



DIGITAL TRANSFORMATION OF TAX ADMINISTRATIONS

CAPE TOWN, SOUTH AFRICA | 5 - 7 SEPTEMBER 2023

LOGISTICAL NOTE & USEFUL INFORMATION



1 WELCOME

The Network of Tax Organisations (NTO) and the African Tax Administration Forum (ATAF) wish all participants of the 2nd NTO Technical Conference a very warm welcome and encourages all to take note of some logistical information which will make attendance and participation at the conference more convenient.

DATE AND CONFERENCE VENUE

The second NTO Technical Conference will be hosted by the African Tax Administration Forum in partnership with the Network of Tax Administrations at the Westin Hotel in Cape Town, South Africa from Tuesday 05th to Thursday 07th September 2023. Below is the overview of the conference activities:

Date	Technical Conference Activity
04 September 2023	Arrivals
05 September 2023	Digital Transformation of Tax Administrations
06 September 2023	Data Analytics
07 September 2023	Strong Technical and Technology Orientation
08 September 2023	Departures



IMAGE CREDIT: DEVO - JANSE VAN RENSBUR

2 PARTICIPATION AND REGISTRATION

Participation is open to those who have received invitations. Registrations are now open and delegates who wish to participate are required to complete the registration form available on the ATAF and NTO webpages. Registration Link: https://events.ataftax.org/index.php?page=event-details&event_id=88. The deadline for registrations is **22nd August 2023**.

3 SOME GENERAL INFORMATION ABOUT SOUTH AFRICA AND ENTRY INTO THE COUNTRY

South Africa is located in the southern hemisphere of the African continent with Pretoria as the Administrative Capital and Cape Town as the Legislative Capital as the seat of Parliament. The country code is (+27) and the Local Time GMT +2:00, South African Standard time. Cape Town lies at the northern end of the Cape Peninsula, 30 miles (50 kilometres) at its southern boundary north of the Cape of Good Hope where the cold waters of the Atlantic Ocean on the west and the warmer Indian Ocean waters on the east meet Cape Town is a modern, cosmopolitan city surrounded by nature. Centred around Table Mountain, one of the New 7 Wonders of the world, the Mother City is known for its beautiful beaches, stunning biodiversity, award-winning food and wine, and sheer variety of experiences on offer.

ENTRY INTO SOUTH AFRICA

Cape Town, South Africa is served by the Cape Town International Airport with some travellers transiting through OR Tambo International Airport in Johannesburg.

When registering to attend the Congress you will be e-mailed a letter of invitation which may be required when applying for a visa to enter South Africa.

For more information about visa requirements please follow [this link](#). In addition, you may be required to show proof of accommodation and return flight ticket for the duration of your stay.

NOTE: It is the participant's responsibility to ensure they have adequate and valid travel documents.

4 TRANSPORTATION

Airport transfers from and to Cape Town International Airport will be provided by the host, the African Tax Administration Forum (ATAF). To make use of this service, please look out for the “ATAF” signage at the airport and present your letter of invitation to the persons in attendance.

To facilitate the planning of this service please ensure you upload your itinerary on the event registration platform by 22 August 2023. Please upload your final itinerary on the registration link by 22 August. The contact person for airport transfers is Ms Elizabeth Kutumela and can be reached on

✉ ekutumela@ataftax.org and ☎ **+27 (0) 79 233 6164**

5 HEALTH, FACILITIES AND TRAVEL ADVICE

The South African Government announced on June 22, 2022, that the COVID-19 regulations were repealed. Travelers entering South Africa are no longer required to produce vaccination certificates or recent negative PCR tests. Nevertheless, participants are strongly encouraged to familiarise themselves with the COVID-19 requirements of the transiting country and South Africa. The South African latest travel advisory related to COVID-19 is available [here](#). You must also have a **Yellow Fever Vaccination Certificate** upon entry.

Cape Town has a number of reputable medical facilities. Should any delegate require medical attention or medication he/she should notify the event organizers would be able to either facilitate access or guide the delegate to the appropriate facility.

6 ACCOMMODATION

Cape Town offers a range of hotels to suit your budget and taste at multiple locations around the conference venue. The following hotels, amongst others, are all within walking distance of the conference venue.

Delegates are all encouraged to finalise their accommodation arrangements asap. The Congress venue, the Westin Hotel, is located adjacent to the Cape Town International Convention Center and hotels in the area are usually in high demand throughout the year.

	Name	Website	Occupancy (Single)	Occupancy (Double)
1	The Capetonian	https://www.capetonian.co.za	ZAR 1672.44	ZAR 1978.84
2	Aha Harbour Bridge Hotel & Suites	https://www.aha.co.za/harbour-bridge/	ZAR 3916.24	ZAR 4051.64
3	Southern Sun the Cullinan V&A Waterfront	https://www.southernsun.com/the-cullinan	ZAR 3916.24	ZAR 4051.36

NOTE:

- a. Participants will be responsible for booking their own accommodation and related expenses.
- b. Please note that shuttle services to and from these hotels to the conference venue will be provided. No shuttle services will be provided between the conference venue and any other hotel which is not listed above.

7 LANGUAGES

South Africa has eleven (11) official languages. Afrikaans, isiXhosa and English are the dominant languages spoken in Cape Town. Most people would be able to speak and understand English. The Conference will be mostly conducted in NTO's official languages namely English, French, Spanish and simultaneous interpretation will be provided.

8 COSTS, SOCIAL ACTIVITIES AND OTHERS

All participants are to cover their own costs of attending the conference i.e. flights, accommodation, and any other incidental costs.

Lunch and coffee / tea breaks will be provided in accordance with the sessions participants will attend during the conference. A **welcome cocktail** will be hosted by ATAF on the evening of **05 September 2023 at the Westin Hotel**.

9 WEATHER

In September, the **average high-temperature is 18°C (64.4°F)**, and the average low-temperature is 10.9°C (51.6°F) with the potential for rain 50% of the time. Cape Town is famous for its unpredictable weather and as such participants are encouraged to pack warm and cool weather clothing.



10 CURRENCY

The South African Rand (ZAR) is the official currency in the country. The exchange is **approximately** USD 1 = ZAR 18.9517. All major credit cards are accepted in most hotels, however cash in ZAR is also widely acceptable.

11 CUISINE

Cape Town is known for its diverse and vibrant food scene, and there are plenty of attractions to keep you happy.

12 ELECTRICITY

South Africa operates on a 230V supply voltage and 50Hz. South Africa plugs and sockets vary in style, though by far the most common are type M (three round pins in triangular pattern) and type C (two round pins, please see picture)



13 SECURITY

Cape Town is generally peaceful and safe. However, guidance may be sought from hosts for advice when going places. Nevertheless, you are advised not to carry large amounts of money or other valuables, especially when going out at night. Also do not invite strangers to your hotel rooms unless you know them well.

14 TOURIST SITES

Cape Town is a city with unrivalled culture and diversity, boasting a mix of old and new. Nothing speaks to this more than the iconic Big Six attractions. They represent the beautiful nature, rich history, diverse culture, and incredible cuisine and wine that make Cape Town a top destination for travellers the world over. For those wanting to explore the city use this link <https://www.capetown.travel/top-attractions/>

For more information on the 2nd NTO Technical Conference contact nto.conference@taxcompact.net

NTO CONFERENCE CONTACT PERSONS

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