



## INFORMATION NOTE

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**Wednesday, 26 – Friday, 28 August 2015**

### **1. Airport Transfers**

Upon arrival at the airport in Lusaka, please look for ushers holding a FANRPAN banner. The ushers will direct you to the hotel shuttle.

For the return airport transfers, arrangements have been made for shuttles to depart from the Intercontinental Hotel 3 hours before flight time. Kindly liaise with the Hotel Front office and the Conference Secretariat for confirmation.

### **2. Hotel**

Kindly note that all sponsored participants have been booked on a conference package that covers bed, breakfast and lunch for the duration of your approved stay.

You will be responsible for any incidental expenses such as phone, fax, internet, mini bar, laundry, etc. Kindly settle any incidental charges with the hotel upon checkout.

You have been booked at the **Intercontinental Hotel**

Haile Selassie Ave, Lusaka, Zambia

Tel.: +260 21 1250000

### **3. Conference Venue & Time**

The conference will be held at the Intercontinental Hotel.

### **4. Conference Registration**

Registration will be conducted on the 26<sup>th</sup> of August from 0800 to 0900 hours. Sign posts will be provided to lead you to the meeting room. During registration delegates will collect their name tags and per diems for sponsored delegates.

### **5. Conference Package**

A conference package which includes the programme and reading material will be handed to you at registration. ***Please make sure that you wear your name badge at all times.***

### **6. Briefing for Chairs, Facilitators and Rapporteurs**

Kindly note there will be a briefing session for session chairs, facilitators and rapporteurs on Tuesday 25<sup>th</sup> August at 18h00. Kindly refer to the on-site information note which you will receive as you check in, for details on the venue.

## 7. Travel / Ticket Reconfirmation

For participants whose tickets were purchased by FANRPAN, travel will be reconfirmed as scheduled on the ticket. Please liaise with the Conference Secretariat for any further assistance.

## 8. Travel-related expenses

Sponsored participants will be reimbursed for travel-related expenses such as visas and airport taxes. Kindly note that expenses such as passport issuing fees, car park fees, or transport to airport in home country are not eligible.

## 9. Per Diems

FANRPAN will cover expenses for bed, breakfast and conference package for your approved stay and per diems will be provided for meals that are not covered as part of the conference package. Sponsored delegates will be required to submit their ticket (copy) and in-bound boarding passes to the Conference Secretariat. **Please keep your boarding passes safe as they are required for audit purposes.**

## 10. Handouts

If you wish to share reading materials and/or PowerPoint presentations, please bring sufficient copies of your handouts and place them at the registration table. Kindly note that we do not have the capacity to make copies at the conference venue.

## 11. Conference Communications

For conference updates, please visit: <http://dialogue2015.fanrpan.org/>

To stimulate broader conversations, delegates are encouraged to share their ideas, views and insights via twitter using **#dialogue2015** and **#FANRPAN\_csa** hashtags. Tweets will be shared during the Policy Dialogue and will also form part of the Policy Dialogue report.



<http://dialogue2015.fanrpan.org/>



**#FANRPANPD2014 #FANRPAN\_csa**  
@FANRPAN



[www.facebook.com/fanrpan](http://www.facebook.com/fanrpan)



<http://www.youtube.com/user/FANRPANmedia>

## GENERAL INFORMATION ON ZAMBIA

### 12. Geographic, demographic and administrative situation

Zambia is a landlocked country neighbouring the Democratic Republic of the Congo, Tanzania, Malawi, Mozambique, Zimbabwe, Botswana, Namibia and Angola. The capital city is Lusaka. On 24 October 1964, Zambia became independent of the United Kingdom.

### 13. Climate

The climate of Zambia is tropical, modified by elevation. There are two main seasons, the rainy season (November to April) corresponding to summer, the dry season (May/June to October / November, corresponding to winter).

Average monthly temperatures remain above 20° Celsius over most of the country for.

## 14. Local time

GMT+2

## 15. Electric current

Zambia uses a voltage of 220 V with a frequency of 50 Hz. It is recommended to bring universal adapters for all practical purposes:



Two parallel flat pins with ground in

## 16. Local currency

The local currency is the Kwacha (ZMK). The following rates are indicative:

- 1 Euro : 8,79 ZMK
- 1 USD : 7,97 ZMK

It is possible to use credit cards VISA, Mastercard at the ATMs of banks.

## 17. Contact Persons and Details

FANRPAN team email: [Admin@fanrpan.org](mailto:Admin@fanrpan.org)

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