



**AIR TRAFFIC MANAGEMENT COORDINATION MEETING FOR SOUTHERN AFI
FLIGHT INFORMATION REGIONS (ATM/CM-SAF) (JOHANNESBURG, SOUTH
AFRICA, 3-5 FEBRUARY 2015)**

**(PREMIER HOTEL, O.R. TAMBO INTERNATIONAL AIRPORT, JOHANNESBURG, SOUTH
AFRICA)**

INFORMATION BULLETIN

1. Site of the Workshop

1.1 The workshop will be held at PREMIER Hotel, O.R. Tambo International Airport, Johannesburg, South Africa.

1.2 Workshop Address & Contact Details

PREMIER Hotel
73 Gladiator street, Rhodesfield,
Kempton Park.
Tel : +27 11 393 8000
Email: ortambo@premierhotels.co.za
Website: www.premierhotels.co.za

1.3 Host Contact Information

Mr. Dave Joubert
Air Traffic and Navigation Services
Bruma, Johannesburg
South Africa
Tel: +27 11 6071263
Email: davej@atns.co.za

1.4 Alternate Contact Information

Ms. Faith Ndhlovu
Air Traffic and Navigation Services
Tel: +27 11 6071301
Email: faithn@atns.co.za

1.5 ICAO ESAF Regional Office Contact

Mr. Seboeso Machobane,
Regional Officer ATM/SAR
Tel: +254 20 7622372 / 7622646
Email: Smachobane@icao.int

2. Registration

- 2.1 Participants are required to complete a registration form and forward it to ICAO in advance as indicated in the invitation letter. In addition, participants will be required to reaffirm their registration at the registration desk on Tuesday 3 February 2015 from 08:00am to 08:30am.

3. Opening Session

- 3.1 The official opening of the meeting will take place on Tuesday Monday 3 February 2015 at 08:30am

4. Working Language

- 4.1 The workshop will be conducted in the English language only.

5. Hotel Information

- 5.1 Participants are required to make their own reservations directly with the hotels. A list of selected hotels in the vicinity of the venue is appended to this bulletin.

6. Transportation

- 6.1 Participants are requested to make their **own transportation arrangements from OR Tambo International Airport to their hotels/lodges/guest houses** and back.
- 6.2 Participants are also requested to make their **own transportation arrangements to and from the workshop venue**, if they are not staying at the venue hotel. It may be useful for participants to approach the hotel, lodge or guest house to coordinate a daily taxi service to and from the workshop venue. Some hotels, lodges and guest houses operate own transportation that may be used to/from the venue depending on arrangements made with the hotel/lodge/guest house.
- 6.3 Delegates not staying at the venue hotel are advised to take into consideration peak hour traffic in the Boksburg, Kempton Park/Johannesburg area when planning their daily transportation.

7. Visa

- 7.1 While all travellers to South Africa should have a valid passport, participants are advised to ascertain at the respective Embassies whether or not they are exempt from the entry visa requirement for South Africa. In applying for a visa, it is advisable to produce the letter of invitation from ICAO, together with other documents which may be required by the Embassies. **It is important to apply for visas well in advance.**
- 7.2 Some countries are exempted from visa requirements. See <http://www.southafrica.info/travel>.

8. Health

- 8.1 It is strongly recommended for participants to have travel insurance (including health) for the duration of their stay in South Africa. Participants should particularly ensure that their insurance is applicable in South Africa. Furthermore, they should carry evidence of current health/hospitalization insurance such as cards that may be produced to health institutions should the need arise. Participants are also encouraged to provide information during registration, on their next of kin who may be contacted on behalf of the participant should the need arise.
- 8.2 Presentation of a valid **yellow fever vaccination certificate** at the point of entry in South Africa is required for persons who originate from or have travelled to States where yellow fever is described by the World Health Organization (WHO), as endemic. This includes the following States: Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo, DRC, Côte d'Ivoire, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Guinea Equatorial, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Tanzania, Togo and Uganda
- 8.3 Persons who fail to produce a valid yellow fever vaccination certificate to the health officials may be required to take the vaccination at the point of entry against payment of 600 South African Rands (subject to change by the appropriate authority). The officials may take other action in accordance with applicable regulations and procedures. For more information participants may wish to visit the World Health Organization (WHO) website <http://www.who.int/ith/> for more information on South Africa.
- 8.4 Information on clinics, pharmacies and hospitals nearest to the meeting venue, will be provided on the first day of the meeting.
- 8.5 Treated water is available in South Africa and it is safe to drink straight from the tap. Bottled mineral water, both sparkling and still, is readily available in most shops.

9. Weather and Local Time Information

- 9.1 During the month of March, temperatures are mild during the day and cool during the night. Forecast minimum/ maximum temperatures for March 2014 are 13°C/26°C.
- 9.2 South Africa local time is UTC/GMT + 2 hours. It is fixed across the country and there is no daylight savings adjustment.

10. Local Currency and Foreign Exchange Rates

- 10.1 The basic unit of currency is the South African Rand (ZAR), which is divided into 100 cents. There are silver and bronze coins up to R5.00. Notes are available in denominations of R10, R20, R50, R100 and R200).
- 10.2 The South African Rand exchange rates are determined by the interbank trade which varies daily. Participants are advised to obtain current information from the internet. It should be noted however that currency exchange bureaux and banks may have different rates.

- 10.3 Commercial banks and forex bureaux provide exchange facilities. Most banks are open between 9.00 am to 15.30 pm from Monday to Friday and between 8:30 am to 13.00 pm on Saturdays. Hotels also offer exchange facilities but at less favourable rates.
- 10.4 Value added tax (VAT) is levied on most goods and services but as a foreign national, you may reclaim VAT on anything you buy to take out of the country unused which is above 250 Rands. You need to complete this process before your departure at the airport and you will have to produce the original tax invoice(s) for the item(s).
- 10.5 Participants are advised to visit the South African Revenue Services (SARS) website at www.sars.gov.za or the IATA website at www.iatatravelcentre.com/za for more information on South Africa Customs, Currency & Airport Tax regulations details.
- 10.6 Visitors to South Africa can use Visa and MasterCard almost everywhere, and bank by ATM or online using the internet. All major credit cards can be used in South Africa. In some small towns,

11. Telephones

- 11.1 Worldwide direct connections are available in South Africa, using the international code or telephone operator if necessary. From outside South Africa, dial 27, followed by area code and the required number. There are 4 mobile operators in South Africa: Cell C, MTN, Virgin Mobile and Vodacom. You can buy a SIM card at a relatively small fee at various locations, such as cell phone shops and supermarkets. However, the SIM card must be registered before it can be activated. You will need your passport in order to register the SIM card.
- 11.2 If you wish to use roaming services while in South Africa, you must check with your mobile operator if they have roaming arrangements with operators in South Africa, and if your particular contract will permit the roaming.
- 11.3 Public telephones are either coin or card-operated. Phone cards can be purchased at Telkom shops, certain stores, post offices and airports.

12. Electrical Supply

- 12.1 The electrical voltage in South Africa is 220/240V at 50 Hz. The plugs are 3 round pins (big), the earth pin being 28mm. These are used almost exclusively in South Africa, Lesotho and Swaziland, and to a limited extent in Botswana and Mozambique. Visitors will likely have to obtain adapters on arrival in South Africa as the correct types of adapters are not common outside of South Africa. Please consult the internet for more details.

13. Working hours and other information

13.1 The official working hours in South Africa are 8:00am to 4:30pm from Monday to Friday, and 9:00am to 12:30pm on Saturday. Many businesses are closed on Sunday. However, most shopping centres and malls open throughout the weekend, with slightly reduced hours. Banks are open for half a day on Saturday and closed on Sunday and public holidays.

11.1 Tipping is optional. It is considered normal to tip for restaurant service and hotel porters. Value added tax (VAT) is levied on most goods and services but as a foreign national, you may reclaim VAT on anything you buy for over ZAR 250.00 to take out of the country unused. You need to complete this process before you embark on your flight home and you will have to produce the original tax invoices for the items.

14. Security and Tourist Information

14.1 As in many large cities, crime is prevalent and it is advisable to check with the hotel reception regarding security within the surrounding areas. It is also advisable to use taxis or transport arranged by the hotel reception to visit shopping complexes, go sightseeing or need to travel for any other purposes. Most hotels provide tourist information at the concierge or have a tourist information desk from which tourist information may be obtained.

HOTELS AND APPLICABLE RATES

HOTEL	TELEPHONE/ FAX	E-MAIL/ WEB-SITE	SINGLE ROOM	DOUBLE ROOM
Birchwood Hotel & OR Tambo Conference Centre. ***	Tel: +27 (11) 897 0000	www.birchwoodhotel.co.za	BB @ ZAR 1.050.00 appx.	To confirm with Hotel
Emperors Palace. *** to *****	Tel: +27 (11) 928 1405	avanwyk@emperorspalace.com	BB @ ZAR 2.495.00appx.	To confirm with hotel
Protea Hotel OR Tambo Airport. ****	Tel: +27 (11) 977 2600	www.proteahotels.com/ortambo	BB @ ZAR 995.00 appx.	To confirm with Hotel
Kopanong. ****	Tel: +27 (11) 749 0000	www.kopanong.co.za	BB @ ZAR 990.00 appx.	To confirm with hotel
Premier Hotel. ****	Tel: +27 (43) 705 5000	www.premierhotels.co.za	BB @ ZAR 1.350.00 appx	To confirm with hotel
Garden Court. ****	Tel: + 27 (11) 392 1062	gcortambo.reservations@tsogosun.com	BB @ ZAR 1.149.00	To confirm with hotel
City Lodge Hotel. ****	Tel: + 27 (11) 552 7600	clort.resv@citylodge.co.za	BB @ ZAR 1.373.00	To confirm with hotel.

BB = Bed and Breakfast

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