LOGISTICS INFORMATION

9TH TO 12TH AUGUST 2017 | HYATT KILIMANJARO | DAR ES SALAAM, TANZANIA

Travel to and from Dar Es Salaam, Tanzania
The WAA Forum 2017 is being held at the **Hyatt Kilimanjaro** in Dar es Salaam, Tanzania. Session/meeting rooms and times will be highlighted on the screens and information boards at the hotel’s conference facilities.

[www.womenadvancingafrica.com](http://www.womenadvancingafrica.com)
Participants are kindly informed that visas are required by most foreign nationals whether visiting or on business. Tanzania does permit some foreign nationals visa free travel for up to three months. For foreign nationals who are exempted from this, they are required to apply for a visa at the Tanzanian consulate in their local country or apply for visa on arrival where applicable.

For more detailed information about Visa requirements, please contact your local Tanzanian consulate/embassy or visit www.tanzaniaconsul.com/visa.html

Please note that visa application fees and any related costs incurred are for the account of the participant.

If you require a letter supporting your application, please contact us on the e-mail waaregistration@gracamacheltrust.org - we will request a copy of your passport or passport details in order to customise the letter to you.
FLIGHTS - TRAVEL - GROUND TRANSPORT

The booking of flights is the responsibility of the individual participant. It is highly recommendable that you reference your existing medical policy for your coverage whilst travelling. Should you not have travel cover for medical expenses, we recommend that you request cover through your travel agent specifically for this trip. Please have your travel insurance documentation readily available in the event of an emergency.

It is generally more cost-effective to book your flight in your country of origin. However, should you require assistance from the WAA Forum’s preferred travel agent, you may contact:

**Corporate Traveller**  
Samantha Billings  
E-mail: sam.billings@corporatetraveller.co.za

Ground transport has been arranged to and from the Julius Nyerere International airport for participants booked at the above hotels. Additional transport to and from the hotels and Forum venue will be in operation daily. Transport will also be provided to the evening events as detailed in the WAA Forum Programme.

WAA Forum transport is only provided between the WAA Forum venue and designated hotels (Serena, Southern Sun and Ramada Encore hotels) and the gala dinner venue. If you have made accommodation bookings at any other hotel, please make your own transport arrangements to and from the WAA Forum and gala dinner. Additionally, any other ground travel requirements outside of the Forum programme (sightseeing, tours and taxis) would have to be arranged directly and will be charged for your own account.

Transport enquiries can be directed to:
Nicole Eibig  
E-mail: dhmtours@iafrica.com

UBER cab services operate in Tanzania. Download and register on the UBER app - [www.uber.com](http://www.uber.com)
Julius Nyerere International Airport is the international airport of Dar es Salaam, the largest city in Tanzania. It is located 12 kilometres southwest of the city centre. For more information, please visit the website www.taa.go.tz. Various international and local airlines land at the Julius Nyerere International Airport including but not limited to Kenyan Airways, SAA, Ethiopian Airways, KLM and much more. Participants should please check with the relevant airlines that fly this route from their local countries.

Transportation facilities will be available for participants/speakers/sponsors from and to the airport, between the designated hotels and the WAA Forum venue. Airlines operating in the territory strictly regulate limits on the size and weight of baggage. For security reasons, some items and substances are forbidden for transport aboard passenger aircraft. Participants are advised to check clearly with their travel agents or airlines about the maximum weight and dimension allowed for their check-in/cabin baggage, especially in cases where the travel involves more than one airline and/or in different classes.

Kindly find below a list of suggested hotels for your stay in Tanzania. You are under no obligation to book your accommodation at any of the suggested hotels.

Please note that the Graça Machel Trust is holding block bookings with a limited number of rooms available at the following hotels only:

**HYATT REGENCY HOTEL DAR ES SALAAM, THE KILIMANJARO**
Kivukoni Front, Dar es Salaam

Contact:
Johnstone Mayaka on +255 764 701 234 or +255 787 394 781 or e-mail johnstone.mayaka@hyatt.com

WAA Forum rate: $265 single room per night (bed & breakfast) **We are holding 20 rooms at this hotel**

To book your room, [click here](#)
**DAR ES SALAAM SERENA HOTEL**
Ohio Street, Dar es Salaam, Tanzania

Contact:
Alex Maboko on +255 784 921 574 or e-mail amaboko@serena.co.tz

WAA Forum rate: $217 single room per night (bed & breakfast) **We are holding 120 rooms at this hotel**

To book on our negotiated discounted rate, [click here](#)

a. Go to Add code and select - Group code b. Type in Group code: **WAAF17** c. Proceed to book

**SOUTHERN SUN DAR ES SALAAM**
Garden Ave, Dar es Salaam, Tanzania

Contact:
Hotel Reservations on +255 22 213 7575 or e-mail ssdar.reservations@tsogosun.com

WAA Forum rate: $208.50 single room per night (bed & breakfast) **We are holding 50 rooms at this hotel**

Block code to be used for your reservation should be **WAAF2017**

All out of town WAA Forum participants are encouraged to book their hotel reservation early to secure your accommodation close to the venue of the event. Please note: all room bookings as well as any extras costs related to your accommodation (such as telephone, laundry, in-room dining orders, mini-bar and any additional personal services) will need to be settled on check-out/departure.

**RAMADA ENCORE HOTEL**
Ghana Avenue, Dar es Salaam, Tanzania

Contact:
Gloria Mwendwa Onesmo on +255 22 2343434 or email reservations@ramadadencoredar.co.tz

WAA Forum rate: $121.50 single room per night (bed & breakfast) **We are holding 10 rooms at this hotel**

Participants can book by quoting the group code **GP1708006**
Below is a summary health advisory to guide preparations for your travel.

As a general rule before all travel, you must:

1. Obtain an international vaccination booklet; and make sure your vaccinations are up to date
2. Make a visit to your health-care provider at least 3-4 weeks before your journey for advice on travel vaccines, travel health and safety. This is especially relevant if you are on continuous treatment, in order to determine what you will need based on your health condition, your destination and activities at your destination
3. Although it is winter in Tanzania it is still advisable to bring mosquito repellent with you, especially if plan to go out during the evenings.

**VACCINATIONS**

Yellow fever vaccine is mandatory for all travellers arriving (including airport transit) from countries where there is a risk of yellow fever transmission or any disembarkation to endemic areas after 24 hours. Travelers will be required to show proof of vaccination to immigration officials at the point of entry or report to port health authority. All Participants are therefore advised to be up-to-date with their yellow fever vaccine.

For more information on health advisory and vaccination requirement please contact the Tanzania authorities and/or visit the website [www.taa.go.tz/index.php/traveller-guides/health-requirements](http://www.taa.go.tz/index.php/traveller-guides/health-requirements)
HOSPITALS IN THE CITY CENTRE
Dar es Salaam

AGA KHAN HOSPITAL
Sea View Road
Contact: +255 22 211 5151/53

HINDU MANDAL
Chusi Street
Contact: +255 22 211 9237

AAR HOSPITAL
Kisutu Street
Contact: +255 766 758 783

IBRAHIM HAJI
Chaga Street
Contact: +255 22 211 4995

SAFETY
Participants are encouraged to be vigilant and aware of their surroundings. If venturing outside your hotel, this should be ideally in the company of colleagues. It is also important to let the hotel know of your whereabouts if going outside the hotel.

You can use Master Card and Visa Cards at most establishments in Tanzania.

Avoid carrying large amounts of cash and separate cash from credit cards.

Make a note of your credit card numbers, the customer service numbers for issuing banks, etc. in case needed.

Make use of the hotel safe in your room for all valuables and cash.

**Remember:** If you are on medication, please carry sufficient supply for the duration of your stay.
OTHER IMPORTANT INFORMATION

**CURRENCY**
The unit of currency is the Tanzanian shilling (TZS) and there are no smaller denominations. Average exchange rate for those coming from UK is TZS 2900/ 1 UK pound by (www.xe.com) the exchange rate for a dollar was TZS 2235/ $1, and for rand the exchange rate is TZS 173/R1. Please inquire for current rates at the time of your trip.

**WEATHER**
The temperature in Dar es Salaam in August is expected to be warm and mild. Kindly visit the Weather Bureau’s web site for detailed information: www.weather.com

**POWER ADAPTORS**
For your laptops, remember to bring the power cord and an international adaptor. Tanzania has different power outlets from most countries.

**LOCAL POLICE CONTACTS**
Emergency call 112 or +255 22 2667322
Traffic police +255 22 2111747
FREQUENTLY ASKED QUESTIONS
How much is the registration fee to attend the WAA Forum?
R5 500 (equivalent to USD400)

How do I register to attend?
You can register to attend by visiting our site: womenadvancingafrica.com
Click on the registration link to complete the online form to log your attendance.

What does the R5 500 registration include?
1. Access to all the sessions for the duration – refer to programme (Wednesday, 9 August to Saturday, 12 August).
2. Attendance to the evening events (9th August Welcome Cocktail, 10th August Dinner, 11th August Gala Dinner).
3. Access to the exhibition area
4. Participation in the networking breaks (incl. tea/coffee) and lunch on all conference days.

Can I attend the gala dinner only?
Yes, this is possible. A ticket for the gala dinner only attendance is R2 600 (equivalent to USD200). Gala dinner attendance is on a first come, first served basis. Registration for gala dinner attendance is possible by visiting womenadvancingafrica.com

How do I indicate interest to exhibit?
Please send a query to jo.petersen@basiqblaue.com indicating your interest to exhibit. Kindly review enclosed exhibition manual for further information.

How do I indicate interest to host a side event or co-create session?
Please send an email to estelle.baffoe@basiqblaue.com to indicate your interest to host a side-event or co-create session.
Please review enclosed guidelines for side-events and co-create sessions for further information.

How do I participate as a sponsor?
Please send a query to Shireen Motara on shireenm@gracamacheturst.org indicating your interest to sponsor.