Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH ****

**Logistics Brief for all participants to the Technical Workshop on Consessioning and Tourism Investment In Transfrontier Conservation Areas (TFCAs)**

**1-3 SEPTEMBER 2014**

The information contained in this document is for use by delegates participating in the Technical Workshop on Consessioning and Tourism Investment In Transfrontier Conservation Areas, 1 to 3 September 2014 in Johannesburg, South Africa. The meeting is co-hosted by SADC/GIZ and Boundless Southern Africa. This document has been prepared for your information and convenience and is intended to facilitate your effective participation in the workshop in Johannesburg.

**Meeting Venues**

Johannesburg, South Africa: The Meeting is being held at the Garden Court O.R. Tambo International Airport Hotel. **The Garden Court O.R. Tambo International Airport Hotel is located on 2 Hulley Road, Isando Kempton Park, 1691. The contact numbers for this meeting facility are:**

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Groups Co-ordinator (G&C)

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**Arrivals at O.R. Tambo International Airport – Hotel Shuttle –(Garden Court O.R. Tambo)**

Transport between O.R. Tambo International Airport and the hotel on your day of arrival and on your day of departure is available on a complimentary basis, for one (1) return trip per stay only, for hotel residents. However, there is a nominal charge of R48.50 per person, one way for non-residents or clients wishing to visit the airport retail facilities.

The designated boarding area is situated behind the InterContinental Airport Sun hotel. In order to reach this area, make your way to the Car Rental Parkade on the opposite side of the road, approximately midway between International and Domestic Arrivals (turning to your left as you exit the International Arrivals hall and to your right from Domestic Arrivals).

On entering the parkade, all the car rental companies will be on your left-hand side. Follow the sign that indicates Coach & Bus Terminus. Exit at the last door on your right-hand side and follow the pathway to the terminus.

The silver Mercedes bus is identifiable by the ***Garden Court*** logo on the side.

The shuttle service operates on a 24-hour basis. If the bus is not there on your arrival, please be patient as it shuttles to and from the hotel **every 30 minutes between 06h00 to 23h00**

**N.B. Between 23h00 and 05h00** the shuttle service operates **on a request basis only.**

**Sponsored Tickets**

Participants whose flights have been sponsored by GIZ are requested to keep their boarding passes coming to Johannesburg and hand over to the Secretariat. For the return boarding passes, you will be requested to fill the “Template –boarding passes” and give it back to the secretariat. These documents are required for accountability purposes.

**Cost Explanation**

For the sponsored participants to the Technical Workshop on Consessioning and Tourism Investment In Transfrontier Conservation Areas (TFCAs), you are sponsored on full board basis. This means that your breakfast, lunch and dinners are fully funded. Lunch and Dinner includes one non-alcoholic beverage (water or soft drink).

GIZ/SADC and Boundless Southern Africa does not sponsor alcohol, gratuities, telephone, internet access, laundry services or incidental purchases. All these must be paid for in cash when purchased and may not be charged to the room billings.

**Participants will not be receiving per-diems.**

**REGISTRATION**

Registration will be done every morning of the workshop, Monday 1st to 3rd September 2014 outside the meeting room, please look for **“SADC/TFCA WORKSHOP”** signage from 0800hrs till 0830hrs before the meeting.

You will also receive an accreditation card once you have registered and some reference material for the workshop. Should you have any problems and need to get in touch with someone to help you; the Secretariat will be available to do so.

A copy of the detailed draft programme is submitted to you and a hard copy will be presented on registration indicating changes if any.

**Transportation**

You must take the Garden Court O.R. Tambo shuttle from and to the airport according to your travel arrangements. Please note that transport to the hotel will be from the airport only and the hosts will not be responsible for non-sponsored delegates or delegates who choose to stay in a non-designated hotel or take an alternative means or transfer from airport to hotel.

For any other transport needs for personal and individual activities, you are advised to arrange your own transport through the hotel.

**Security**

The hotel management will provide a 24 hour general perimeter security for the duration of the workshop and/or your stay at the hotel. You are however advised to observe general security measures such as asking for a safe at your hotel to lock away valuables during the day while out of your rooms. Do not leave your handbags, phones, laptops or any item of value anywhere unattended.

Please ensure that you have your identification with you at all times and produce it when requested at police road blocks.

**CRIME**

Most visits to South Africa are trouble-free. However, participants should take sensible precautions such as keeping valuable possessions out of sight, to avoid crimes such as muggings and also avoid changing money at the airport, there are money changing facilities available at malls to do so. If you decide to take a tour, do not enter townships at night unless accompanied by someone with local knowledge.

**Documentation**

The working documents for the meeting will be distributed at registration.

**The Meeting Program**

The program is over 3 days and sessions will be starting at 0830hrs and finishing as late as 1730hrs. The workshop ends on Wednesday 3rd September, 2014.

**Banking Services**

Vendors in South Africa only use ZAR Rands. For the purchase of incidentals, you are advised to carry Rands.

**We look forward to welcoming you!**