellow fever certificate if the passenger has departed from/transmitted through a yellow fever endemic country, and proof of return air ticket.

## 10. DEPARTURE

**10.1** Delegates departing from OR Tambo International Airport will have to go through the standard aviation safety clearance process and pass through the check-in and immigration counters. Delegates leaving South Africa must be at the airport at least two (2) hours before the scheduled departure time.

### 10.2 Customs Procedures

Standard customs procedures will be applied to all delegates.

## 11. POWER SUPPLY/ SOURCE

The electricity supply in South Africa operates at 220-230V, 50-60Hz, three (3) round pin plugs (type M). However, 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 it is not available or there are too few adapters at the hotel.



## 12. CLIMATE

In Sandton City the weather in August is generally characterized by **mild** temperatures and low rainfall. Daytime temperatures hover around 20°C, while nights can cool down to about 6°C. **It is advised to bring something warm for the evenings as the temperatures drop after sunset.**

### **13. SAFETY and SECURITY**

- Travelers are encouraged to take precaution to ensure a safe and pleasant visit;
- Never leave personal property unattended;
- Store valuables in your hotel safety deposit box;
- Keep your hotel room locked;
- Do not carry large sums of money on your person;
- Stay away from isolated areas, especially after dark.