

Logistical Arrangements

Future Earth Regional Workshop for Africa

Funded by:

The Swedish International Development Cooperation Agency (Sida)

31 October – 2 November 2012, Cape Town, South Africa

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Arrival Notice

All participants will be arriving at the **Cape Town International Airport, South Africa**. You will be conveyed to your hotel and meeting venue at **Protea Hotel Sea Point in Cape Town, South Africa**. The Hotel is 30+ minutes' drive from the airport by a special shuttle whose driver/conductor will be waiting for you at the arrival hall holding a placard on which is written the name of the workshop i.e. **ICSU-FUTURE EARTH**.

The name of the shuttle company is Shuttle Services, and they will be waiting for you at the arrivals hall holding a placard with the name of the meeting, i.e. Future Earth Workshop. In case of flight changes/delays/cancellations, you can contact the following: Protea Hotel Sea Point +27 (0)021 434 3344 or preferably ICSU ROA Staff: +27764152009 (Daniel); +27791819427 (Hazel)

Hotel / Accommodation

Rooms have been reserved for all participants at the **Protea Hotel Sea Point**. Mrs Laverne Felix is responsible for reservation Tel: +27 (0)21 434 3344 (laverne@proteahotels.com). Accommodation package includes bed & breakfast, checking 30 October and checking out 3 November 2012 (unless specified). Lunch (Buffet) will be provided during the meeting. Participants will be responsible for covering any incidental expenses (such as room service, phone calls, etc.).

Entry Visa to South Africa

All applicants must apply for a visa at the nearest South African Embassy. Participants are expected to have their own travel and health insurance. Please note that inoculation certificates may be required for some travellers entering South Africa, hence, check this issue when applying for your entry visa to South Africa or check if your country is listed for yellow fever control wwwnc.cdc.gov/travel/destinations/south-africa.htm.

Currency

The local currency is the South African Rand (ZAR). For the currency exchange rates, please check online at <http://www.xe.com/ucc/> it is possible to exchange money at the hotel and the foreign currencies can fluctuate. The hotel accepts Visa cards, Master Cards.

Daily Subsistence Allowance / Incidental Costs

Participants will be paid daily subsistence to cover the dinners for the night when there will not official event where dinner will be provided. Incidental costs, like those related to Visas are reimbursable directly upon the production of **original** receipts as proof of payment. Substantial claims that cannot be reimbursed in South Africa will be processed and reimbursed within three (3) weeks after the workshop.

Electricity Requirements

The voltage in the hotel is 220W. European adapters are available at the reception but it is better for participants to bring their own universal plugs.

Health

It is required for travellers older than 1 year of age arriving from countries with risk of Yellow Fever transmission. A Vaccine is also required if the traveller has been in transit in an airport located in a country with risk of YFV transmission. Immunisation against **hepatitis A and B, Immune Globulin, rabies** and **typhoid** is recommended. Please note that the level of risk for vaccine-preventable diseases can change at any time.

Traffic & Weather

The climate of South Africa is part of Southern Hemisphere sub-tropical; Dry Season is June-September, Hot Season is October-February, and Rainy Season is December-February. Between October and November, Cape Town is warm with daily highs reaching 25-30°C and night remains cool not cold anyway.

Contacts

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