



**REGIONAL COORDINATION MEETING ON INTEROPERABILITY OF
AFI AERONAUTICAL VSAT NETWORKS
(JOHANNESBURG, SOUTH AFRICA, 25-26 MAY 2015)**

INFORMATION BULLETIN

1. Site of the Meeting

1.1 The meeting will be held on 25-26 May 2015 at the IATA Regional Office for Africa in Sandown, Johannesburg, South Africa. The physical address of the IATA Regional Office is provided in paragraph 1.2 below.

1.2 **IATA Regional Office for Africa**
Sandown Mews, East Block, Ground Floor,
88 Stella Street, Sandown, Johannesburg
South Africa

1.3 **IATA Logistic Contact (Admin)**
Mrs. DANDAJENA Ranganai
Tel: + 27 11 523 2758
Fax: + 27 11 523 2704
Email: DandajenaR@iata.org

1.4 **ICAO ESAF Regional Office Contact**
Mr. Prosper Zo'o Minto'o
Deputy Regional Director
Tel: + 254 20 7622367
Email: PZoominto@icao.int

2. Registration

2.1 Registration of participants will take place on Monday, 25 May 2015 from 08:30am.

3. Working Language

3.1 The meeting will be conducted in the English language only. Translation and interpretation facilities will not be available.

4. Transport

4.1 *From the airport*

The Gautrain rapid-rail service is available from OR Tambo International Airport to the Sandton Station, from where you can take a taxi or shuttle to your hotel. Participants are advised to get the necessary information from the Airports Company South Africa (ACSA) information desks at OR Tambo International Airport on how to get a taxi and what to expect in terms of fares; and/or from the hotel you are booked to stay

4.2 ***Transport arrangement to the Meeting venue***

Participants are to make their own transport arrangements to and from the meeting venue.

5. **Hotel Information**

5.1 Participants are to make their own hotel reservations. A list of recommended hotels is appended at the end of this bulletin.

6. **Entry Visa**

6.1 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. **Health**

7.1 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.

7.2 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.

7.3 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.

7.4 Information on clinics, pharmacies and hospitals nearest to the meeting venue, can be found at: <http://www.sandton-useful information>

8. **Weather and Local Time Information**

8.1 During the month of May, temperatures are mild during the day and cool during the night. Forecast minimum/ maximum temperatures for May 2015 are 12°C / 25°C.

9. Local Currency and Foreign Exchanges Rates

9.1 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.

9.2 The South African Rand exchange rates are determined by the interbank trade which varies daily. The average (internet) US Dollar/Rand exchange rate during the third week of 12 May 2015 was 10.80. Participants are advised to obtain current information from the internet.

9.3 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. 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 information on South Africa Customs, currency & airport tax regulations details.

9.4 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. Electrical supply

10.1 Local voltage is 220/240V at 50 Hz. The plugs are three round pins and are used almost exclusively in South Africa, Lesotho and Swaziland. More information is available on the internet.

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 Public telephones are either coin or card-operated. Phone cards can be purchased at Telkom shops, certain stores, post offices and airports.

12. Security

12.1 As in many large cities, crime is prevalent within Johannesburg. 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 malls, to go sightseeing or to travel for any other purpose.

LIST OF RECOMMENDED HOTELS IN JOHANNESBURG

- a) Hilton Sandton Hotel
Near the mall and Mandela Square
38 Rivonia Road, Sandton 2196
Tel: +27 11 322 1888
www.hilton.com

- b) Garden Court Sandton City
Cnr West & Maude Streets, Sandown, 2146
Tel: +27 11 269 7000
www.southernsun.com

- c) Garden Court Sandton
Cnr Rivonia Road & Katherine Street, Sandhurst, 2146
Tel: +27 11 884 5660
www.southernsun.com

- d) Protea Hotel Balaika Sandton
20 Maude Street, Sandown, 2146
Tel: +27 11 322 5000
www.proteahotels.com

- e) City Lodge Sandton Katherine Street
135 Katherine Street, Sandton 2196
Tel: +27 11 444 5300

- f) The Courtyard Sandton
Sandton Square, 5TH Rivonia Road, Sandton 2031
Tel: +27 11 884 500

- g) Radisson Blu Hotel Sandton & Radisson Gautrain Hotel
Rivonia Road, 2146
Tel: +27 11 245 8000

- h) InterContinental Sandton Hotel & Towers
Cnr 5th & Maude Streets, Sandton, 2146
Tel: +27 11 780 5555

- i) Holiday Inn Sandton - Rivonia Road
123 Rivonia Road
Tel: +27 (0)11 282 0000

Other hotels in and around Sandton

- a) The DaVinci Hotel
- b) The Michaelangelo
- c) The Maslow Hotel
- d) AtholPlace Boutique Hotel
- e) City Lodge Morningside
- f) Falstaff Inn
- g) Garden Court Morningside
- h) Holiday Inn Express Woodmead
- i) Le Chatelat Guest House Michelangelo Hotel
- j) Park Inn Sandton
- k) Protea Hotel Wanderers
- l) Quatermain Inn
- m) Raphael Penthouse Suites
- n) Sandton Lodge Inanda
- o) Sandton Lodge Rivonia
- p) Saxon Boutique Hotel
- q) Ten Bompas Hotel

12.2 For more information including contact details regarding these and other hotels in the Sandton area, it is recommended to check the internet.

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