

**ITU-T Study Group 3 Regional Group for Africa Meeting and Regional Economic and Financial Forum of Telecommunications/ICTs for Africa
(30 January-3 February 2017, Victoria Falls, Zimbabwe)**

Practical information for Participants

1. Meeting Venue

Elephant Hills Hotel & Resort

300 Parkway Drive Victoria Falls, Zimbabwe

Tel: +263 13 44793

Fax: + 263 13 44 793

Website: <http://www.victoria-falls-hotels.net/elephant-hills-hotel/index.php>

2. About Victoria Falls, Zimbabwe



Victoria Falls is a town in the province of Matabeleland North, Zimbabwe. It lies on the southern bank of the Zambezi River at the western end of the Victoria Falls themselves. It is connected by road and railway to Hwange (109 km away) and Bulawayo (440 km away), both to the south-east.

According to the 2012 Population Census, the town had a population of 33,060. Victoria Falls Airport is located 18 km south of the town and has international services to Johannesburg and Namibia.

The settlement began in 1901 when the possibility of using the waterfall for hydro-electric power was explored, and expanded when the railway from Bulawayo reached the town shortly before the Victoria Falls Bridge was opened in April 1905, connecting Zimbabwe to what is now Zambia. It became the principal tourism center for the Falls, experiencing economic booms from the 1930s to the 1960s and in the 1980s and early 1990s.

3. Weather

The weather in Victoria Falls is generally hot with maximum day temperatures ranging from 30°C to 35°C. Seasonal rains are expected for almost half of the month. It is encouraged to drink plenty of water to stay hydrated and to wear hats when out in the sun.

4. Hotel Accommodation



“Elephant Hills Hotel & Resort” (also meeting venue for the events)

Website: <http://www.victoria-falls-hotels.net/elephant-hills-hotel/index.php>

Address: 300 Parkway Drive Victoria Falls, Zimbabwe

Tel: +263 13 44793

Fax: + 263 13 44 793

Email: reservations@elephant-hills-hotel.com

The resort of Elephant Hills is situated on a small hill overlooking the Zambezi River, 4km upstream from the Victoria Falls with advanced conferencing amenities for 500 and the only golf course in Victoria Falls, Zimbabwe. Victoria Falls is the nearest town, and the Victoria Falls Airport is 27km away.

In this prime wilderness location, you can relax in total comfort and luxury while still experiencing the African wildlife. The resort can accommodate 552 people in 276 luxury bedrooms and 13 recently renovated suites with top most amenities, each with a balcony offering fantastic views of the mighty Zambezi River. You can enjoy watching antelope grazing and traveling troupes of baboons as they move around their natural environment.



Name of Hotel	Room specifications	Room rate in US\$	Inclusive of	Meals	Contact Person
Elephant Hills Hotel & Resort ****	Single Room	100 US\$	Bed and Breakfast	US\$22 meal only	Tel: +263-13-44793-9 Cell : 263 772 132 160-2 Fax: +263-13-44656 nnyandoro@legacyafricahotels.com ezemba@legacyafricahotels.com nmpofu@legacyafricahotels.com ssibanda@legacyafricahotels.com www.legacyhotels.com
	Double Room	130 US\$			

Check In Time: **15:00 hours**

Check Out Time: **12:00 noon**

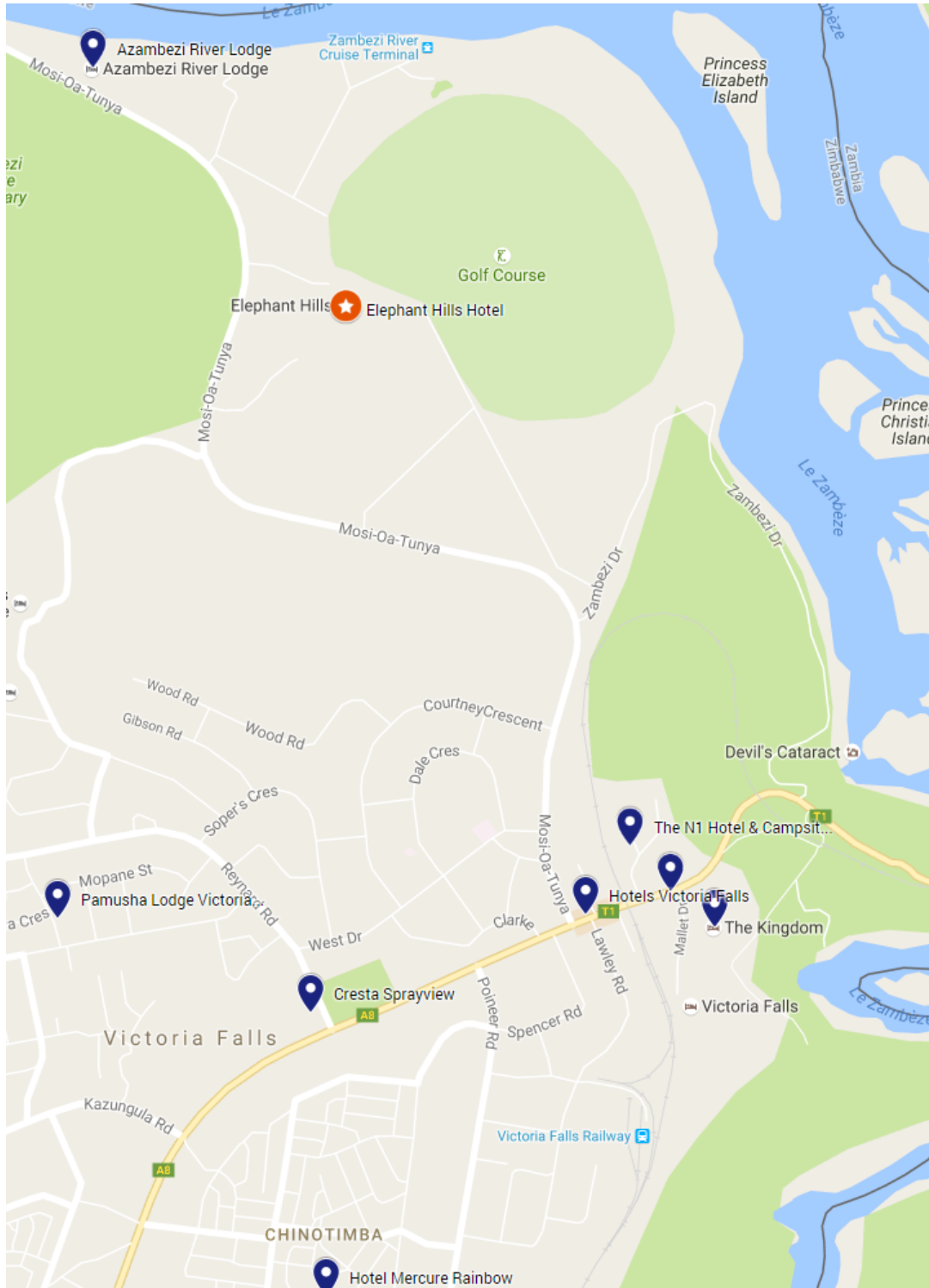
Credit Cards Accepted: **Visa Card, Master Card**

Reservation in Recommended Hotels:

Special rates have been negotiated for participants in the hotels close to the venue of the event. Participants who choose hotels that are shown in table below are kindly requested to fill out the **Hotel Reservation Form (see page 10)** and **email it directly to the contact person of the selected hotel** before **23th January 2017** in order to guarantee preferential rates. The account of the hotel will be paid directly by each participant at the end of the stay.

IT IS STRONGLY ADVISED TO MAKE HOTEL RESERVATION THROUGH THE FORM ATTACHED AND NOT THROUGH INTERNET BOOKING IN ORDER TO ASSURE THE NEGOTIATED RATE AND TO AVOID PROBLEMS IN CASE IT IS CANCELLED.

Recommended hotels location map:



Recommended hotels with special negotiated rates:

Name of Hotel	Room specifications	Room rate in US\$	Inclusive of	Meals	Contact Person
Elephant Hills Hotel & Resort ****	This is the venue hotel. Please see hotel details on page 3				
Victoria Falls Hotel	Single Room	401 US\$	Bed and Breakfast	US\$ 40 meal only	Tel: 263-13-44751/61 or 263 13 44593 Cell : 263 772 132 174 Fax: 263-13-44762 Reservations2@victoriafallshotel.com www.victoriafallshotel.com
	Double Room	432 US\$			
A'Zambezi River Lodge	Single Room	US\$135	Bed and Breakfast	US\$35 meal only	Tel: +263-13-44561 Cell : 263 772 153 537 Fax: +263-13-44511 Reservations.azambezi@rtg.co.zw www.rtgafrika.com
	Double Room	US\$170			
Kingdom Victoria Falls	Single Room	US\$100	Bed and Breakfast	US\$27	Tel: 263-13-44275 Fax: 263-13-44782 / 44792 edube@legacyafricahotels.com lmvhiringi@legacyafricahotels.com www.legacyhotels.com
	Double Room	US\$130			
Rainbow Hotel Victoria Falls	Single Room	US\$130	Bed and Breakfast	US\$25	Tel: +263-13-44583/5 Fax: +263-13-43563/45832/44652 reservations@rainbowvfa.co.zw
	Double Room	US\$160			
Cresta Sprayview Hotel	Single Room	US\$110	Bed and Breakfast	US\$25	Tel: 263-13-44344 Fax: 263-13-44713 reservations@sprayview.cresta.co.zw www.crestahotels.com
	Double Room	US\$140			
Ilala Lodge	Single Room	US\$304	Bed and Breakfast	US\$30	Tel: +263-13-44737 Fax: +263-13-44740 reservations@ilalalodge.co.zw www.ilalalodge.com
	Double Room	US\$340			
Pamusha Lodge	Single Room	US\$80	Bed and Breakfast	US\$20	Tel: +263-13-44367 Fax: +263-13-45870 reservations@pamusha.com
	Double Room	US\$100			
N1 Hotel		US\$59.00	Bed only		266 Adam Stander Road, Victoria Falls Tel: +263-13-45040 vicfalls@n1hotel.co.zw www.n1hotel.co.zw
	Single Room	US\$5.00	Breakfast	US\$15	

Booking of Hotel & Payment of Accounts

All the delegates are advised to book the hotel directly by quoting 'POTRAZ-ITU Meeting' for availing special rates.

Before checking out of hotel, the participants are expected to settle all dues directly with hotel, including room charges and other expenses such as local and long-distance telephone calls, Internet, business centre, laundry, room and hotel transportation services, mini-bar items, as well as for restaurant and bar services. Participants are also responsible for any charges incurred with respect to

rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

5. Visa Information

All visitors require valid passports to travel to Zimbabwe and visa regulations vary according to nationality and country of origin and these should be checked for at your nearest tourist office or embassy before leaving your country.

Visa applications can be done online through the Zimbabwe Immigration website www.evisa.gov.zw. Printed copies of the visas are usually required upon arrival.

All journalists visiting Zimbabwe need to be accredited by the Department of Information and Publicity. Please contact the Zimbabwe Embassy or Consulate in or near your country.

Contact Point :

For any further information you may require or if you need a personal invitation letter or official document for your travel clearances, please contact:

<p>Patience Makaha POTRAZ makaha@potraz.gov.zw 263 4 333151 263 778 488 936</p> <p>Norah Zaranyika POTRAZ zaranyika@potraz.gov.zw 263 3 333151 263 712 871 341</p>

6. Health Requirements

ITU advises all the participants to take medical and travel insurance covering the whole period of the training course and overseas travel. Neither ITU nor POTRAZ will be able to meet any expenses relating to injury, accident or medical treatment of the participant during their stay in Zimbabwe.

7. Arrival at airport

The **airport** is about 18 kms out the town. In order to secure reception at the airport and transportation to hotels, participants are requested to fill the **Hotel Reservation Form (see page 10)** and send it to the hotel they choose for accommodation.

Most of the hotels listed in the above table provide complimentary airport transfers for guests.

Otherwise, the airport has all necessary amenities to welcome participants. It is located 25 minutes by car from the official hotel of the meeting.

Airport departure tax

A departure tax of US\$30 is levied on all foreign visitors (non-residents) at all Zimbabwe airports for international flights. The revenue stamp can be bought at the Airport or pre-purchased at any commercial bank. A total of US\$5 is payable for each domestic ticket. However, this tax is often incorporated in the ticket fare. Always verify with the issuing agent.

Airport practical Information:

There are taxis around at the airport for every flight. Expect to pay about US\$30 to \$40 to get into town, if you are a good negotiator you can get this down to about \$25. The taxi obviously carries at least 4 passengers so if you are in a group it is a good option. They will only take US\$ cash or equivalent foreign currency cash.

Taxi Airport:

There are taxis around at the airport for every flight. Expect to pay about US\$30 to \$40 to get into town. The taxi obviously carries at least 4 passengers so if you are in a group it is a good option.

8. Transportation

Hotels officially recommended are located close to the event. For those who wish to take a taxi, most places you are staying at will call them for you or you will find them in the town center and around and about. A fare anywhere is generally \$5 to \$10.

Car Hire:

Cars with or without chauffeurs can be hired in most tourist areas from international recognized firms.

9. Services available for participants during meetings

Information display:

It will be located outside the main meeting room and will provide information on many issues of interest of the participants and will forward to other services, such as city tour and transfers, mail, medical care, communications, etc. It will also be the place where you should deliver or collect lost items.

Communication center:

Internet Access free of charge will be available at the event meeting room. Participants will also be provided with fax service.

Security:

For security reasons, all participants should be permanently using their badges during the meeting and in all social activities.

Medical Assistance:

Emergency and urgency medical assistance will be provided free of charge within the premises where the meeting will take place. Nevertheless it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

10. Banks & Currency

Banks in Zimbabwe open from 8am to 3pm from Monday to Friday and up to 11am on Saturdays, for all your financial transactions. Money transfer agencies are also available countrywide.

Zimbabwe operates a multi-currency system. The United States Dollar, South African rand, Pound Sterling and Euro are used for all financial transactions. The US dollar has been adopted as the preferred currency for all government transactions.

Credit Cards:

Some of the larger tour operators are now accepting **Visa** Credit Cards for payment of activities and most of the Hotels are now able to accept payment via credit and debit cards. However many of the smaller outfits are not able to accept cards for payment and cash is still required. Travellers Cheques are not accepted.

ATM - cash machines:

Banks in Victoria Falls has activated their cash machines and you can now get cash US Dollars out of the ATM machine. They accept VISA and MASTERCARD cards with pin numbers.

NB: Travelers are encouraged to carry petty cash to cater for small transactions

11. Language

Zimbabwe has 16 official languages. English is the main language used in the education and judiciary systems and other widely spoken languages are Chishona and Sindebele which have various dialects and other minority languages, such as Sotho, Venda, Chewa, Shangani and Tonga.

English is spoken primarily in the cities, but less so in rural areas.

12. Time Zone:

Victoria Falls is GMT + 2 hours.

13. Electricity:

In main centres and main tourist resorts, all appliances run on 220 volts. Outlets are of the 3-pin, 13amp type :



14. General Information about Zimbabwe:

Government:	Parliamentary Republic
President:	Robert Mugabe
First Vice President:	Emmerson Mnangagwa
Second Vice President:	Phelekezela Mphoko
Area:	390,757 km ²
Population:	14 546 961 (estimation July 2016)
Capital:	Harare
Language:	16 official languages English, Shona and Ndebele are most widely spoken languages

HOTEL RESERVATION FORM

(to be submitted to norah.zaranyika@potraz.gov.zw and patience.makaha@potraz.gov.zw
before 23th January 2017)



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of Telecommunications/ICTs for Africa
Victoria Falls, Zimbabwe, 30 January-3 February 2017



(PLEASE USE CAPITAL LETTERS)

1. Mr. / Mrs _____

(Family name)

(First name)

2. Country : _____

3. Address : _____

4. Tel.: _____ Fax: _____ E-mail : _____

5. Name of chosen hotel _____

Selected Rate _____ \$

Booking of a single room

Booking of a double room

Type of room _____

Check-in (dd/mm/yy): _____ Check-out (dd/mm/yy): _____

Total of nights _____

6. Credit Card Information:

Number: _____

Type of card: _____

Expiration date: _____

Name of cardholder (as written on the card): _____

7. Arrival Date : ____ / ____ /2017

Flight No. : _____ Time : _____ Flight coming from (city): _____

8. Departure date : ____ / ____ /2017

Flight No. : _____ Time : _____

Date : _____ Signature : _____