

FANRPAN 2009 High Level Regional Policy Dialogue: “True Contribution of Agriculture to Economic Growth and Poverty Reduction in Southern Africa”

V.I.P. HOTEL, MAPUTO, MOZAMBIQUE
1-4 September 2009

GENERAL INFORMATION NOTE ON LOGISTICS (30 July 2009)

1. VISAS

All visitors (except citizens of Swaziland, South Africa, Tanzania, Botswana, Malawi, Mauritius, Zimbabwe, & Zambia) need a visa for entry into Mozambique. Visa holders are subject to normal immigration control at the port of entry and should have with them, documents submitted with their visa applications.

An international yellow fever inoculation card must be presented upon arrival in Mozambique.

2. FLIGHT AND TRAVEL ARRANGEMENTS

Sponsored delegates, all travel arrangements will be coordinated by the Regional Secretariat. Kindly note that there are penalties for cancellations and no shows and hence the Secretariat will not accommodate changes on tickets once issued.

Non-sponsored delegates will be responsible for their own travel arrangements. Kindly forward travel itineraries to the FANRPAN Secretariat by 17 August to facilitate other logistic arrangements.

3. ACCOMMODATION

FANRPAN has secured a block booking at the VIP Hotel for all conference delegates at a concessionary rate of \$120 US per night (bed and breakfast). All self sponsored delegates should liaise with the Regional Secretariat staff regarding hotel bookings and requirements.

Sponsored delegates have been booked on a conference package, which covers bed, breakfast, lunch and teas for the conference days, 1-4 September. Delegates should settle all extras (e.g telephone calls, internet, fax, laundry, room service) directly with the hotel staff.

Non-sponsored delegates will be invoiced by the hotel. Kindly settle your bills and leave a copy with the FANRPAN secretariat.

All participants except Day Delegates will be accommodated at:

VIP Grand Maputo

Avenida 25 de Setembro, nº 692 * Maputo – Mozambique

Telephone: +258 21 351 000 Fax: +258 21 351001

Email: hotemaputo@viphotels.com

All rooms are equipped with:

- Wireless internet connectivity
- Air conditioning

4. REGIONAL DIALOGUE VENUE

The Regional Dialogue meetings will take place at the **VIP Grand Maputo** in the Sala Pungue Room.

5. TRANSPORT FROM THE AIRPORT TO THE HOTEL

The hotel provides a courtesy shuttle service to and from the airport. The drive from the Hotel to the airport is approximately 30 minutes and therefore departure time should be at least 3 hours before flight time.

6. REGISTRATION TO ATTEND THE REGIONAL MEETING

All persons interested in attending the Regional Dialogue are required to complete a registration form and forward to the Secretariat no later than 10 August 2009. Kindly complete all the details accurately as this information will be used to update the FANRPAN database. The registration form is available on the FANRPAN website.

7. REGISTRATION ON SITE

Conference registration fees are as follows:

Sponsored delegates: \$ 30 US

Self financing delegates: \$100 US to cover conference package (lunches and teas)

Registration dates are Monday 31 August and Tuesday 1 September, the times will be communicated soon.

During registration delegates will receive a conference package which comprises of a conference bag, workbook, workshop program and name tag.

8. PER DIEM ALLOWANCES FOR SPONSORED DELEGATES

Per diems will be paid to cover dinners and incidentals during the conference days, and all other meals for your approved stay during the conference dates. Delegates will be required to submit their **ticket** (copy) and **in-bound boarding passes** to the conference secretary. **Please keep your boarding passes safe, as no per diems will be paid without submission of a boarding pass.**

9. TRAVEL CLAIMS AND REIMBURSEMENTS FOR SPONSORED DELEGATES

FANRPAN will reimburse all claims accompanied by relevant receipts for airport tax, visa fees and any other legitimate claims. Kindly note that expenses such as passport issuing fees, car park fees, transport to airport in home country are not eligible.

10. CURRENCY

The local currency is Metcais (MZM). However US Dollars are widely accepted as well as major credit cards. Conversion rates vary, however the average rate for US dollar to Metcais is 1:27

11. LANGUAGE

The official language of Mozambique is Portuguese, though many people speak English in the capital Maputo and in tourist areas.

12. ELECTRICITY

Electricity in Mozambique is 220 Volts, alternating at 50 cycles per second. If you travel to Mozambique with a device that does not accept 220 Volts at 50 Hertz, you will need a voltage converter.

Mozambique Plug Adapters and Outlet Shapes

Power outlets in Mozambique generally accept 1 type of plug:



Two round pins

If your appliance plug has a different shape, you may need a plug adapter.

ALL ENQUIRIES REGARDING THE REGIONAL DIALOGUE LOGISTICS AND ARRANGEMENTS SHOULD BE REFERRED TO:

Sharon Alfred or Lufingo Mwamakamba

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