



environmental affairs  
Department:  
Environmental Affairs  
REPUBLIC OF SOUTH AFRICA



**CMS/AEWA/Raptors MoU workshop for Southern Africa on Preventing Poisoning of Migratory Birds**  
*24 August 2015, Cape Town South Africa (participation restricted to Southern African Range States)*

**AEWA African preparatory meeting for the 6th Session of the AEWA Meeting of Parties (AEWA Pre-MOP6)**  
*25 – 27 August 2015, Cape Town, South Africa*

## **Participants Information Sheet**

### **CONTACT DETAILS / ORGANIZATION TEAM**

#### **Department of International Affairs (South Africa):**

**Ms Judie Combrink**

International Governance

Department of Environmental Affairs

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E-mail: [Jcombrink@environment.gov.za](mailto:Jcombrink@environment.gov.za)

#### **UNEP/AEWA Secretariat (Germany):**

**Ms Evelyn Moloko**

Coordinator of the AEWA African Initiative

Office tel. (Germany): +49 228 815 2479

Mobile: *local number will be communicated prior to meetings*

E-mail: [evelyn.moloko@unep-aewa.org](mailto:evelyn.moloko@unep-aewa.org)

**Ms Birgit Drerup**

Programme Assistant AEWA African Initiative

Office tel. (Germany): +49 228 815 2412

Mobile: *local number will be communicated prior to meetings*

E-mail: [birgit.drerup@unep-aewa.org](mailto:birgit.drerup@unep-aewa.org)

### **VISA REQUIREMENTS**

Participants are responsible for making arrangements for obtaining their entry visa for South Africa and/or transit visa if applicable. Requirements for entry into South Africa differ from country to country, and are subject to change. More information is available at: <http://www.southafrica.info/travel/documents/visas.htm#ixzz2cOcvlluq>. For nationals of countries requiring visas, application of the visa must be made ahead of your departure as **visas are not issued on arrival**.

**If you have not already applied for your visa, please do so as soon as possible at your nearest South African Embassy / High Commission, as visa processing times can be long.**

All participants have been provided with an **official invitation letter from the Government of South Africa** as well as a **verbal note from the AEWA or CMS Secretariat** to support their visa application. Please notify the organizers ([birgit.drerup@unep-aewa.org](mailto:birgit.drerup@unep-aewa.org)) in case you have not received these letters.

Please note that a **yellow fever certificate** is required for your visa application if the journey starts or passes through the yellow fever belt of Africa.

### **CONFERENCE VENUE & HOTEL**

**African Pride Crystal Towers Hotel and Conference Centre**

Corner Century Boulevard & Rialto Road

Century City, Cape Town

Tel.: +27 (0)21 525 3888

Website: [www.africanpridehotels.com/crystaltowers](http://www.africanpridehotels.com/crystaltowers)

The African Pride Crystal Towers Hotel and Conference Centre is located in the heart of Century City, and just 15 minutes from the city centre, airport, V&A Waterfront and Western Cape Wine route.

**For sponsored participants, the organizers will arrange for accommodation** at the African Pride Crystal Towers Hotel and Conference Centre.

**Self-sponsored participants are requested to make their own hotel booking.** Your contact person at the African Pride Crystal Towers & Conference Hotel is:

**Ms Ille van Greunen**, Meeting & Events Coordinator

Direct: +27 (0)21 525 3898

Telephone: +27 (0)21 525 3888

Fax: +27 (0)21 525 3889

Email: [ille.vangreunen@proteahotels.com](mailto:ille.vangreunen@proteahotels.com)

Ille will provide you with a customized booking form. Please quote the **reference number 680451** when making your booking at the African Pride Crystal Towers & Conference Hotel. This will enable you to benefit from the agreed rate of R1,300 for dinner, bed and breakfast (per night for a single room), excluding the amount of R10 for the tourism levy.

## MEALS

Accommodation at the conference hotel includes breakfast and dinner. The host government will kindly offer lunches for all participants. For any special dietary requirements, please inform Birgit if you have not already done so ([birgit.drerup@unep-awa.org](mailto:birgit.drerup@unep-awa.org)).

## TRANSFER FROM AND TO THE AIRPORT

Return transport between Cape Town International Airport (CTIA) and the Crystal Towers Hotel and Conference venue will be provided on the day of your arrival and departure, thanks to sponsorship from the host government.

Participants will be met by **Atlantic Car Hire** drivers who will display the AEWA / CMS Family meetings and will be waiting immediately outside the arrival/baggage hall.

### **In case your flight is delayed, please inform Atlantic Car Hire:**

Ms Michelle Plandt, mobile no.: +27 82900 4278 ; [michelle@atlanticcarhire.co.za](mailto:michelle@atlanticcarhire.co.za)

Mr Jacques Oosthuizen, mobile no.: +27 8260 15367 ; [Jacques@atlanticcarhire.co.za](mailto:Jacques@atlanticcarhire.co.za)

### **Self-sponsored participants requiring airport transfer:**

Please inform the organizers ([birgit.drerup@unep-awa.org](mailto:birgit.drerup@unep-awa.org)) of your arrival and departure times at/from Cape Town International Airport in order to enable us to arrange for your airport pick-up and drop-off.

## CURRENCY EXCHANGE

We advise participants to bring sufficient cash with them. There are foreign exchange bureaus and ATM cash machines at Cape Town International Airport if cash is needed on arrival. The conference hotel offers currency exchange at the reception desk, available 24/7. An ATM cash machine is available at the Canal Walk Shopping Centre, which is located right next to the conference hotel.

The local currency is the South African Rand (R or ZAR), which has experienced major fluctuations against the US dollar. A rand comprises 100 cents, with any amount below 10c practically useless in terms of buying power. South African currency consists of five notes, namely R200, R100, R50, R20 and R10. There are six coins, namely R5, R2, R1, 50c, 20c, and 10c. Money can be exchanged into rand either at banks or foreign exchange bureaux. Proof of physical address may be required for transactions.

Dollar exchange rate (24 July 2015): 1 USD = 12.62 R

## CREDIT CARDS

Credit cards, especially MasterCard and Visa, are widely accepted. Nedbank is an official Visa card agency and Standard Bank is a MasterCard agency - both have branches across the country.

For lost or stolen cards contact the following:

Amex (0860 003 768 FREE)

MasterCard (0800 990 418 FREE)

Diners Club (021 686 1990 FREE)

Visa International (0800 990 475 FREE)

## INTERNET

Wireless Internet is available throughout the conference hotel.

## TELEPHONE USE

**South Africa has the following operators:** Telkom, Neotel (fixed-line); MTN, Vodacom, Cell C, 8ta (mobile).

It is possible to buy a local SIM card starter kit from kiosks at most airports, as well as at supermarkets and sometimes cafés. Make sure to take your charger and suitable adaptor as necessary. You may need your passport to register the SIM.

Please remember that international calls from your mobile phone and roaming charges will usually be rather expensive.

More information on the use of your mobile phone in South Africa is available at:

<http://www.southafrica.info/travel/advice/telecoms.htm#mobile>

## EMERGENCY TELEPHONE NUMBERS

All Emergencies: 112 (mobile)

Police: 10111 (landline)

Ambulance: 10177 (landline)

## MEETING DOCUMENTS

All meeting documents will be made available to participants as soon as they become available.

## HEALTH

Please remember to travel with your **yellow fever vaccination certificate** if your journey starts or passes through the yellow fever belt of Africa.

For your own safety, it is of utmost importance that you have sufficient health insurance cover.

## CLIMATE

Average weather in August in Cape Town, South Africa is still cold, wet and windy with an occasional clear sunny day. Cape Town is called the Cape of Storms and one can experience all four seasons in one day.

Participants are advised to take a rain coat and hat with them. An umbrella may not be of much help since it may be too windy to use it.

## ELECTRICAL APPLIANCES & PLUGS

The South African electricity supply is 220/230 volts AC 50 HZ. Most plugs are 15 amp 3-prong or 5 amp 2-prong, with round pins.

At the conference hotel, there are universal plug points in all rooms.

## TIME

South African Standard Time is UTC/GMT +2 hours and is the same as Central Africa Time.

*We look forward to meeting in Cape Town!*