

# INTERNATIONAL TELECOMMUNICATION UNION

## ITU Regional Radiocommunication Seminar 2019 for African Region (RRS-19-Africa Region)

Johannesburg, South Africa, 13 to 17 May 2019

### **GENERAL INFORMATION**

#### **A. THE MEETING**

##### **1. Venue**

##### **Meeting Venue:**

The Capital Empire

Address: 177 Empire Place Cnr Rivonia Rd

Sandhurst; Sandton

Johannesburg; Gauteng

South Africa

Tel: +27 11 911 5000

Fax: +27 86 685 9431

email: [empire@thecapital.co.za](mailto:empire@thecapital.co.za)

[www.thecapital.co.za](http://www.thecapital.co.za)

##### **Contact point at the venue**

Emile Schindehutte

Email address: [emile@thecapital.co.za](mailto:emile@thecapital.co.za)

Tel: +27 11 911 5000

##### **2. Local contact person (focal point from ICASA)**

Name: Owen Ramoroka

Post: International Relations Specialist

Email: [oramoroka@icasa.org.za](mailto:oramoroka@icasa.org.za)

Phone: +27 12 568 4195

Mobile: +27 78 659 2118

### 3. Accommodation and hotel reservations

ICASA has secured special rates with a number of hotels nearby, details of which are given in the table on the next page. In addition, the table indicates the distance of each hotel from the host venue.

Delegates are kindly requested to inform us of the reservations made, by e-mail to [oramoroka@icasa.org.za](mailto:oramoroka@icasa.org.za), using the forms provided

It is important that reservations be made as early as possible. **All reservations must include a credit card number.** You will receive a confirmation message once your reservation has been accepted by the hotel. Should you subsequently find that you will be unable to attend the meeting, the reservation must be cancelled sufficiently in advance.

### 4. List of Hotels around the venue \*

HOTEL	Rating	TYPE OF ROOM	RATE*	Distance from the conference venue
The Capital Empire <b>(RRS-19 meeting venue)</b>	4-star hotel	Penthouses & Presidential Suites	From R1440.00 per room per night	0
Capital 20 West	4-star hotel	Single accommodation incl breakfast	R 1500.00 per room per night	3.5 km /2.18 miles
The Capital on the Park	4-star hotel	Single accommodation incl breakfast	R 1500.00 per room per night	1.5 km /0.94 miles
Park Inn Sandton Hotel	3-star hotel	Standard room	From R 1400.00 per night	3 km /1.9 miles
The Capital Moloko	4-star hotel	Single accommodation incl breakfast	R 1500.00 per room per night	3km/ 1.9 miles
City Lodge Hotel Sandton	3-star hotel	Standard room	From R 1500.00 per night	1.3 km/ 0.81 miles

\*Special government rate applies. Delegates who are going to book any of the above hotels must indicate explicitly the reference: **ICASA-RRS-19 Africa Meeting** and request the government rate (as listed). For reservations at the venue, please contact

[empire@thecapital.co.za](mailto:empire@thecapital.co.za) and copy to: [emile@thecapital.co.za](mailto:emile@thecapital.co.za) and [oramoroka@icasa.org.za](mailto:oramoroka@icasa.org.za)

\*Rate is dependent on the availability

\*Rates includes all taxes and WIFI

## **5. South Africa International Airport\_O R Tambo International**

O.R. Tambo International Airport is Africa's biggest and busiest airport, facilitating over 21 million passengers a year. More than 50 per cent of South Africa's air travelling passengers are facilitated through the airport.

The OR Tambo International Airport is situated in the Kempton Park district of Johannesburg, 23 km north-west of the city centre and 46 km south of Pretoria City Centre. It is one of the few airports in the world with scheduled passenger flights to all 6 inhabited continents and also serves as a gateway to many sub-Saharan countries.

Formerly, Jan Smuts Airport, it has been renamed in honour of the late and former ANC President, Oliver Reginald Tambo, more commonly referred to as OR Tambo. Its formal aviation references are IATA Airport Code - JNB and IACO Airport Code - FAOR, and it is commonly abbreviated to by passengers by its acronym 'ORTIA'. Please note that O R Tambo International is a silent airport, no boarding calls for passengers will be made.

### *Flight information*

Live flight information can be accessed at [www.airports.co.za/utilities/live-flight-info](http://www.airports.co.za/utilities/live-flight-info)

### *Client and Passenger Services*

E-mail: [Customercare@airports.co.za](mailto:Customercare@airports.co.za)

### *Operating Hours*

Monday - Sunday: 24 hours

### *Useful numbers to note:*

Clinic: +27 (0)11 921 6777

Passenger Service Call Centre: +27 (0)11 921 6262

IT Service Desk: +27 (0)11 921 6531

Parking Office: +27 (0)11 921 6090/1

Permit Office: +27 (0)11 921 6804

SAPS: +27 (0)11 977 5511/3

Security Control Room: +27 (0)11 921 6655/6813

Terminal Duty Manager Domestic: +27(0) 82 772 5383

## 6. Ground Transportation

OR Tambo is located 33 kilometres/ 20.5 miles to Sandton (33 minutes), main city for the Venue. Delegates have the following options for travelling from the airport to their hotel:

**Airport Transfer:** The airport is served by a large number of taxis, shuttles, and buses, which can be found outside the arrival's hall. ICASA will have a station on arrivals hall to assist guests with their choice of transport mode and needs.

**Gautrain:** The Gautrain is a mass rapid transit railway system, which will get the delegates from the Airport to the Sandton train station in less than 15 minutes. A schedule of the times of departure is available on the Gautrain App that can be downloaded from your mobile App store. Visit: [www.gautrain.co.za/](http://www.gautrain.co.za/) for time schedules and frequently asked questions.

**UBER and Taxify :** South Africa offers this mode of transportation, it's cheaper and makes it easier to move in and around the city. Download either one from your mobile App to allow you to explore the city. Our service desk will also assist guest in access these on arrival

## B. GENERAL INFORMATION

### 1. Visa formalities

Applying for a South African

A visa simply indicates that your application has been reviewed at a South African embassy, mission or consulate and that the consular officer has determined you are eligible to enter the country for a specific purpose.

The visa will allow you to travel to a South African port of entry where an immigration official will then determine if you are allowed to enter South Africa and for how long you can stay for that particular visit. Visitors are restricted to the activity or purpose for which their visas were issued.

On entry to South Africa, a visa is considered to be a visitor's permit. The permit's period of validity is calculated from the date of entry into the country and will be set out under the heading "conditions" on the visa label. You must ensure that you apply for the correct visa/permit. Entry in the country may be refused if the purpose of visit was not correctly stated.

Visitors' visas are for international travellers (citizens of other countries) who have permanent residence outside South Africa and who wish to visit the country on a temporary basis for tourism or business purposes for a period of 90 days or less.

Please visit <http://www.dha.gov.za/index.php/applying-for-sa-visa> for more information on Visa application to South Africa

## **2. Vaccinations**

All delegates are encouraged to keep themselves updated on routine vaccinations while travelling to any destination. Below is a list of vaccines for the delegates as advised by the Centers for Disease Control and Prevention (CDC)

### **Hepatitis A**

CDC recommends this vaccine because as hepatitis A can be transmitted through contaminated food or water in South Africa, regardless of where you are eating or staying.

### **Typhoid**

Typhoid can also be transmitted through contaminated food or water. CDC recommends this vaccine for most travellers, especially if the travellers will be staying with friends or relatives, visiting smaller cities or rural areas, or if the traveler is an adventurous eater.

### **Yellow fever**

There is no risk of yellow fever in South Africa. The South Africa government requires proof of yellow fever vaccination only if you are arriving from a country with risk of yellow fever. This does not include the US. If you are travelling from a country other than the US, check this list to see if you may be required to get the yellow fever vaccine: [Countries with risk of yellow fever virus \(YFV\) transmission.](#)

To Note: No vaccination certificate is required for entering South Africa, [although it is strongly recommended travellers vaccinate against yellow fever, hepatitis A and B](#)

For more information on recommendations and requirements, [see yellow fever recommendations and requirements for South Africa.](#) Your doctor can help you decide if this vaccine is right for you based on your travel plans.

## **3. Language**

South Africa has 12 official languages English is one of the official languages, it is spoken in commercial, non-commercial and business areas

#### 4. Measuring System




The official measuring system in South Africa is the international metric system

#### 5. Driving sense

In South Africa vehicles circulate on the left side

#### 6. Electricity supplying

In South Africa the power plugs and sockets are of type D, M and N. The standard voltage is 230 V and the standard frequency is 50 Hz.

Type D	Type M	Type N
		

#### 7. Climate

South Africa has a lovely, temperate climate with plenty of sunny, dry days and afternoon thundershowers. The main factors influencing conditions are altitude and the surrounding oceans, The temperatures for this time of the year range between 22° to 26°. Being in the Southern Hemisphere, South Africa has seasons opposite to Europe or North America.

#### 8. Currency

The currency of South Africa is the Rand (sign: R; code: ZAR) is. The Rand is subdivided into 100 cents (sign: "c"). The ISO 4217 code is ZAR. The Rand is the legal tender in the Common Monetary Area between South Africa, Swaziland (Eswatini), Lesotho and Namibia, although the last three countries do have their own currencies pegged at par with rand.



**Pictures of bills and coins**

## **9. Shopping – VAT refunds**

Delegates must note that they can receive a refund of the value added tax (15 per cent) levied on domestic products purchased from outlets belonging to the “Global Refund” system, provided the amount paid (per invoice) is over \$50 .

## **10. Foreign Exchange at OR Tambo International Airport**

The following Airport Service Foreign Exchange outlets are available off the Terminal A Arrivals Hall, in the direction of Terminal B:

### **American Express Foreign Exchange**

Hours: 05h00-22h00 (5.00am-10.00pm) 7 days a week.

Located to your left after entering the Arrivals, Terminal A, after leaving passport control.

Contact details: Telephone: +27 11 390-1233 Fax: +27 11 390-1237

### **Bidvest Bank/Rennies Foreign Exchange**

Hours: 05h00-21h30 (5.00am-9.30pm) 7 days a week.

Located to your left after entering the Arrivals, Terminal A, after leaving passport control.

Contact details: Telephone: +27 11 390-1040 Fax: +27 11 390-1137

## **11. Tipping at Restaurants**

Restaurant tipping in South Africa:

A tip of 10% – 20% is standard but do check with the manager as some restaurants in South Africa add on a standard service charge to tables with over a certain number of guests. If you tip over and above this included charge it is unlikely your error will be pointed out and your tip will be seen as rewarding exceptional service over and above the basic charge. It is customary to leave 10% - 20% gratuity in coffee bars and restaurants and to tip porters, doormen and cinema/theatre ushers. This is not mandatory.