



ATAF 5TH GENERAL ASSEMBLY

Gaborone, Botswana
22 – 26 October 2018

LOGISTICAL NOTE

Dear Delegate,

Kindly take note of a few issues that would make your attendance and participation to the “5TH ATAF GENERAL ASSEMBLY” more convenient.

1. PARTICIPATION

Each delegate who wishes to participate must confirm attendance by completing an **online registration form in full** by clicking on the registration link provided below.

<https://goo.gl/6Atg21>

Information will be used to build a database of attendees to ATAF events, it will also facilitate arrangement of transfers upon your arrival.

2. VENUE

The event will be held at the **Avani Hotel, Gaborone Botswana**.

3. ACCOMODATION

African Tax Administration Forum (ATAF) and the Botswana Unified Revenue Service (BURS) have negotiated **preferential rates for different rooms per night inclusive of breakfast at 3 Hotels including the Avani Hotel where the General Assembly will be held.**

Details of the Avani Hotel together with other alternative hotels are listed below:

Hotel	Website	Room type	Room rate / night – single occupancy	Contact details
Avani Gaborone Resort and Casino (Bed and Breakfast basis)	www.minorhotels.com/en/avani/gaborone	Avani Room	P1250	<ul style="list-style-type: none"> • 4727 Chuma Drive, Gaborone • Private Bag 0016 Gaborone • Tel. 267 3616011 • Email: gaborone@avanihotels.com NB: CONFERENCE CODE: BOT1018_012
		Avani Superior	P1570	
		Avani Suite	P1570	
		Presidential Suite	P3500	
Mondior Hotel (4* rating) (Bed and Breakfast basis)	www.peermont.com	Studio room	P1135	<ul style="list-style-type: none"> • Tel. 267 319 0600 • Fax. 267 319 0660 • Email: reservations@mondior.co.bw
		One bedroom suite	P1420	
		Two bedroom suite	P2095	
Indaba Lodge (3* rating) (Breakfast not included)	www.Indabagaborone.co.bw	Standard rooms	P1075 *breakfast P140	<ul style="list-style-type: none"> • reception@indabagaborone.co.bw • reservations@indabagaborone.co.bw • Tel. 267 399 9500 • Fax: 267 399 9501

Delegates are informed that BURS will not be providing transport between the General Assembly and any other hotel outside the designated hotels.

4. **COSTS**

Delegates will be responsible for their own cost of travel and accommodation.

5. **SOCIAL ACTIVITIES**

Delegates are invited to following events hosted by BURS and ATAF

- Lunch and refreshments in accordance with the meeting agenda
- A welcome cocktail on the evening of Monday 22nd October 2018
- A Reception on the evening of Tuesday 23rd October 2018
- An official Gala dinner on Wednesday 24th October 2018

Excursion to a place of interest near Gaborone on Friday 26th October 2018 (Attendance to be confirmed on the registration link: <https://goo.gl/6Atg21>)

6. **ENTRY INTO REPUBLIC OF BOTSWANA**

All delegates entering Botswana must check their country's visa requirements. It is important to ensure that delegates requiring visas for entry into Botswana apply for their visas at the earliest opportunity, at least three weeks before date of departing their home country to avoid

disappointment. Delegates are advised to approach Botswana Diplomatic missions for processing of visas. Delegates are invited to note the following in respect of travel to Botswana:

- The international airport in Gaborone is the Sir Seretse Khama International Airport:
- **Visas are not obtainable at the point of entry and delegates must apply for visas prior to departing their home country;**
- As most delegates will fly into Gaborone through South Africa, delegates are advised to determine if there are no transit visa requirements in South Africa.

7. VALID YELLOW FEVER CERTIFICATE

It is a requirement of all International travellers especially those journeying from yellow fever risk countries to show proof of yellow fever vaccination by means of a valid yellow fever certificate. This also applies to those who have transited through a yellow fever risk country. The certificates should be administered at a yellow fever approved vaccination centre **at least 10 days before departure** to Botswana, as the vaccine only offers protection 10 days after administration. Failure to produce a valid yellow fever vaccination certificate at a Botswana port of entry could lead to refusal of entry.

8. ARRIVAL / DEPARTURE INFORMATION

Upon your arrival at Sir Seretse Khama International Airport, please look out for the BURS/ATAF banners where you will be met by your shuttle driver who will transport you to your chosen hotel. Should you not find the ATAF banner please converge at the Airport's Information Kiosk.

9. CONTACT DETAILS FOR THE LOCAL ORGANISING COMMITTEE

Name	Mobile number	Email address
Tutu Bakwena	+267 71366000	tbakwena@burs.org.bw
Victoria Maphanyane	+267 71417255	vmaphanyane@burs.org.bw
Refilwe Moonwa	+267 71678678	rmoonwa@burs.org.bw
Boitumelo Rakola	+267 77757269	btrakola@burs.org.bw
Lucky Tlhabiwa	+267 74359566	ltlhabiwa@burs.org.bw
Tanya Magardie (ATAF)	+27 664879651	tmagardie@ataftax.org
Jane Malokane (ATAF)	+ 27 7630096 95	jmalokane@ataftax.org
Mokgadi Maila (ATAF)	+27 82 601 6152	mmaila@ataftax.org

For additional information, please visit the ATAF Events Website at: www.ataftax.org

We look forward to welcoming you to Botswana and trust that your participation in this ATAF event will be a fruitful one.