

WELCOME TO THE ANNUAL NETWORK MANAGER'S MEETING!



INFORMATION BRIEF

- Date: 10-14 November 2014
- Arrival: Sunday, 9 November 2014
- Registration: Monday the 10th of November 2014 from 8.00-9:00am
(Please bring with you all boarding passes and submit them to the organizers on the first day of the meeting)
- Departure: Saturday, 15 November 2014
- Meeting venue: Victoria Falls Safari Lodge, Victoria Falls, Zimbabwe

ACCOMODATION

If the funding support confirmed in your invitation letter includes accommodation, the conveners will pay directly for your accommodation, breakfast and all meals arranged for the entire group. On leaving the hotel, please check-out with the reception staff, and pay for all personal items such as telephone, room service, drinks/bar or cleaning personal effects. If you fund your accommodation, please settle your bill on check out. The reduced conference rate will apply to your booking.

All participants and resource person will be accommodated at the Victoria Falls Safari Lodge Victoria Falls, Zimbabwe. Set on a high natural plateau, the westward facing Victoria Falls Safari Lodge borders the Zambezi National Park and is four kilometers from the thundering Victoria Falls, Southern Africa's foremost attraction. The Lodge offers spectacular views of the African sunsets, year round game at its on-site waterhole and is ideally positioned to offer a taste of Africa at its best. More details on what the Lodge has to offer: <http://www.victoria-falls-safari-lodge.com/>

MEALS

The following meals will be provided at the hotel for all attendees during the meeting:

- Lunch (10-14November 2014)
- At least one welcome reception dinner

If you have any dietary requirements, please let us know as soon as possible so that we can inform the hotel. Mineral water and soft drinks are provided with meals. Any extra orders including all alcoholic beverages have to be paid by you.

There are evenings were no dinner has been scheduled in order to facilitate interactions among attendees. Capnet funded participants are entitled to reduced DSA to cover such evenings. There

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are numerous restaurants and shops close by the hotel. Participants are urged to ask the hotel reception for further information.

REFRESHMENTS

Morning coffee is available during the tea break, a lunch served around midday and there will be a mid-afternoon coffee break.

AIRPORT TRANSFERS

Transfers from and to the Victoria Falls airport or David Livingstone airport will be prearranged by the Waternet team. A shuttle (airport pick up and drop off) will be available for participants between the airport and the Victoria Falls Safari Lodge. Transfers will be arranged in groups for travelers arriving on the same flight. The driver will be waiting on the terminal concourse on the outside of the security zone holding up a placard named Waternet. The fee paid by the conveners does not include tips to the driver, giving a tip is discretionary.

TRAVEL AND VISA

PASSPORT

Travelers to Zimbabwe must make sure they travel with a valid passport (valid not less than 6 months with at least 4 pages remaining).

VISA

We hope by now you have managed to process your visa, if not please let the Waternet secretariat at your earliest convenience. All participants requiring a visa to enter Zimbabwe should go to the nearest Zimbabwe embassy for visa application. More information concerning visa requirements for various countries can be found at the immigration website: <http://www.zimimmigration.gov.zw/>

AIR TRAVEL

- Flight arrangements will be made by Capnet and an electronic return air ticket will be sent to you. For more details please contact Sonia Luz at sonia.luz@cap-net.org
- Communicate in writing the nearest International Airport where you will be taking your flight. This will facilitate the air ticket to be issued.

Should you NOT be able to attend the training after your confirmation of attendance due to unforeseen circumstances, please inform the organizers.

PLEASE NOTE:

- If your ticket has been issued and we have not received notification of cancellation form you while you are not able to attend the training, you will be held responsible for the payment of the flight ticket.
- Reconfirmation of flight tickets will be made automatically by the travel agent. We regret to inform you that we will not change flight dates for participants after receiving your written confirmation of flight details due to cost implications.
- You are welcome to change your flight dates if you need to, but the organizers will not be responsible for flight change cost and or any accommodation that might occur because of the change. However, please advise the organizers.

HEALTH NOTE

Sub-Saharan Africa has only one-tenth of the world's population but has more than two-thirds of the people living with HIV/AIDS. It is the responsibility of every individual to support the fight against AIDS. Any exposure to blood or fluids may put the individual at risk. We encourage all

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participants to adopt responsible and safe behaviors to protect themselves. The area is also considered a malaria area and thus the need to take precautions e.g. medication and repellent.

The outbreak of Ebola Virus Disease (EVD) in West Africa is the most serious recorded in history. In an effort to prevent the spread of the disease into Zimbabwe, passengers from EVD-affected countries are being identified and interviewed at airports and land borders. Travelers from West Africa are reportedly subject to 21 days health surveillance.

A yellow fever vaccination is required for travelers arriving from countries with risk of yellow fever transmission. Should medical attention be required, arrangements can be made through the reception of the hotel.

INSURANCE

Please note that we unfortunately do not insure participants while attending the meeting or travel to and from Zimbabwe, and cannot be held responsible for any expenses arising out of sickness, injury or other disability. Participants are responsible for their own insurance arrangements if required.

CURRENCY

Zimbabwe has a multi-currency fiscal system that mainly makes use of the American Dollar, South African Rand and the Botswana Pula, although the American dollar is the most popular currency used by locals. To obtain the current exchange rates please make use of the Universal Currency Converter.

SECURITY INFORMATION

The travel risk for Zimbabwe is medium. Petty crime does exist as with anywhere in the world, but it is generally low and the area is generally peaceful. However, participants are encouraged to take all necessary measures for their own safety; avoid public gatherings and demonstrations, avoid empty streets after dark, choose the taxi over walking if you are not sure how safe the area

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you are in is, and always ask for advice in the hotel lobby or staff on places to visit in Victoria Falls.

For further information about Victoria Falls, please make use of this website:

<http://www.victoriafalls-guide.net/victoria-falls-crime.html>

WEATHER INFORMATION FOR VICTORIA FALLS

Victoria Falls is an all season destination. The dry and mild winters last from June to the middle of August. There is a hot spring thereafter until the rain commence in the middle of November. It then becomes hot and wet and remains so till end of April. The rainy season is characterized by abrupt torrential cloudbursts with storms followed immediately by sunshine and clear blue skies.

November, although hot and dry, often experiences the season's first rainfall. Daytime temperatures for the month November may generally reach highs of around 34°C and night average minimum temperature drop down to around 20°C. Light weight clothes (preferable cotton), a hat and sunglasses will make your stay more comfortable. Don't forget your relevant creams as well for those who may need to bask in the sun after swimming. Most hotels have fantastic swimming pools and hence do not forget your swimming gear.

SECRETARIAT SUPPORT: WATERNET TEAM



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During the meeting, liaison and administrative support will be available everyday between 8.30 and 17.00 at the Meeting venue

Wishing you a pleasant journey!