

2017  
INTERNATIONAL YEAR  
OF SUSTAINABLE TOURISM  
FOR DEVELOPMENT

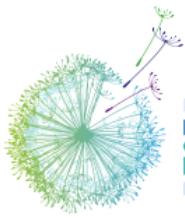


## International Conference on Promoting Sustainable Tourism, a tool for inclusive growth and community engagement in Africa

LUSAKA, ZAMBIA  
16-18 NOVEMBER 2017

### *GENERAL INFORMATION NOTE*





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**The International Conference on Promoting Sustainable Tourism, a tool for inclusive growth and community engagement in Africa**, organized jointly by UNWTO and the Ministry of Tourism and Arts of Zambia will be held on 16-18 November 2017. The International Conference is open to officials and international stakeholders, from Africa and the international tourism community, who are responsible for sustainable tourism in their own country.

## I. VENUE

1.

- Name: Government Complex (Lusaka)
- Address: P.O Box 50435, Zambia
- Tel.: +260 211 239973
- E-mail: [newgovernmentcomplex@gmail.com](mailto:newgovernmentcomplex@gmail.com)

## II. REPLIES TO INVITATIONS

2. Governments and other bodies invited by UNWTO and the Ministry of Tourism and Arts, Republic of Zambia are requested to send their replies to the following addresses at the latest on **31 October 2017**, indicating as much as possible, the composition of their delegations:

<b>UNWTO</b>	<b>Republic of Zambia</b>
Ms. Elcia Grandcourt Programme Director Regional Programme Africa World Tourism Organization Calle Poeta Joan Maragall 42, 28020, Madrid, Spain Tel.: (+34 91) 5678152 E-mail: <a href="mailto:caf@unwto.org">caf@unwto.org</a>	Ms. Esnart Mpokosa Ministry of Tourism and Arts Republic of Zambia Kwacha House, Cairo Road Telephone: (+260) 211 239705 Mobile: (+260) 966 788890 E-mail: <a href="mailto:Esnart.Mpokosa@mota.gov.zm">Esnart.Mpokosa@mota.gov.zm</a>

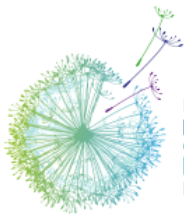
## III. STATUS OF PARTICIPANTS

3. The Government of the Republic of Zambia will take the necessary steps to facilitate the arrival and departure of participants invited by the Organization, as well as their stay in the Republic of Zambia. Throughout their stay, participants will enjoy the privileges and immunities provided for in the Convention on the Privileges and Immunities of the United Nations of 13 February 1946.

## IV. ONLINE REGISTRATION

4. All participants are therefore, requested to register on-line at the following link giving details of their accommodation, arrival and departure:

To register please visit: please click [here](#)



## V. ENTRY FORMALITIES

5. A valid passport is required for visitors to Zambia. **Entry visas may be obtained at Zambia's diplomatic and consular representations abroad.**

6. Participants travelling from countries, in which Zambia does not have a diplomatic mission, can obtain a visa upon arrival at the airport in Lusaka. Prior information on such participants- their Passport Numbers and Bio Data should be scanned and forwarded to the Ministry Tourism and Arts, Republic of Zambia, for processing and clearance of Zambia Immigration Service.

**However, Visas are not required for participants of the following countries;**

- |                 |                  |
|-----------------|------------------|
| I. Botswana     | VIII. Namibia    |
| II. Kenya       | IX. South Africa |
| III. Lesotho    | X. Swaziland     |
| IV. Malawi      | XI. Tanzania     |
| V. Mauritius    | XII. Uganda      |
| VI. Mozambique  | XIII. Zimbabwe   |
| VII. Seychelles |                  |

**Nationals of the following countries REQUIRE a visa upon arrival to enter Zambia**

- |                                  |                           |
|----------------------------------|---------------------------|
| I. Angola                        | VIII. Madagascar          |
| II. Burundi                      | IX. Comoros               |
| III. Congo Brazzaville           | X. Rwanda                 |
| IV. Democratic Republic of Congo | XI. Sao tome and Principe |
| V. Djibouti                      |                           |
| VI. Comoros                      |                           |
| VII. Eritrea                     |                           |

## VI. TRANSPORT

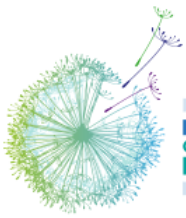
7. The Ministry of Tourism and Arts of Zambia will arrange free transport for all participants upon arrival, and departure from the airport, as well as return transport between their hotels and the meeting place.

## VII. AIRPORT TAXES

8. No Airport taxes are charged.

## VIII. RECEPTION AT THE AIRPORT

9. A reception and information desk will be open for delegates at the international airport of Lusaka from 15 November to 19 November, 2017.

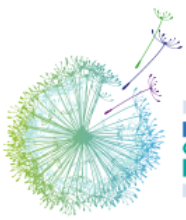


## VI. ACCOMMODATION

10. The delegates are requested to make their own arrangements by contacting their chosen hotel through the phone and fax numbers and the email addresses, and to make their reservations according to the hotels listed below. Delegates may communicate information of hotel of their choice to the Ministry of Tourism and Arts of Zambia Officials for follow-ups. They should specify that they will be attending the **International Conference on Promoting Sustainable Tourism, a tool for inclusive growth and community engagement in Africa to be held from 16 to 18 November 2017.**

**List of Hotels proposed by the Ministry of Arts and Tourism, Republic of Zambia:**

Hotels	Standard Price in USD with taxes included		Information Tel / Fax / Mail	Distance from the venue of the meetings
	Double room for single use	Double use		
(1) Taj Pamodzi Hotel	120	140	Tel: 00260 211 254455 Email: darrity.kabwe@tajhotels.com	1.8 KM
(2) Southern Sun	125	160	Tel: +260 211 251666, Mobil: +260 973 650247 Email: res@southernsun.co.za	1.4 KM
(3) Protea Hotel Cairo road	92	103	Tel: +260 211 238360 Email: reservations@phcairo.co.zm	1.4 KM
(4) Protea Towers	190	200	Tel: +260 211 375800 Email: reservations@phlusakatower.co. zm	6.1 KM
(5) Protea Arcades	158	155	Tel: +260 211 254664 Email: resevation@phlusks.co.zm	6.1 KM
(6) Intercontinental Hotel	142	172	Tel: +260 976 471519 Email: iclusaka@ihg.com	2.2 KM



(7) Radisson Blu Hotel	190	220	Tel: +260 211 368900 Email: info.lusaka@radissonblu.com	6.0 KM
(8) Stay Easy Hotel	129	129	Tel: +260 211 372000 Email: res@stayeasylusaka.co.zm	1.5 KM
(9) Blue Nile Inn	61	51	Tel: +260 211 256001/2/3 Email: bluenileinn@yahoo.com	3.8 KM
(10) Best Western Grand Palace Hotel	115	135	Tel: +260 211 239333 Email: booking@lusakagrand.com	2.8KM
(11) Grand Palace Hotel	81	101	Tel: +260 211 251010/14/28, 0971257676 Email: info@grandpalacez.com	6.3KM

## VII. HEALTH REQUIREMENTS

11. No certificate is required upon arrival.

## VIII. REGISTRATION AND ACCREDITATION

12. At the place of the meetings, a registration desk will be open **one day** before the start of the proceedings. Badges will be issued at the time of registration.

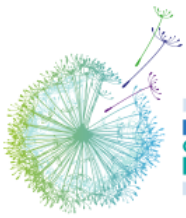
## IX. WORKING LANGUAGES

13. The working language of the regional conference will be English. The documents will be prepared in English. Simultaneous interpretation will be provided in English and French.

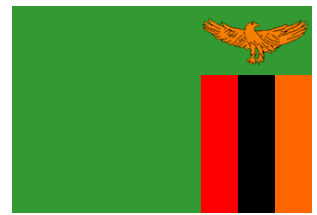
## X. SOCIAL PROGRAMME

14. Welcome Cocktail on 16<sup>th</sup> November, 2017 at the Taj Pamodzi Hotel at 19:00hrs to 21:00hrs. A Gala dinner will be offered by the Ministry of Tourism and Arts of Zambia on the 17 of November the Hotel Intercontinental (TBC).

Technical Tour to Zambia Showgrounds for the Pamodzi Carnival on the 18<sup>th</sup> November, 2017.



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## XI. CURRENCY REGULATIONS

15. The local currency of Zambia is Kwacha. The current rate of exchange to Kwacha from Euro and the US Dollar (\$) is as follows;

1 EUR =10. 68 ZMK

1 USD =9. 92 ZMK

As on 21<sup>st</sup> September, 2017

International credit cards (Visa, MasterCard, American Express etc.) are accepted in most locations (hotels, restaurants, convenience stores, mass retailers) in Zambia. **However, they may not be accepted in the local markets.**

## XII. CLIMATE

16. The average temperature in Zambia during the month of November ranges between 18°C/64°F in the morning and 29°C/84°F in the afternoon. Some places receive rains anytime.

## XIII. LOCAL TIME

17. The local time in Zambia is the same with Greenwich Meantime ((GMT+2).

## XIV. BUSINESS & SHOPPING HOURS

18. Bank hours vary, but most banks are open from 8:00 a.m. to 3:30 p.m. Monday to Friday. Some are open every Saturday while most open every first and last Saturday of the month from 8:15 a.m. to 11:00 am.

19. Shops are generally open from 09:00 a.m. to 6:00 p.m., Monday to Sunday.

## XV. INFORMATION ON THE WEB SITE

20. For further information on International Conference on Promoting Sustainable Tourism, a tool for inclusive growth and community engagement in Africa, IY2017 Flagship Event, please refer to the UNWTO website: [here](#)