



ICAO



## SWIM/FF-ICE WORKSHOP

HOSTED BY

ENTEBBE, UGANDA

2 - 4 DECEMBER, 2025

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### INFORMATION BULLETIN

#### 1. Venue of the Workshop:

The SWIM/FF-ICE in-person workshop will be held at Protea Hotel - Entebbe, Uganda.

#### 2. Date & Time

The Workshop will be conducted from Tuesday 2 December to Thursday, 4 December 2025 from 8.30am to 4.30pm daily.

#### 3. Contacts Persons:

UCAA	
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<b>Name:</b> Ms. Nicki Harricharan <b>Contact:</b> +1-202-913-0794 <b>Email:</b> <a href="mailto:Nicki.Harricharan@CANSO.org">Nicki.Harricharan@CANSO.org</a>  <b>AND</b>  <b>Name:</b> Ms. Connie Nkosi <b>Contact:</b> +27(0) 60 533 0849 <b>Email:</b> <a href="mailto:Connie.Nkosi@CANSO.org">Connie.Nkosi@CANSO.org</a>	<b>Name:</b> Ms. Keziah Ogutu <b>Contact:</b> +254 (0)727366293 <b>Email:</b> <a href="mailto:kogutu@icao.int">kogutu@icao.int</a>  <b>AND</b>  <b>Name:</b> Ms. Lilian Ndegwa <b>Contact:</b> +254 (0)716616687 <b>Email:</b> <a href="mailto:lndegwa@icao.int">lndegwa@icao.int</a>

## 4. Registration

Participants are strongly encouraged to pre-register using the link below by the **30<sup>th</sup> November 2025**:  
<https://events.icao.int/event-details?campaignID=48096D2C-90A3-F011-813D-6045BD3CD3FB8>.

After confirmation of your registration, you will receive a confirmation email containing information about the workshop.

## 5. Working Languages

The Workshop will be conducted in the English Language. All documentation will be provided in the English language as well.

## 6. Transport

### 6.1. Transport from the Airport

Participants are encouraged to make their own travel arrangements to and from the airport. Transportation can be arranged through the hotels, airport taxis or Uber. Travel from Entebbe Airport to Entebbe town is approximately 6km, and takes approximately 10 minutes. A taxi from Entebbe Airport to any hotel within Entebbe town is approximately USD 10.

### 6.2. Travel Within the Country

6.2.1. Travel within the country is largely by road. One can take a bus, a public commuter, commonly known as Taxi, or charter a flight to any of the more than 25 aerodromes, 13 of them managed by Uganda Civil Aviation Authority (UCAA).

6.2.2. “Special hire” taxi cabs are available at your hotel. Motorcycle “taxis” commonly known as boda-bodas are a common transport means in Entebbe and often beat the traffic snarl-ups but may not be safe.

6.2.3. Uber and Bolt apps are available too.

## 7. Hotel Information

Participants are requested to make their own hotel reservations and indicate that they are attending a CAA workshop in order to take advantage of the special accommodation rates/ Uganda CAA Corporate rates. A list of recommended hotels/lodges is attached at the end of this Bulletin. Participants are advised to confirm their hotel reservations early to avoid last minute inconveniences.

## 8. Weather and Clothing

The tag, ‘*The Pearl of Africa*’ by wartime British Prime Minister Winston Churchill was derived from the country’s equatorial climate moderated by altitude. Rains normally come between March and May and September to November. Entebbe temperatures range between 21<sup>0</sup>C and 28<sup>0</sup>C. During most months warm clothing is not necessary. Uganda lies along the Equator and is within the East African Time zone, that is, GMT+3.

## 9. Entry Visa

9.1 Nationals of the following countries **DO NOT NEED VISAS** to enter Uganda:

9.1.1 **EAC** (Tanzania, Rwanda, Kenya, Burundi, Democratic Republic of Congo, and South Sudan).

9.1.2 **COMESA** (Angola, Eritrea, Malawi, Madagascar, Seychelles, Swaziland, Zambia, Comoros, Kenya, Mauritius, Zimbabwe, Botswana).

9.1.3 **Others** are Antigua, Bahamas, Barbados, Belize, Botswana, Cyprus, Fiji, Gambia, Grenada, Hong-Kong, Ireland, Jamaica, Malaysia, Lesotho, Malta, Sierra Leone, Singapore, Solomon Islands, St. Vincent and the Grenadines, Tonga, Trinidad and Tobago, Vatican, Ghana, Vanuatu and Libya.

9.1.4 **UNLP Holders**, Diplomatic Passport Holders AU Passport Holders and Consular Passport Holders also do not need visas.

9.2 All other persons from visa prone countries are required to apply online prior to travel at [www.visas.immigration.go.ug](http://www.visas.immigration.go.ug) and will receive a notification which they must print and travel with as travel authorization. The Single-Entry Visa charge to Uganda is USD 50.

## 10. Health

All persons travelling to Uganda **MUST** carry valid **Yellow Fever Vaccination** cards administered at least ten (10) days before entry into Uganda. Unvaccinated passengers may be inoculated at Entebbe International Airport on arrival at a fee of USD 40.

## 11. Banks and Currency

11.1 The country's legal tender, the Uganda shilling (UGX), is based on the decimal system in denominations of 1,000, 2,000, 5,000, 10,000, 20,000 and 50,000. Coins most popularly used are in denominations of 100, 200, 500 and 1,000 shillings.

11.2 Most commercial banks handle and convert major international currencies. Banks open from Monday to Friday; 8:30 a.m. to 5:00p.m with some Banks open on Saturday from 9:00 a.m. to 1:00 p.m.

11.3 Forex Bureaux are available in Entebbe in most malls. Visitors are advised to deal with Bureaux with a valid and displayed licence. The current exchange rate is about \$1 = UGX 3440.

## 12. Telephone

Worldwide direct connections are available. From abroad, dial +256 followed by the local number. Three mobile phone companies: MTN-Uganda, Uganda Telecom and Airtel offer a wide range of telecom and internet services across the country. Guests can purchase their preferred sim-cards at arrivals at Entebbe International Airport or at any mall within Entebbe Town.

## 13. Electrical Supply

230/245 volts at 50Hz. British-type three-pin plugs used.

## 14. Security

The country is peaceful and secure almost all the time. It is however advisable to consult the Hotel concierge before venturing out late night. In case of trouble the Police can be reached on 999 or 112 for mobile phones. As is in any foreign country, be security cautious.

## 15. Tourist Information

- 15.1** The main tourist attractions are Uganda Wildlife Education Centre (Zoo) in Entebbe, Uganda Martyrs Shrine in Munyonyo, the Uganda Martyrs' Basilica in Kampala, the Kasubi Tombs, the Source of the River Nile in Jinja town, Mountain Gorillas, the Rwenzori Mountain ranges, and 10 National Parks spread around the country that will provide unforgettable experiences for a visitor after the Workshop.
- 15.2** Uganda is '**The Pearl of Africa**', a name given by Winston Churchill because of its rare natural beauty, freshness, and vibrant spirit. Uganda has amazing features of attraction with 10 national parks, 13 game reserves and several national forests. More than half of the world's Gorillas are in Uganda, along with Chimpanzees and Golden monkeys. The River Nile with its source on Lake Victoria in Jinja is a setting for some of the world's best white-water rafting. You find the snow-capped Rwenzori Mountains, the Virunga Volcanoes, and Mount Elgon, all with spectacular hiking opportunities and gorgeous scenery. The Ssese Islands found in Kalangala district on Lake Victoria consist of 84 islands that make for a perfect getaway to unique and quiet pristine beaches.
- 15.3** Uganda has a multitude of cultural tourism sites and events reflecting the diversity of over 50 tribes. The country has many chiefdoms and kingdoms with a rich history from the past. They have no political powers but have cultural influence. The current Kingdoms are mainly Bantu – Kingdoms of Buganda, Bunyoro, Busoga and Tooro. According to tradition, these centuries old Kingdoms arose from the medieval kingdoms of Batembuzi and Bacwezi.

## 16. Airport Taxi Services.

Airport Taxi Services Cooperative Society Limited.

Email: [airporttaxiservicesug@gmail.com](mailto:airporttaxiservicesug@gmail.com).

WhatsApp: +256 752 635145, +256 755 377728, +256 703813293.

### LIST OF RECOMMENDED HOTELS IN ENTEBBE

SN	NAME OF HOTEL	HOTEL CONTACTS	RATES	DISTANCE FROM WORKSHOP VENUE	AIRPORT TRANSFER
1.	Protea Hotel Marriot Entebbe	+256 776 728025 <a href="mailto:res1@proteaebb.co.ug">res1@proteaebb.co.ug</a> .	Single room - USD 195 Bed and Breakfast	Workshop venue	Free Airport pick up
2.	Rosemary Courts	+256 782 853992 (Miana) <a href="mailto:rosemarycourtsug@gmail.com">rosemarycourtsug@gmail.com</a> or <a href="mailto:miana.omamtekere@gmail.com">miana.omamtekere@gmail.com</a>	Single room - USD 70 Bed and Breakfast	1.4km	Airport shuttle:10 USD per guest.
3.	Airport View Hotel	+256 772 200391 (James Byagaba) <a href="mailto:airportviewhotel@gmail.com">airportviewhotel@gmail.com</a>	Single room – USD 80 Bed and Breakfast	2.9km	Free Airport pick up.
4.	Lake Victoria Hotel Entebbe	+256 772 674642 (Herbert Kanyeihamba) <a href="mailto:marketing@lvhotel.co.ug">marketing@lvhotel.co.ug</a>	Single room –USD 100 Bed and Breakfast	4 km	Free Airport pick up
5.	K.Hotels	+256 777 846000	Single room-USD 160	5km	Airport shuttle is USD 20 per trip.
6.	Premier Best Western	+256 702362707 (also WhatsApp) <a href="mailto:reservations@bestwesternghe.co.ug">reservations@bestwesternghe.co.ug</a>	Single room- USD 140 Bed and Breakfast	5km	Airport transfer of USD 10 per guest
7.	Entebbe Travelers Hotel	+256 -414 321946 <a href="mailto:entebbetravellersinnltd@gmail.com">entebbetravellersinnltd@gmail.com</a>	Single room- USD 60 Bed and Breakfast	5km	Free Airport Transfer