



ADMINISTRATIVE ARRANGEMENTS
ITU-T IPTV-GSI EVENT
RADISSON BLU GAUTRAIN HOTEL, SANDTON,
GAUTENG South Africa
6 – 10 May 2013

1. Event date and venue

The Department of Communications in conjunction with CSIR will be hosting the ITU-T IPTV-GSI event, from 6 to 10 May 2013 at the Radisson Blu Gautrain Hotel, Sandton, Johannesburg, Gauteng, South Africa.

1.1 Venue

The Radisson Blu Gautrain Hotel is situated in the heart of Sandton, one of Johannesburg's exclusive northern suburbs. The Gautrain Rail Station sits directly across from the hotel, giving Sandton guests easy access to Johannesburg city centre, Pretoria, Soweto and the O.R. Tambo Airport. The hotel sits near the Johannesburg Stock Exchange, premier shopping districts, and within one kilometre of a collection of multi-national companies. The nearby Sandton City and Sandton Square shopping malls are considered the best in Africa, and include banks, travel agencies, shops and restaurants.

2. Accommodation for all delegates

All costs shall be for the delegates' **own** account, including extension beyond the duration of the meetings. A list of additional hotels has been attached for delegates consideration in addition to hotel attached to the conference venue (**See [Annex A](#)**).

3 Transport

Delegations are advised to use the Gautrain from the airport to the venue. The Department of Communications will provide ushers from the Sandton station to assist the delegates to their respective hotels within the venue. The train ticket from O.R. Tambo airport to Sandton station cost ZAR 230.00 (return). Sandton Gautrain Station sits across from the meeting venue.

4. REGISTRATION OF PARTICIPANTS

Delegates are kindly requested to pre-register in the ITU website at <http://itu.int/reg/tmisc/3000518>.

5. PORT OF ENTRY REQUIREMENTS: 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. The website of the South African Home Affairs website is <http://www.home-affairs.gov.za>. The Department of Communications has sent the communiqué to Department of Home Affairs to notify the mission abroad of visa requirements.

Should delegates need visa assistance, they are kindly requested to contact:

Mr Ishmael Malebye

Tel: +27 12 427 8078

Fax: +27 12 427 8159

E-mail: Ishmael@doc.gov.za

5.2 Health Requirements

All delegates arriving in South Africa, who travel from or through yellow fever areas, as designated by the World Health Organization, must carry valid certificates of vaccination against **Yellow Fever**. There will be a control post upon arrival at KSI A to ensure the validity of these vaccinations. Delegates and other participants failing to provide proof thereof will be required to submit to vaccination prior to entry into the country. (Please also see under Medical and Health Services below).

6. MEDICAL AND HEALTH SERVICES

6.1 Medical Treatment

Delegates are encouraged to obtain medical travel insurance from a reputable organisation, as medical treatment at private facilities in South Africa is expensive, with public facilities also levying charges for services rendered. It is therefore strongly recommended that delegates and other participants acquire medical travel insurance when purchasing their flight tickets. This insurance is relatively cheap and will ensure a trouble free trip should medical treatment be required.

6.2 Yellow fever

Port Health Control Posts are stationed at O.R. Tambo International Airport. In terms of the International Health Regulations Act, any person travelling from, or through, a yellow fever endemic area is required to provide proof of having a valid yellow fever vaccination prior to being allowed to enter South Africa. Should a person not be able to provide such proof, such person shall have the option of being vaccinated on-site (at their own cost) or being placed in quarantine for 6 days. Due to the high cost of this, it is strongly recommended that affected visitors be vaccinated prior to their travel. Affected countries are listed in terms of an annual World Health Organization publication. This publication can be viewed on the Internet at <http://www.rbm.who.int>.

7. 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 in the Forum 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.

8. General information

8.1 Banking services and currency

The unit of currency is the Rand (ZAR). Exchange rates are subject to fluctuation.

There is no limit on the amount of foreign currency that may be imported into South Africa by individual non-residents, provided that it is declared on arrival to facilitate the exportation thereof on departure. Please note that there is a limitation on the importation and exportation of South African Bank Notes which is ZAR 5000.00.

Foreign exchange facilities are available through Bureau de Change facilities on weekdays from 09:00 to 15:30 and on Saturdays from 08:30 to 11:00. Most internationally recognised currencies and travellers cheques can be exchanged at commercial banks, hotels and international airports.

8.2 Conversion distance and temperature

Distance in South Africa is given in kilometres and temperature is given in degree Celsius.

South Africa is a relatively dry country, with an **average** annual rainfall of about 464mm.

Johannesburg lies at 1 694 metres and keeps the **average** summer.

May and July are characterized as winter in South Africa in the higher-lying areas.

The southern right whales hang around off our coasts from about mid-**June** to **July**.

8.3 Time

The time in South Africa is GMT+2.

8.4 Electricity Supply

The power supply in South Africa is 220V AC, 50Hz. Electrical sockets are rounded, three pronged (see image).



8.5 Dress Code

During leisure, the dress code across South Africa is mainly casual and smart casual, except in some restaurant and clubs that require more formal attire.

8.6 Smoking

It is illegal to smoke in public buildings, on planes, buses and trains.

8.7 Postal and internet services

Services are available throughout the city at own cost. However, the conference venue will be providing WI-FI services.

8.8 Drivers' licenses / 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.

8.9 Business and shopping hours

Offices and businesses are generally open from 08:00 to 19:00, Monday to Friday. Shopping hours vary but most shops are open from 09:00 to 19:00 Monday to Friday and from 09:00 to 15:00 on Saturdays. Some shops are open on Sundays between 09:00 hours to 13:00.

8.10 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.

8.11 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
- Transport is available and can be booked on time for other special attention
- Avoid displaying expensive jewellery and cameras
- Do not carry large sums of money on your person
- Stay away from dark, isolated areas

9 Tourism information in Johannesburg

Johannesburg in South Africa is the second largest city in Africa, with more than 3 million people calling this bustling metropolis home. Joburg, or Jozi as some prefer to call it, offers visitors an experience as unique and diverse as the city itself. Whether you are on business, in search of a cultural encounter, an adrenaline rush or simply want to relax and unwind for a few days, the city of Johannesburg has everything you're looking for and more. For more information can get at the joburgtourism.com

10. Enquiries

All official enquiries may be directed to:

Ms Queen Montoedi

Tel: +27 12 427 8544

Fax: +27 12 427 8159

Mobile: +27 82 743 3122

E-mail: queen@doc.gov.za

ANNEX A
LIST OF HOTELS IN SANDTON, JOHANNESBURG, SOUTH AFRICA

Hotel	Grading	Room	Rates	Contacts / extra info	Distance from venue
Radisson Blu Gautrain Hotel (Conference Venue)	5	Standard Executive	R2.769.00 R3.590.00	Corner of Rivonia Road & West Street Sandton Tel: +27 11 286 1039 / 40 / 41 Fax: +27 11 286 1018 E-mail: reservations.gautrain@radissonblu.com	Conference venue
Intercontinental Sandton Towers	5	Standard Executive	R3.535.00 R3.535.00 R4.525.00	Cnr Fifth & Alice Lane, Sandton Cnr Fifth & Maude Streets, Sandton Tel: +27 11 780 5555 Web: www.tsogosunhotels.com	Adjoining
Michelangelo Hotel	5	Standard Executive	R3.190.00 R6.600.00	Nelson Mandela Square, Sandown Tel: +27 11 282 7000 Web: www.legacyhotels.co.za	Adjoining
Michelangelo Towers	5	Standard Executive	R2.960.00 R3.700.00	8 Maude Street, Sandown, Sandton Tel: +27 11 245 4000 Web: http://www.michelangelotowers.co.za	Adjoining
Hilton Sandton	5	Standard Executive	R2.850.00 R3.350.00	138 Rivonia Road, Sandton Tel: +27 11 322 1888 Web: http://www3.hilton.com/en/hotels/south-africa/hilton-sandton-JNBSATW/index.html	Walking distance
Holiday Inn Sandton	4	Standard	R1.174.00	123 Rivonia Road, Sandton Tel: +27 11 282 0000 Web: http://www.holidayinn.com/hotels/us/en/reservation	Walking distance

Hotel	Grading	Room	Rates	Contacts / extra info	Distance from venue
Radisson Blu Hotel Sandton	5	Standard Executive	R2.769.00 R3.590.00	Corner of Daisy Street & Rivonia Road Sandton Tel: +27 11 245 8000 Web: http://www.radissonblu.com/hotel-johannesburg	Walking distance
Villa Executive Apartments	4	Standard	R1.750.00	Cnr Linden and Rivonia Road, Sandton Tel: +27 11 290 9700 Web: www.villaexecutiveapartments.co.za	Walking distance
Garden Court Morningside	3	Standard	R1.104.00	1 Cullinan close, Rivonia Road , Sandton Tel: +27 11 884 1804 Web: http://www.tsogosunhotels.com/garden-court/morningside/pages/overview.aspx	Walking distance
Garden Court Sandton City	3	Standard	R1.299.00	Cnr West & Maude Streets Tel: +27 11 269 7000 Web: http://www.tsogosunhotels.com/garden-court/sandton-city/pages/overview.aspx	Walking distance
Garden Court Sandton Katherine Street	3	Standard	R1.104.00	Cnr Rivonia & Catherine Street, Sandton Tel: +27 11 884 5660 Web: http://www.tsogosunhotels.com/garden-court/sandton/pages/overview.aspx	Walking distance