



INFORMATION NOTE TO DELEGATES

5TH AFRICAN INTERNET GOVERNANCE FORUM
16 – 18 OCTOBER 2016

DURBAN ICC
DURBAN, KWAZULU NATAL PROVINCE, SOUTH AFRICA

1. EVENT DATE AND VENUE

South Africa will be hosting the 5th African Internet Governance Forum from the 16-18 October 2016 at the Durban ICC Durban in KwaZulu Natal Province, South Africa.

2. LOGISTICAL ARRANGEMENTS

2.1 Accommodation for all delegates

Accommodation is available at negotiated rates identified (see Annexure A).

NB: All costs shall be for delegates own account.

2.2 Transport

Communal transport will be available for participants from King Shaka International Airport in Kwazulu Natal to the respective hotels; and from hotel to the venue of the meeting and back to the airport.

Delegates will only be afforded official transport from hotels within a **radius of 10kms** from the main meeting venue. **Transport will operate as from 15 – 19 October 2016.**

2.4 In order to easily coordinate transportation logistics, delegates are requested to provide their flight itineraries and submit the duly completed registration forms both online and copy to the Host and the AUC by 10 October 2016(refer details under Accreditation & Registration).

3. ACCREDITATION & REGISTRATION OF PARTICIPANTS

3.1 Accreditation will be open from 15 October 2016 as from 15:00– 18:00, on 16 – 17 October 2016 from 08:00 – 16:00, at the ICC Exhibition Centre, Durban, 11 Walnut Road, directly opposite the Durban ICC.

3.2 All delegates are requested to duly complete the registration for onward submission to the following officials.

NAME	TEL NO	MOBILE NO	EMAIL ADDRESS
Department of Telecommunications & Postal Services (Host)			
Ms Rianett Pelser	+27 12 427 8224	---	afifg-5@dtps.gov.za
Ms Zanele Radebe	+27 12 421 7203	---	afifg-5@dtps.gov.za
AU Secretariat:			
Mr Adil Suleiman	+251 11 5517 700	+2541 927828338	suleimana@africa-union.org

4. PORT OF ENTRY REQUIREMENTS

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

- Invitation letter from the AU
- Passport
- Yellow fever certificate if the passenger has departed from/transmitted through a yellow fever endemic country.
- Proof of return air ticket.

5. IMMIGRATION AND HEALTH REQUIREMENTS

5.1 Passports and Visas

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. 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.home-affairs.gov.za/forms.asp?topic=visas>

5.2 IMMUNISATION REQUIREMENTS

5.2.1 Traveller Health Questionnaire:

All travellers are required to complete the attached Travellers Health Questionnaire upon arrival at all points of entry in South Africa. *A stamped medical certificate from the Health Ministry is required should travellers be coming from the following high risk countries: Guinea, Liberia, and Sierra Leone.*

NB: The Travelers Health Questionnaire, together with the stamped medical certificate from the Health Ministry should be dispatched to: **National Health Operations Centre, c/o The Department of Health on mail to:** nathoc6@health.gov.za/ nathoc7@health.gov.za/ nathoc8@health.gov.za; and copy to the Host on email: afgif-5@dtps.gov.za

5.2.2 Yellow Fever:

The South African Department of Health reviewed its yellow fever vaccination requirements policy, which have been effective from 01 October 2011. 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.

List of countries for which a yellow fever vaccination certificate is required for entry into South Africa:

- | | | |
|----------------------------|------------------|-------------------------------|
| • Angola | • Ethiopia | • Peru |
| • Argentina | • French Guyana | • Rwanda |
| • Benin | • Gabon | • Sao Tome and Principe |
| • Bolivia | • Gambia | • Senegal |
| • Brazil | • Ghana | • Sierra Leone |
| • Burkina Faso | • Guinea | • Somalia Sudan |
| • Burundi | • Kenya | • Sudan Suriname |
| • Cameroon | • Liberia | • Suriname |
| • Central African Republic | • Mali | • Togo Trinidad and Tobago |
| • Chad | • Mauritania | • Trinidad and Tobago Uganda |
| • Colombia | • Niger Nigeria | • Uganda |
| • Congo | • Nigeria Panama | • United Republic of Tanzania |

- Democratic Republic of Congo
- Ecuador
- Equatorial Guinea
- Panama
- Paraguay
- Venezuela
- Zambia

5.2.3 Malaria:

The AfIGF site in Durban, as well as the KwaZulu Natal Province, is a Malaria free zone. If you plan to travel outside the province be aware of Malaria areas in the country. If you plan further travels in a Malaria zone, consult your travel doctor to prescribe the most appropriate anti-Malaria agent for your purposes.

5.3 Health Care: Travel Insurance:

As with all international travel, it is strongly advised that delegates are adequately covered by international health insurance for the duration of the Forum. Delegates are therefore informed that they should obtain medical travel insurance from a reputable organisation. Such insurance is relatively cheap and will ensure a trouble free trip should medical treatment be required. *Delegates are further advised that medical treatment at private facilities in South Africa is expensive, with public facilities also levying charges for services rendered.*

5.4 Hospitalisation:

Hospitalisation to either a state or private healthcare facility is for the account of the patient.

6. CUSTOMS REQUIREMENTS

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 traveller 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 wish to import such, arrangements should be made with the South African Department of Agriculture for the importation of such.

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.

7. GENERAL INFORMATION

7.1 Banking Services and Currency

7.1.1 Currency control

There are no limits on the amount of cash that visitors can bring into South Africa. However, some countries have limits on the export of bank notes and visitors are therefore advised to convert most of their money to traveller's cheques. The necessary permit should be obtained from the South African Reserve Bank (the central bank of South Africa) if visitors wish to leave the country with more than **R5 000 (Five Thousand**

Rand) in cash in their possession. Import of foreign currency is free, subject to declaration. Export of foreign currency is limited to the amount that the visitor declared upon arrival. For more information, contact any Customs and Excise Office.

7.1.2 Banking

Banks, bureaux de change, and Auto banks (ATM's, automated teller machines) are found in most towns and operate on a 24 hour basis. Banking hours are typically from 9am to 15:30 on Mondays to Fridays and 9:00 to 11:00 am on Saturdays.

Most internationally recognised currencies and travellers cheques can be exchanged at commercial banks, hotels.

7.1.3 Credit Cards

All the major credit cards are accepted in South Africa although the Visa and Master Cards enjoy a greater popularity than Diners Club and American Express. The unit of currency is the Rand (ZAR). Exchange rates are subject to fluctuation.

7.2 Climate and Clothing

The KwaZulu-Natal Province enjoys sunshine year-round with a temperate, sub-tropical climate. Durban is characterized by a mild subtropical climate having an average of 320 days of sunshine in a year. Spring starts from September - October with average temperatures of 17 to 25 °C. Light rain falls all through the year. The weather in October is arid with [rain](#) at times. Pack clothing that is lightweight and cool; always keeping in mind that the sun in South Africa is strong and its rays harmful to exposed skin.

7.3 Time

The time in South Africa is GMT +2

7.4 Electricity Supply

The power supply in South Africa is 220vAC, 50Hz. Electrical sockets are rounded three pronged but also have 2-pin sockets available.

7.5 Postal Internet Services and Local Sim Card

These services are available throughout the city at own cost. However, the meeting venue will be providing Wi-Fi services. A kiosk for purchase of local sim card will be available at the conference venue.

7.6 Drivers' Licences / 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.

7.7 Business and Shopping Hours

Offices and businesses are generally open from 08:00 to 17:00 from Monday to Friday in the major cities. Shopping hours vary but most shops at shopping malls are open from 09:00 to 19:00 Monday to Friday and from 09:00 to 17:00 on Saturdays. Generally shops are open on Sundays between 09:00 to 17:00.

7.8 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.

7.9 Safety and Security

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

- Never leave personal property unattended
- Store valuables in your hotels safety deposit box
- Keep your hotel room locked
- The Hotels generally has an outsourced Transport company available; and this can be booked at your at a cost
- Avoid displaying expensive jewellery and cameras
- Do not carry large sums of money on your person
- Stay away from dark, isolated areas

7.10 Important Numbers

NB: Emergency Numbers work on a national basis:

- Police, Fire and Medical Emergency: 10111
- Ambulance: 10177
- Emergency Services from a mobile phone: 112 (mobile)
- Tourism Safety Initiative: 0861874911

7.11 Other:

- SA Tourism Hot Line: +27 83 123 6789
- South African Tourism: www.southafrica.net
- South African Information: www.southafrica.info

8. ENQUIRIES

All official enquiries may be directed to:

NAME	TEL NO	MOBILE NO	EMAIL ADDRESS
Department of Telecommunications & Postal Services (Host):			
Ms Zanele Makam	+27 12 427 8129	+27 83 580 0446	zsibiya@dtps.gov.za
Ms Regina King	+27 12 427 8273	+27 82 371 1787	rking@dtps.gov.za
AUC Secretariat:			
Mr Adil Suleiman	+251 11 5517 700	+2541 927828338	suleimana@africa-union.org

ANNEXURE A

LIST OF HOTELS IN CLOSE VICINITY OF THE CONFERENCE VENUE, THE DURBAN ICC (AS A GUIDE)

NO	HOTELS	DISTANCE FROM MEETING VENUE	ROOM TYPE	*RATES (ZAR) as negotiated on Government Rates
1.	Hilton Durban Hotel (5*) 12 - 14 Walnut Road, Durban 4001, South Africa Tel: +27 31 336 8203 Fax: +27 31 336 8285 Email: Durban_Reservations@hilton.com Website: www.hilton.com	Adjacent	Single occupancy on Bed & Breakfast	R1500
2.	Protea Hotel Edward (4*) 149 OR Tambo Parade, Durban Tel: +27 31 337 3681 Fax: +27 31 336 8285 Email: lindelwa.nene@proteahotels.com Website: www.proteahotels.com	1.6km	Single occupancy on Bed & Breakfast	R1400
3.	Southern Sun Elangeni & Maharani (4*) 63 Snell Parade, Durban, 4000, South Tel: +27 31 492 4001 Fax: +27 31 332 5527 Email: Durban.reservations@tsogosun.com Website: www.tsogosun.com	1.8km	Single occupancy on Bed & Breakfast	R1510
4.	The Waterfront Hotel & Spa (4*) Tel: +27 31 332 8190 Fax: +27 31 332 8098 Email: reservations@thewaterfronthotel.co.za Website: www.thewaterfronthotel.co.za	3.3km	Single occupancy on Dinner, Bed & Breakfast	R1330
5.	City Lodge Hotel Durban(3*) 2 Bram Fischer Road, Durban, 4063, South Africa Tel: +27 31 332 1447 Fax: +27 31 332 1483 Email: cldurb.resv@clhg.com Website: www.clhg.com	500m	Single occupancy on Dinner, Bed & Breakfast	R1400
6.	Road Lodge Durban Central (1*) 189 KE Masinga Road, Corner Braam Fischer & KE Masinga, Durban Central, Durban, 4056, South Africa Tel: +27 31 304 8202 Fax: +27 31 304 8265 Email: rldurb.gm@clhg.com Website: www.clhg.com	800m	Single occupancy on Dinner, Bed & Breakfast	R855