

Logistics Note

11th Meeting of the Board

2-5 November 2015

VENUE

Avani Victoria Falls Resort, Conference Room
Livingstone, Zambia



VISA

Detailed visa information is available on the website of the Ministry of Home Affairs of the Republic of Zambia at:

<http://www.zambiaimmigration.gov.zm/index.php/missions>

<http://evisa.zambiaimmigration.gov.zm/#/>

<http://www.zambiaimmigration.gov.zm/index.php/menu-styles/nationals-requiring-visas-on-arrival-or-at-missions-abroad>

<http://www.zambiaimmigration.gov.zm/index.php/menu-styles/nationals-who-do-not-require-visa>

<http://www.zambiaimmigration.gov.zm/index.php/menu-styles/nationals-requiring-visas-prior-to-travel>

Note

- 1) Visa application should be sent to Zambian embassies or consular offices in your country of residence, at least, two weeks prior to departure. An e-visa facility may be used where physical submission of visa application is not possible (see website above)

- 2) Visa applicants are required to submit passport, completed application forms, a recent passport-size color photograph, and other relevant documents, as may be determined by the Embassy/Consular Offices.
- 3) Once visa application is completed, please share the copy of your passport with the Interim Climate Change Secretariat in Zambia (cmwapezulu@gmail.com) by 19 October 2015, so that clearance at ports of entry could be expedited in coordination with the Ministry of Home Affairs.

ACCOMMODATION



A. [Avani Victoria Falls Resort](#) (meeting venue)

Room Type	Price	Remarks
Single Room	Best available rate	<ul style="list-style-type: none"> • Breakfast included • Available rooms at best available rate (BAR), subject to availability
Send Reservation to zambia.reservations@suninternational.com Contact: Mariana Michelo Mwangelwa mariana.michelo@suninternational.com Prezley Mungala Prezley.mungala@suninternational.com Or Call +260 213 321 122; +260 978 777044; +260 978777045; +260 978 777046; +260 978 777047		

B. Royal Livingstone (1km from meeting venue)

Room Type	Price	Remarks
Single Room	ZMW4,181	<ul style="list-style-type: none"> • Breakfast included • Open block subject to availability • Shuttle bus available
Send Reservation code (GBMC5) to zambia.reservations@suninternational.com Contact: Mariana Michelo Mwangelwa mariana.michelo@suninternational.com Or Call +260 213 321 122; +260 978 777044; +260 978777045; +260 978 777046; +260 978 777047+260 978 777047		

C. Chrismar Hotel (4.5km from meeting venue)

Room Type	Price	Remarks
Standard Room (Single Occupancy)	ZMW 720	<ul style="list-style-type: none"> • Breakfast included • 59 rooms blocked and available on first come basis • Shuttle bus available
Standard Room (Double Occupancy)	ZMW 780	
Family Suite (2 adults and 2 children 12 or under)	ZMW 1,470	
Send Reservation code (GCF) to booklvn@chrismarhotels.com Contact: Cathy Miller: relationslvn@chrismarhotels.com Lisa: +260 0977233307 Or call +260 213 323141 Ext: 2011; +260 955752883		

D. Protea Hotel (4.7km from meeting venue)

Room Type	Price	Remarks
Single Room	US\$140	<ul style="list-style-type: none"> • Breakfast included • 70 rooms blocked and available on first come basis up to 15th October 2015 • Shuttle bus available
Double Room	US\$160	
Send Reservation code (11th GCF Board Meeting) to reservations@phlivingstone.co.zm dm@phlivingstone.co.zm Website: www.proteahotels.com/zambia Contact: +260 213 324630		

E. Cross Roads Lodges Livingstone (Approximately 10KM from meeting venue)

Room Type	Price	Remarks
Double Rooms	US\$ 60	<ul style="list-style-type: none"> • Breakfast included • 25 rooms blocked available on first come basis up to 15th October 2015 • Shuttle bus available
Executive Rooms	US\$ 85	
Twin Rooms	US\$ 85	
Family Rooms	US\$ 85	
Deluxe Rooms	US\$ 70	
Send booking request to crossroadslivingstone@crossroadslodges.com www.crossroadlodges.com Contact: Mr. Morgan Mwila +260950971501 No booking Code required		

F. Fairmount Hotel (Approximately 10KM from meeting venue)

Room Type	Price	Remarks
Executive Single Rooms Executive Twin Rooms	US\$ 45 US\$ 54 (US\$27 per person Sharing)	<ul style="list-style-type: none"> Breakfast included 70 rooms blocked available on first come basis up to 15th October 2015 Free airport transfer
Send booking request to nfhc_reservations@iconnect.zm ; nfhc@zamnet.zm Contact: Mrs. Subhashini Suresh +260213320723 - 29 +260977777014 Skype: nfhcmainoffice No booking Code required		

All rates are inclusive of Service Charge and VAT. Rates quoted in ZMW are negotiated in local currency and lower than when quoted in US\$.

TRANSPORTATION

Shuttle bus		Royal Livingstone	Chrismar Hotel	Protea Hotel	Cross Roads Lodge	Other
First Bus	From Hotel to conference venue (Avani)	07:20 AM				
	To Airport (for departure dates)	07:30 AM				
Last Bus	From conference venue (Avani) to Hotel	20:00 PM				
	To Airport (for departure dates)	15:00 PM				
Fare		Not Applicable				

Taxi from Harry Mwaanga Nkumbula International Airport (The airport is 15 km from the meeting venue, approximately 30min drive)					
Run Time	Avani Resort	Royal Livingstone	Chrismar Hotel	Protea Hotel	City Centre
	Approximately 25 – 35 minutes to hotel(s)				
Fare	USD 20				

Hotel shuttle bus timetables may change and delegates should confirm with hotels upon check-in. The Government of Zambia will provide additional shuttle buses to supplement hotel shuttle buses and will operate beyond hotel shuttle bus hours

GENERAL INFORMATION

Time Difference

Zambian Time is +2 hours ahead of Coordinated Universal Time (UTC+2).

Weather

At the time of the 11th Board Meeting, the average temperature will range from 25°C (77°F) to 33°C (86°F) with frequent rainfall.

Currency

The unit of the Zambian currency is the Zambian Kwacha (ZMW).

Foreign bank notes and traveler's checks can be converted into the Zambian Kwacha at foreign exchange banks and other authorized money exchange outlets. The exchange rate is subject to market fluctuations.

ATM and currency exchange services are also available at Avani Victoria Falls Resort.

Electricity

The standard voltage in Zambia is 230 volts. Standard British types of plugs and sockets are used.

Mobile Phone Services

SIM cards can be purchased from mobile phone service providers (MTN, ZAMTEL, and AIRTEL) in Zambia.

A form of identification (eg. passport) will be required to purchase and register a SIM card.

Emergency Phone Numbers

991: Police

999: Emergencies for Fire, Rescue & Hospital Services

Visiting Zambia

For information about Zambia, please visit: <http://www.mota.gov.zm/>

For more inquiries, please contact: Ms. Carol Mwape Zulu (cmwapezulu@gmail.com or carolzulu@znccs.org.zm)

Ms. Chama Nambeya (chamcakes25@yahoo.co.uk; or chama.nambeya@znccs.org.zm)

Mr. Gerard Odonoghue (godonoghue@gcfund.org).