



AFRICAN TAX
ADMINISTRATION FORUM

FORUM SUR
L'ADMINISTRATION
FISCALE AFRICAINE

Annual Meetings Logistics Note

**Africa Rising: Sustainable Growth
through Revenue Mobilisation**

**31 October - 2 November 2023
Cape Town, South Africa**

Hosted by


South African Revenue Service



ATAF Annual Meetings

31 October - 2 November 2023

📍 Cape Town, South Africa

Africa Rising: Sustainable Growth Through Revenue Mobilisation

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Dear Esteemed Colleagues,

Thank you for your interest in ATAF's 2023 Annual Meetings. Kindly take note of some logistical information that will facilitate your attendance and participation in the event.

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01. INFORMATION ON SOUTH AFRICA

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) from 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 seven 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.



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02. CONFERENCE VENUE

The ATAF Annual Meetings will take place in Cape Town, South Africa, from **31 October 2023** – **02 November 2023** at the Cape Town International Convention Centre (CTICC) in partnership with the South African Revenue Service (SARS).

03. PARTICIPATION & REGISTRATION

All delegates attending must register via this link <https://bit.ly/45bwXig> and provide all requested information in order to facilitate logistical arrangements and proceedings. The link is also available via the ATAF website www.ataftax.org and can be sent upon request via email.

04. HOTEL ACCOMODATION

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 encouraged to finalise their accommodation arrangements as soon as possible as hotels in the area are usually in high demand throughout the year.

SOUTHERN SUN THE CULLINAN

Direct Email : sscullinan.reservations@southernsun.com

Contact: +27 21 415 5000

Discount Reference: **4599908**

Discount Booking Link: <https://hotelreservations.southernsun.com/?chain=24151&arrive=2023-10-28&Dest=ATAF2023&rate=ATAF2023&themecode=sshi&configcode=grp>

Website: <https://www.southernsun.com/the-cullinan>

SOUTHERN SUN WATERFRONT CAPE TOWN

Direct Email : sswaterfront.reservations@southernsun.com

Contact: +27 21 415 5000

Discount Reference: **4599908**

Discount Booking Link: <https://hotelreservations.southernsun.com/?chain=24151&arrive=2023-10-28&Dest=ATAF2023&rate=ATAF2023&themecode=sshi&configcode=grp>

Website: <https://www.southernsun.com/southern-sun-waterfront-cape-town>

THE WESTIN HOTEL

Contact: +27 21 412 9999

Website: <https://www.marriott.com/en-us/hotels/cptwi-the-westin-cape-town/overview/>

PROTEA BY MARRIOTT CAPE TOWN NORTH WHARF

Contact: +27 21 443 4600

Website: <https://www.marriott.com/en-us/hotels/cptnw-protea-hotel-cape-town-north-wharf/overview/>

THE ONYX APARTMENT HOTEL

Contact: +27 21 205 6699

Website: <https://newmarkhotels.com/accommodation/the-onyx-hotel>

05. SCHEDULE OF MEETINGS/ACTIVITIES

DATE	EVENT		
30 October (Closed Meeting)	ATAF Council Meeting 09h00 – 13h00 Room: Daisy	Development Partner Meeting 14h00 – 17h00 Room: Daisy	Partner Meeting on IT Systems 17h00 – 18h00 Room: Daisy
			ATRN Board Meeting 14h00 – 17h00 Room: Orchid
	4th Meeting of the Joint ATAF Technical Committee on IFFs 09h00 – 17h00 Hall 8.2		

DATE	EVENT		
31 October	MAIN CONFERENCE 09h00 – 17h00 Hall 9		
	African Tax Outlook Validation Workshop 09h00 – 17h00 Hall 8.2		
	Seminar 1: ATAF & WBG Pillar Two Implementation 11h00 – 17h00 Hall 8.1		
	Welcome Cocktail 18h30 – 21h30 at Venue CTICC 2 Foyer		

DATE	EVENT		
1 November	MAIN CONFERENCE 09h00 – 17h00 Hall 9		
	Seminar 2: Digitalisation of Tax Administration 09h00 – 11h00 Hall 8.2	Seminar 3: ATAF Women in Tax Network 11h00 – 13h00 Hall 8.2	
	Domestic Taxes Working Group 09h00 – 17h00 Hall 8.1		
	EOI Technical Committee 09h00 – 13h00 Room: Orchid	CBT Technical Committee 14h00 – 17h00 Room: Orchid	

DATE	EVENT		
2 November	MAIN CONFERENCE 09h00 – 12h00 Hall 9		
	Seminar 4: Interagency Cooperation 09h00 – 12h00 Hall 8.1	African Tax Outlook Validation Workshop 09h00 – 12h00 Hall 8.2	
	Excursion 13h00 – 17h00		
	Gala Dinner 19h00 – 22h30 Venue CTICC		

DATE	EVENT		
3 November (Closed Meeting)	4th Meeting of the Joint ATAF Technical Committee on IFFs 09h00 – 16h00 Hall 8.2		



06 ■ TRANSPORTATION

Arrival in Cape Town is through the Cape Town International Airport. The South African Revenue Service will provide transport from Cape Town International Airport to the hotel. It is important to fill in the correct times of your arrival to ensure smooth facilitation at the airport. Please look out for “ATAF Annual Meetings” branding upon exiting the doors of the baggage collection area for your shuttle services.

Note: Revenue Administrations or the participants will be responsible for flight tickets to Cape Town, South Africa. Also, delegates arriving through other ports of entry in South Africa will be responsible for the cost of overnight stay if applicable.



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07. 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 receive a letter of invitation by email 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.



08. HEALTH, FACILITIES & 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](#).

Travellers to South Africa are also required to 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 who will be able to either facilitate access or guide the delegate to the appropriate facility.

09. LANGUAGES & CURRENCY

The event will be conducted in ATAF's three official languages: English, French and Portuguese with simultaneous interpretation services provided.

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

10. COSTS & SOCIAL ACTIVITIES

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 **31 October 2023** and a **Gala Dinner** will be hosted by SARS the evening of **01 November 2023**.



11. WEATHER

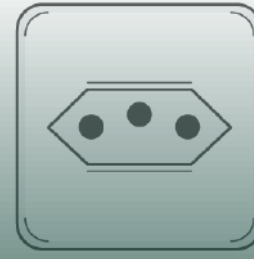
The temperatures in Cape Town in October & November are comfortable with low of 13°C and highs of up to 21°C. Cape Town is famous for its unpredictable weather and as such participants are encouraged to pack clothing for warm and cool weather. We highly recommend that you review the [14 day weather forecast for Cape Town](#) before you arrive.



Type C



Type M



Type N



12. SECURITY & ELECTRICITY

Cape Town is generally peaceful and safe. However, guidance may be sought from hosts for advice when going to 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.

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. 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, please use this [link](#) .

14. CONTACT INFORMATION

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