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ZAMBIA INFORMATION AND COMMUNICATIONS TECHNOLOGY AUTHORITY



SADC CONFORMANCE AND INTEROPERABILITY (C& I) WORKSHOP

TO BE HELD AT THE ZAMBEZI SUN HOTEL
IN LIVINGSTONE ZAMBIA

PRACTICAL INFORMATION PACK FOR
PARTICIPANTS



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INTRODUCTION

Dear Visitor,

Welcome to Zambia also known as the real Africa. This practical information pack is designed to address your immediate needs and make your stay comfortable.

The Zambia Information and Communications Technology Authority (ZICTA) warmly welcomes you to Zambia. We hope you will have a memorable visit.

In this manual we have endeavoured to give you as much information as possible to help you have an idea of what to expect once you are in Zambia.

Should you need additional information, please contact ZICTA using the contact numbers indicated on the second page.

Enjoy your stay in Zambia.

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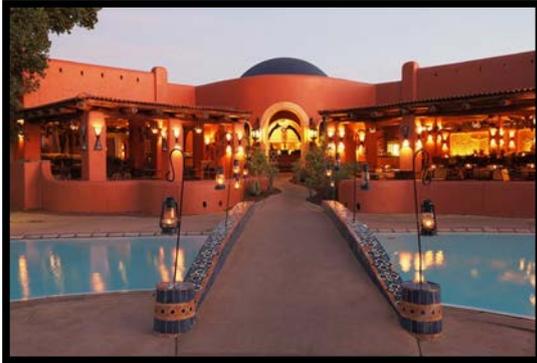
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INFORMATION CONCERNING THE MEETING

VENUE OF THE MEETING



The meeting will be held at the **Zambezi Sun Hotel** in Livingstone which is a historic colonial city and the home of the Victoria Falls, situated in the Southern Province of Zambia.

CONTACT PERSONS

The details for the Organising Committee are listed below.

<p>Nawiti Kangwa Zambia Information & Communications Technology Authority (ZICTA) Tel: +260 21 1 244431 Mobile: 260 96 684 7077 Fax: 260 21 1 246701 Email: nkangwa@zicta.zm</p>	<p>Maimbo Chimwala Zambia Information & Communications Technology Authority (ZICTA) Tel: +260 21 1 244429 Mobile: 260 97 719 6575 Fax: 260 21 1 246701 Email: mchimwala@zicta.zm</p>	<p>Patricia Maluti Zambia information & Communications Technology Authority (ZICTA) Tel: +260 21 1 244431 Mobile: 260 96 251 9242 Fax: 260 21 1 246701 Email: pmaluti@zicta.zm</p>
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HOTEL RESERVATIONS FOR PARTICIPANTS

The Organising Committee has negotiated special rates, as specified in the table below on the next page. Delegates are strongly advised to make all reservations by signing the attached form indicating their choice of hotel as well as their flight details and sending it back to the Organising Committee who will make the reservations on their behalf and arrange for airport pick up as well as hotel to meeting venue transfers.



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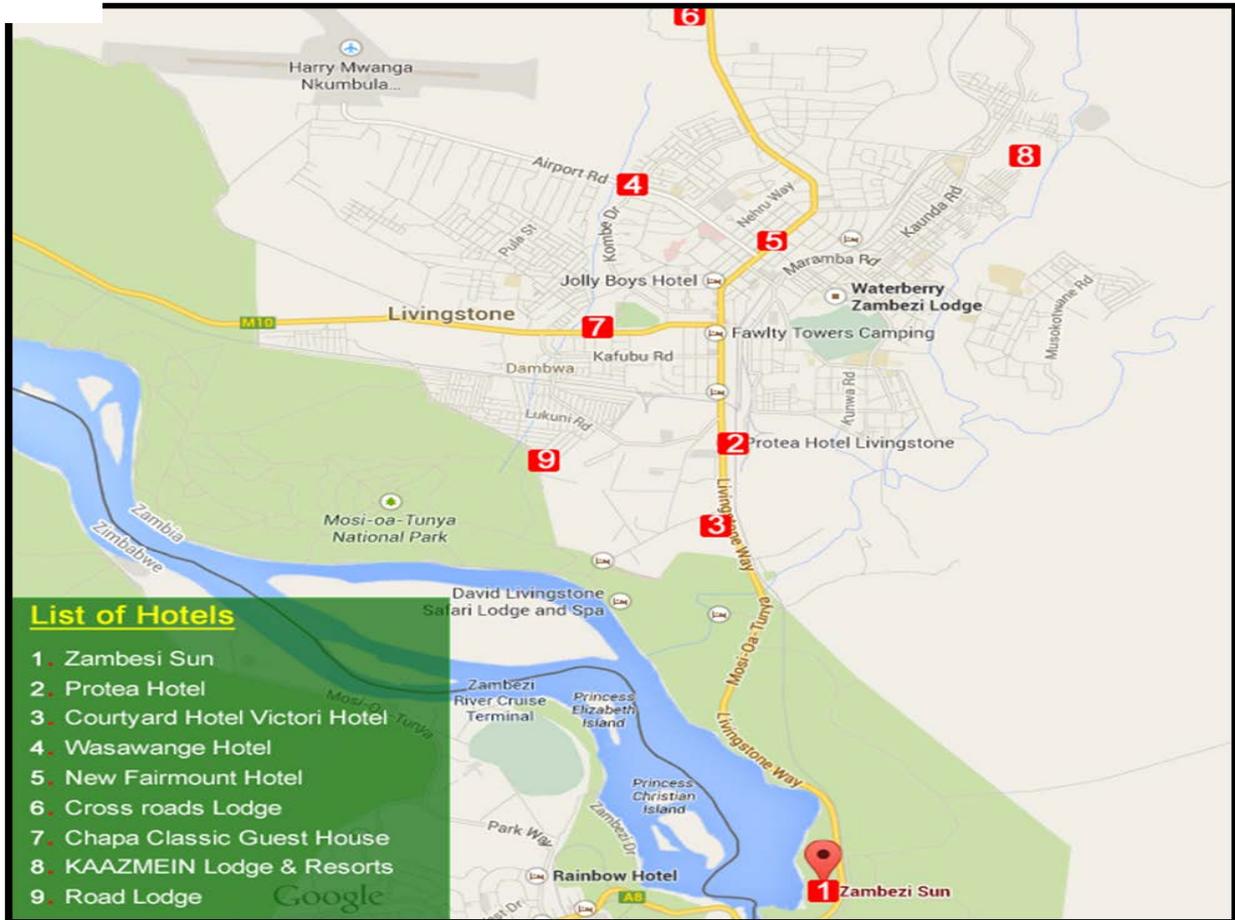


	Hotel	Room Type	Amount in USD
1.	Zambezi Sun Hotel Tel: +260 21 261550 Mob: +260 977808016 E-mail: sinani.sinyangwe@suninternational.com	Standard	\$178.30
2.	Protea Hotel Tel: +260 213 324630 Email: reservations@phlivingstone.co.zm	Single double	\$183 \$193
3.	Courtyard Hotel Victoria Falls Tel +260 21 3 320884/85 +260 21 3 320806/807 Email: resvictoriafalls@courtyardhotel.co.zm	Standard Double	\$125 \$150
3.	Road Lodge +260 21 3 324 848 +260 97 732 4646 Email: fallswaylodge@microlink.zm www.fallswaylodge.co.zm	Small double Big double	\$110 &130
4.	Wasawange Lodge Tel: +260 21 1 226609/225043, Fax: +260 21 1 227378, E-mail: wasoffice@zamnet.zm waslodge@zamnet.zm	Single Double	\$65 \$75
5.	New Fairmount Hotel Tel: +260 21 3 320723, +260 097 777 7014 Email: nfhc@zamnet.zm	Standard Twin double	\$70 \$90
6.	Cross roads Lodge +260 0966783838 +260 21 3 322474/5 crossroads@crossroadslodges.com www.crossroadslodges.com	Standard	\$80
7.	Chapa Classic Guest House Tel: +260 97 779 6710 Email: chapaclassiclodge@zamnet.zm	Double standard	\$70 \$60
8.	KAZMEIN Lodge & Resorts Tel: +260 213 322244 Cell: +260 95 532 2244 Email: info@kaazmeinlodge.com	Single	\$90



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HOTEL RESERVATION AND AIRPORT TRANSFERS FORM

SADC C & I WORKSHOP - ZAMBEZI SUN HOTEL, LIVINGSTONE, ZAMBIA
OCTOBER 13 - 15 2014

1. Name of Hotel:
2. Type of room:
3. Arrival Date:
4. Departure Date:
5. Number of Nights:

Personal Details

6. Name of participant:
7. Organisation:
8. Country:

Flight Information: Date of Arrival:

Time of Arrival: Flight No:.....

Date of Departure:

Time of Departure: Flight No:

9. Signature:

Once the form has been completed, please email it to nkangwa@zicta.zm, mchimwala@zicta.zm and pmaluti@zicta.zm or fax to +260 21 1 246701



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DELEGATES TRAVEL

All delegates travelling through and from the Republic of South Africa are required to get yellow FEVER VACCINATION at LEAST TEN DAYS prior to travelling and carry yellow fever booklets with them. Those without yellow fever cards/booklets will not be checked in at the airport.

Delegates are responsible for making their own travel arrangements to Livingstone. All travel information, including flight numbers, arrival and departure dates should be communicated to the organising Committee for facilitation of airport transfers. The airport transfers will be provided by the Host.

Flight schedules are as follows:

Connection in South Africa, Johannesburg to Livingstone

Daily Flights

Connection in Zambia, Lusaka to Livingstone

Flights twice daily on Proflight at either 08:00 hours and 15:00 hours or 12:00 hours and 15:00 hours.

ARRIVAL AT THE HARRY NKUMBULA INTERNATIONAL AIRPORT IN LIVINGSTONE

Livingstone has one of the major airports in Zambia named Harry Nkumbula Airport. It is a 24 hour open airport with full amenities of an international airport.

VISA REQUIREMENTS

Delegates requiring visas are requested to obtain them from the Zambian Embassy in their respective countries.

Referred Visas

Countries whose nationals do require a visa to enter Zambia are as follows:-

Angola, Benin, Burkina Faso, Cameroon, Chad, Cote d'Ivoire, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Conakry, Liberia, Mali, Niger, Nigeria, Papua New Guinea, Saudi Arabia, Senegal, Sierra Leone.

Nationals of all Commonwealth countries do not require a visa to enter Zambia except for the following countries on reciprocal basis:-

The Gambia, Ghana, Nigeria, Mozambique, Sierra Leone, Papua New Guinea



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Visa Fees

Single Entry	US\$50.00
Multiple Entry	US\$80.00

Delegates should apply 7-14 days prior to departure. You can download the visa forms from the website, www.zambiaimmigration.gov.zm

N.B: Visa requirements change fairly regularly so it is advisable to check with your Consulate or Embassy

Every foreign national travelling to Zambia must be in possession of a valid passport.

INSURANCE

It is strongly advisable that all delegates travel with full cover.

CURRENCY

Zambia's unit of currency is the Kwacha (K), sometimes listed as 'ZMK' (Zambia Kwacha). In cities and larger towns, you can change cash and travellers cheques at branches of Barclays Bank and Standard Chartered Bank. Most banks have ATMs that accept Visa. Foreign exchange offices called Bureau de change are easy to find in Livingstone and other larger towns. Major credit cards are widely accepted. Travellers' cheques are best taken in Pounds Sterling or US Dollars. Many Lodges and businesses prefer payment in hard currency.

The Zambia currency consists of:

Notes: K100, K 50, K20, K10, K5, and K2

Coins: K1, 50ngwee, 10ngwee and 5ngwee

Exchange Rates

- 1 GBP = 8.9 ZMW
- 1 USD (\$) = 6.2 ZMW
- 1 South African Rand = 0.546 ZMW

Note: For an accurate exchange rate, it is advisable to check just before departure as it fluctuates.



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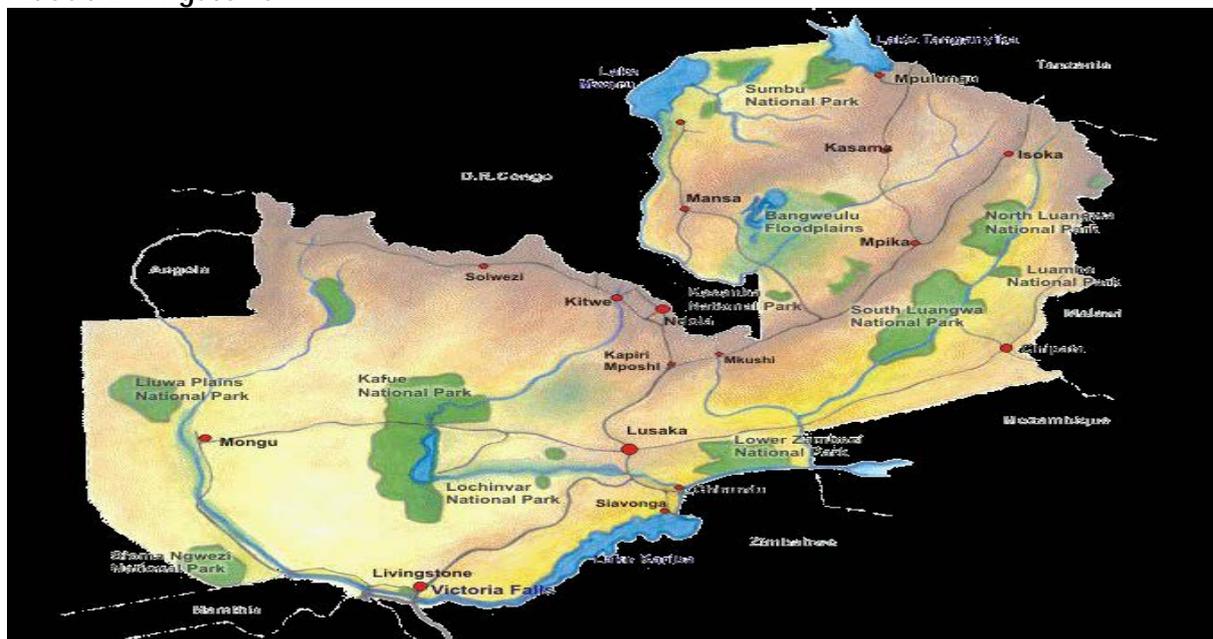
GENERAL INFORMATION

About Zambia



The Republic of Zambia is landlocked and bordered by Mozambique, Tanzania, Malawi, Zimbabwe, Namibia, Angola, Democratic Republic of Congo and Botswana. The country has a surface area of 752,614 square kilometres and divided into 72 districts.

About Livingstone





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Livingstone is a Tourism Centre lying 10km North of the Zambezi River, and a border town with road and rail connections to Zimbabwe on the other side of the **Victoria Falls**, one of the seven Natural Wonders of the World and 60km by road to the border with Botswana.

Livingstone acts as a gateway to the magnificent attraction of the Victoria Falls and the Mosi-oa-Tunya National Park. For those interested in local culture and history, the **Livingstone Museum** which is the oldest Museum in Zambia, has interesting displays of David Livingstone memorabilia and the **Maramba Market** which sells an assortment of handcrafts and colourful fabric.

BANKS

Banking: Monday to Friday 08.15 - 14.30hours

Shops: Monday to Friday 08.00 - 17.00hours Saturday 08.00hours - 13.00hours

Bureaus are usually open up to 17.00 hours

PEOPLE AND LANGUAGES

We have seventy three (73) ethnic groups and seven main languages. English is the official language and the Meeting will be conducted in English with interpretation services. Tonga and Lozi are other common local languages spoken in Livingstone.

CLIMATE

Livingstone has a hot climate, with extreme temperatures of 40.6 degrees Celsius and 3 degrees Celsius and an annual rainfall of almost 30 inches. Delegates are advised to consult their medical doctors to find out if they need to take malaria tablets. There is a hospital in Livingstone which operates 24 hours as well as clinics. The rainy season occurs from November through April. Summer normally begins around September. However, sometimes the evenings are cool in Livingstone.

TIME

Zambia is two hours ahead of GMT.



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TOURISM, CULTURE AND ART

The Victoria Falls area is rapidly becoming known as the “Adventure Centre’ of Southern Africa, with various adrenaline sports, unmatched scenery of breathtaking proportions, and many other leisure options for outdoor lovers.

CULTURAL PLACES

1. Livingstone Museum
2. Maramba Cultural Village
3. Railway Museum

SHOPPING CENTRES

There are Shopping malls with shops such as shoprite and Spar as well as boutiques.

RESTAURANT GUIDE

Kubu Crafts - found at the main shopping mall next to Shoprite.

Utsav Indian Restaurant - found in the main Mosi-o-tunya Rd. They also have a takeaway section called Exciting Biting

The Laughing Dragon - Chinese - just off the main road near the Hungry Lion - a fast food outlet.

Hippo's pub behind Fawltly Towers serves great meals and has a pool table and darts.

Zigzag also doubles as a booking office for various adventures as well as a small shop which serves lunches and cakes on the pavement.

The Pigs Head, Kabompo Road is one of the local pubs, also serving food.

Eatrite Fast Foods, in the main road.

For excellent lunches and steaks try **Mr. Pete's** just on the outskirts of Town on the way to the Falls.

Chanters is a good restaurant in Lukulu Rd with accommodation as well.



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Flying Pizza on the main road near the Adventure Centre serves great pizzas, Shawarmas, burritos, and soft drinks.

The **water front** always has meals available on their terrace on the river's edge.

Both **Sun International Hotels** have several good restaurants. There are numerous forex bureaux in the main towns. The exchange rate varies from time to time, but it ranges from Kwacha 6,000 to 6,200 per US \$1.00.

COMMUNICATION

Zambia has three main mobile network providers, these being Airtel, MTN and ZAMTEL. To get connected, all visitors can visit any of the mobile phone service outlets which are mainly located at shopping malls. Please note that you will need a passport for you to acquire a SIM card as all SIM cards are required to be registered by law. A SIM card is not more than US\$1 dollar; the maximum price is K5.

International calls cost about K2 (US 40 cents) per minute. The country code is 260 and for international access, callers must dial 00 before the country code. (e.g 00 260)

For internet access, the country has multiple internet service providers, internet cafes, as well as mobile network providers through the use of modems. Television and radio broadcast is available including international channels courtesy of DSTV.

ELECTRICITY

Zambia uses 230 Volts AC (50Hz) Electricity adapters.

SECURITY

Zambians are known for their hospitality and friendliness towards each other and visitors alike. Although all Zambians are very helpful it is always advisable to be cautious when dealing with strangers. Police officers are very helpful and are easily identified by their uniforms although some may be plain-clothed, like everywhere in the world valuables should always be safeguarded or left in the hotel safe box. If you do not know where to obtain a certain service or you are not sure always contact the Hotel Information Desk.



Emergency Numbers:

- 993 - Fire Brigade
- 999 - Police
- 991 - Ambulance

Other Important Numbers:

- National Telephone Operator - 100
- National Directory - 102
- International Operator - 00
