

AFRICAN ECONOMIC CONFERENCE 2024

*Securing Africa's Economic Future
Amidst Rising Uncertainty*

LOGISTIC NOTE



ECA



23-25th November 2024

Gaborone, Botswana

2024 African Economic Conference

Securing Africa's Economic Future Amidst Rising Uncertainty

Gaborone, Botswana | 23-25 November, 2024

Hybrid Event



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1. INFORMATION NOTES

Please read the following information carefully, as it is essential for planning your travel to Gaborone, Botswana.

2. DATE AND VENUE

The Africa Economic Conference (AEC) will be held from 23 to 25 of November 2024 in Gaborone, Botswana. The venue for the upcoming Conference will be the [Hotel430](#).

3. ACCOMODATION AND RATES

Accommodation has been secured in four (4) hotels in and around Hotel430 where the conference will be held.

While block booking has been made in the hotels provided below, for sponsored participants, sponsors are advised to process payments for participants' accommodation through UNDP no later than the **8 November 2024**.

Self-sponsored participants on the other hand, are advised to contact the hotel reservation teams directly for payment to fully secure their accommodation before the 8 November 2024. Note that all contacts with the hotel MUST be copied to the Logistical Support Team, kelebojile.dikole@undp.org (mobile +267 72 114 835) and Peloyame.lesilo@undp.org (+267 74 218 184)

Hotel 430			Hilton	Room 52	Protea Hotel
Executive rooms \$189 (BWP2510)	Deluxe rooms \$174 (BWP2310)	Standard rooms \$109 (BWP1510)	Standard rooms \$109 (BWP1450)	Standard rooms \$117 (BWP1549)	Standard room- \$102 (BWP1350)

Participants will be accommodated on a Bed and Breakfast basis with single occupancy.

For any early check-in and late check-out, please liaise directly with the hotel, as it is dependent on room availability.

Participants travelling from outside should plan to arrive on 22 November 2024 and depart on 26 November 2024, following the Africa Economic Conference (AEC), which is scheduled for 23 to 25 November 2024.

Note that these reservations are the sole responsibility of the sponsors/participants, UNDP accepts no liability.

4. Venue locations

All the above hotels are within a safe 5-minute walk of Hotel430, where the AEC proceedings will take place.

Shuttles will be made available to commute the participants between the hotels and the meeting venue.

Hotel Name	:	Hotel430
Address	:	Plot 54350, 430 Square, CBD, Gaborone, Botswana
Rate	:	USD109 (incl. bed and breakfast)
Contact	:	+267 3163004
Tel	:	+267 267 74 176 714
Website	:	https://hotel430.com/
E-mail	:	enquiries@hotel430.co.bw ; marketing@hotel430.co.bw
Transport	:	Hotel offers complimentary shuttle to guest and from the Airport to the Hotel.
Distance	:	Same place.

Hotel Name	:	Hilton Garden Inn
Address	:	Hilton Garden Inn Gaborone, Plot 54366 Gaborone CBD, Gaborone,
Rate	:	USD109 (incl. bed and breakfast)
Tel	:	+267 3704200
Website	:	www.hgigaborone.hgi.com
Email	:	GBEGI_Meetings@hilton.com
Transport	:	Hotel offers complimentary shuttle to guest and from the Airport to the Hotel.
Distance	:	5 minutes' walk to the meeting venue.



Hotel Name	:	Room52
Address	:	Western Commercial RD. ITowers CBD
Rate	:	USD117 (incl. bed and breakfast)
Tel	:	+267 3975557
Website	:	www.room50two.com
Email	:	res@room50two.com
Distance	:	5 minutes' walk to the meeting venue
Transport	:	Hotel offers complimentary shuttle services to the guests from the Airport to the hotel and back.

5. MEALS

Lunch will be covered during the three days of the AEC (23rd to 25th November 2024).

In addition, refreshments will be provided during coffee breaks. Participants with any dietary restrictions or allergies should notify the logistics team listed above and during the on-line registration process.

6. DAILY SUBSISTENCE ALLOWANCE (DSA) AND TERMINAL

For sponsored participants, all travel and DSA costs associated with your participation are to be covered by your sponsor who will advise on the modality of payment.

Please note that participants will be responsible for covering any personal expenses incurred during their stay at the hotel, including the mini-bar, laundry, phone calls, and extra meals, etc.

7. VISA AND ENTRY REQUIREMENTS

All participants coming outside the SADC countries (see below nationalities requiring visa), should apply for visa online through the following options:

- Online at: <https://evisa.gov.bw>
- At Botswana Embassies and High Commissions abroad.
- At the Head Office in Gaborone

For those experiencing challenges with visa applications, facilitation for VISA upon arrival can be made. To that end, a certified passport copy (bio page), should be submitted to the organizing team, no need to submit a visa application form for this arrangement). This process allows for the issuance of visa authorization letters, enabling participants to board flights, and ensuring smooth entry into the country.

NOTE:

- UNLP holders are not automatically granted visas on arrival at the airport without prior arrangements.
- Visa applications should be successfully submitted **14 days** before the date of travel.
- The Traveler's Passport should be valid for at least six (6) months from the date of entry into Botswana and should have at least three (3) blank pages before entry into Botswana.
- Ordinary passport holder should apply for **“Visitor Visa”**, Diplomatic passport holder should apply for **“Diplomatic Visa”**.

The visa focal persons are Ms. Boineelo Masuku, boineelo.masuku@undp.org (+267 72 141 140) and Ms. Nametso Moilwa, nametso.moilwa@undp.org (+267 75 595 397)



***Visas are required for national passport holders of the following countries:**

Afghanistan	Egypt	Micronesia
Albania	El Salvador	Moldova
Algeria	Equatorial Guinea	Monaco
Andorra	Eritrea	Mongolia
Angola	Estonia	Morocco
Armenia	Ethiopia	Mozambique
Azerbaijan	Gabon	Myanmar (Burma)
Bangladesh	Georgia	Nepal
Belarus	Guatemala	Nicaragua
Benin	Guinea	Niger
Bhutan	Guinea Bissau	Pakistan
Bolivia	Haiti	Palau
Bosnia and Herzegovina	Honduras	Panama
Bulgaria	Hungary	Philippines
Burkina Faso	Indonesia	Rwanda
Burundi	Iran	Sao Tome and Principe
Cambodia	Iraq	Saudi Arabia
Cameroon	Ivory Coast	Senegal
Cape Verde	Jordan	Somalia
Central African Republic	Kazakhstan	Sudan
Chad	Korea DPR	Suriname
China	Kyrgyzstan (Kirghizia)	Syria
Colombia	Laos PDR	Taiwan
Comoros	Lebanon	Tajikistan
Congo	Liberia	Thailand
Democratic Republic of Congo	Libya	Togo
Cote d'Ivoire	Lithuania	Tunisia
Croatia	Macedonia	Turkmenistan
Czech Republic	Mali	Ukraine
Djibouti	Madagascar	Uzbekistan
Dominican Republic	Marshall Islands	Vietnam
Ecuador	Mauritania	Yemen



8. HEALTH REQUIREMENTS

Yellow fever vaccination is mandatory, and proof of vaccination is required at the airport. You are further advised to consult the Botswana Government website at <https://www.gov.bw/> for updated COVID – 19 Protocols.

Gaborone has generally good private hospitals and clinics.

The recommended hospitals/clinics in Gaborone:

Botswana Adventist Medical Center

Address : Plot 3132, Kgalagadi Way, Madibeng Ext 11, Gaborone
Telephone : 267 395 1515, +267 395 2727

MRI BOTSWANA/Prime Health

Address: Plot 60601, Block 7, Gaborone
Telephone: +267 3903066
Emergency: 992 (Toll free)
MRI provide 24-hour Pharmacy

Gaborone Private Hospital (GPH)

Address : Plot 8448, Segoditshane Road, Mica Way, Gaborone
Telephone :+267 368 5600
Emergency :5765

Bokamoso Private Hospital

Address : Plot 2435, Block 1, Mmopane, Along the Molepolole Road
Telephone : +267 369 4000

Notwane Pharmacy

Address :Plot 1146, Main Mall Gaborone
Telephone :3931109
Operating hours :Mon-Fri: 815am-530pm
Saturday: 815am-1pm
Sunday: Closed

Tap Water is generally safe to drink, but due to sporadic irregularities bottled Water is recommended.

9. GUIDELINES ON PERSONAL SECURITY AND SAFETY OF PARTICIPANTS

Always be vigilant. Exercise caution while out of the hotel and the office — e.g., keep valuable documents and excess money locked in the hotel safe, avoid walking on lonely streets or wearing flashy and/or expensive jewellery or watches, take a licensed taxi booked by the hotel and agree on the fare in advance.

In this regard, the full cooperation of all participants is needed to ensure the safety of your valuables and your security.

All participants are advised to adhere to the following safety guidelines and please ensure that you: :

- Avoid walking alone after sunset.
- Ensure that your personal belongings, including your passport and other travel documents, are secure at all times.
- Avoid displaying any signs of affluence in public.

Should you observe anything suspicious or out of the ordinary, please contact:

Mr. Lebogang Tlhaloso, UNDSS Field Security Associate

Tel: (230) 71686682 – Lebogang.tlhaloso@undp.org

Mr. Thabo Medupe, UNDSS Field Security Associate

Tel: (267) 71235682 – thabo.medupe@un.org

Mrs. Kelebogile Dikole, UNDP Security Focal Point

Tel: (267) 72114835 – kelebogile.dikole@undp.org



10. INTERNET AND COMMUNICATION

There will be free WIFI internet in the hotel rooms and meeting rooms. For the individual rooms, participants will be provided with a username and password at the time of check-in. At the meeting room, the organizers will notify all participants of the username and password.

As nearly everywhere, telephone charges from the hotel/guest house room can be very high. To be reachable, you may wish to carry your cell phone with you. Data roaming charges can be quite high in Botswana, guests are encouraged to get local SIM cards. There are three (3) networks in Botswana, Mascom, Orange, and Be-Mobile. They all offer cellular phone sim cards at comparable rates. Scratch cards to top up funds on phones may be purchased at most local grocery stores and gas stations. Guests are also reminded to log into the hotel/guest house Wi-Fi network.

The country code for Botswana is +267

11. CURRENCY

The Pula is the currency of Botswana. It has the ISO 4217 code BWP and is subdivided into 100 thebe. Pula literally means “rain” in Setswana, because rain is very scarce in Botswana—home to much of the Kalahari Desert—and therefore precious and a blessing. The word also serves as the country’s national motto.

The current UN exchange rate is USD 1.00 = BWP 13.263 (15, October 2024). **To be updated in November.**

Most of the shops, supermarkets, hotels and restaurants accept major credit cards such as Visa, American Express and MasterCard.

Cards linked to overseas accounts can also be used to withdraw local currency at ATMs of major local banks. However, cases of credit card fraud have been reported. Caution should be exercised when using ATMs. You may prefer to use cash, but if using a credit card, do not let it out of your sight while charges are processed.

12. TIME ZONE

Time in Botswana is given by a single time zone, officially denoted as Central Africa Time (CAT; UTC+02:00).

13. ELECTRIC SUPPLY

For Botswana there are three associated plug types, D, G and M. All power sockets in Botswana provide a standard voltage of 230V with a standard frequency of 50Hz.



14. WEATHER CONDITION

Botswana's climate reflects its geography. About 80% of Botswana's land mass is covered by the semi-arid Kalahari Desert. Participants should expect to have long daylight hours, with the sun rising as early as 05:22 AM and setting at 19:00 PM.

In November, Gaborone typically experiences very high temperatures and moderate rainfall. As the day progresses, temperatures can peak at 37°C and typically drop to 19°C by nightfall. Expect high temperatures during this period, which is often the warmest month of the year. Wearing light clothing and staying hydrated is advisable. Participants are also advised to apply sun cream lotion for outdoor activities such as walks.

For more information, please visit: <http://www.gov.bw/natural-resources/request-climatological-data>

15. USEFUL TELEPHONE NUMBERS

Emergency Contacts

Diplomatic Police Contact Centre	+267 315 9063
Botswana Police (Nation Wide)	999
Fire	998
Ambulance	997
Medical Rescue	911
MRI	992
Emergency Assist	991
Rescue one	993
Okavango Air Rescue	995

16. CONTACTS PERSONS FOR OVERALL LOGISTICAL SUPPORT

Mrs. Kelebogile Dikole, UNDP Operations Manager

Tel: (267) 72114835 – kelebogile.dikole@undp.org

Mrs. Tsogo Sekgomanyane, UNDP Executive Associate

Tel: (267) – Tsogo.sekgomanyane@undp.org

Mr. Lebogang Tlhaloso, UNDP, Communications Associate

Tel: (267) 71686682 – Lebogang.tlhaloso@undp.org

17. SHOPPING IN GABORONE (MALLS AND SOUVENIRS)

Airport Junction Mall: Shopping complex with a wide range of shops, pharmacies, and supermarkets. Daily hours: 9 am- 8:00 pm.

Masa Square: A modern facility that offers, a hotel, cinema, and a couple of restaurants.

Main Mall: An open-air strip that offers both commercial shops as well as a host of outdoor vendors selling unique crafts. You will also find all the 3 banks (namely ABSA, First National Bank, and Standard Chartered Bank. There is also a post office.

River Walk Mall: A pleasant shopping center with a variety of restaurants, shops, and vendors selling local handicrafts. On the second floor, there are ATMs for various banks and a cinema. There is also a post office and all-purpose business center.

Game City Mall: A modern facility that is the biggest shopping center in Gaborone, complete with cinema, restaurants, and mini golf, open daily until 10 pm.

The Fields Mall: A new shopping center with a variety of restaurants and shops.

Botswana Craft: Offers a large selection of traditional crafts from all over Botswana. Perfect for souvenir shopping.

18. ONE DAY EXCURSIONS FROM GABORONE

Mokolodi Game Reserve:

Tel: +267 316 1955

A 3000-hectare private reserve. Guided tours are offered by foot (P60) or by jeep (P600; two-person minimum) as well as activities such as rhino tracking, cheetah petting, horse safaris and a visit to the elephant baths. Both camp site and chalet accommodations are available. Reservations are required.

Hours: 07:30am -18:00pm every day

Kgale Hill:

1287 meters tall this well-known hill is called the “Sleeping Giant.” From the base of the hill, using one of the three marked paths, it takes about 1-2 hours to climb to the summit which offers a spectacular view of the city. *For safety, it is best to travel in pairs or groups and make sure you return to the base before sundown. To get there take a taxi or a combi (minibus) from the bus ramp marked “Kgale” which will drop you off at the base of the hill.

National Museum Tel: +267 3674616

A historical introduction to Botswana, the museum offers ethnographic exhibits on pre-colonial and colonial history as well as stuffed wildlife and African art displays. Free admission.

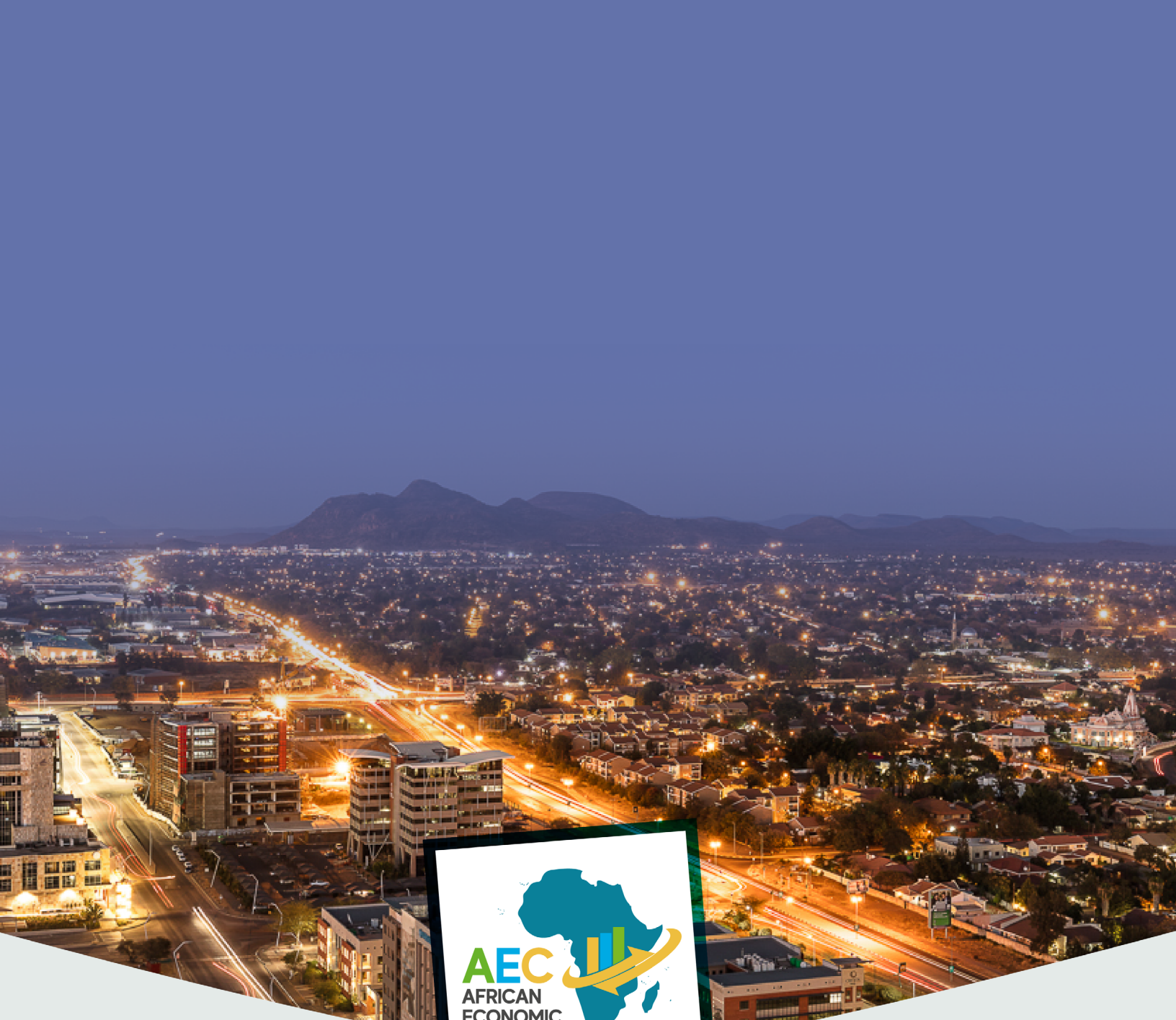
Hours: 09:00am-18:00pm T-F/ 09:00am-17:00pm Sat. /Sun.

Gaborone Dam and Yacht Club:

Tel: +267 3552241

A popular recreational area, the dam offers ideal birdwatching and fishing, however swimming should be avoided. The Yacht Club offers a restaurant, bar and swimming pool overlooking the water.





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