



Africa RISING East and Southern Africa Project

**Review and Planning Meeting, 1-5 October 2012 Ngurdoto Mountain Lodge,
Arusha, Tanzania**

IMPORTANT TRAVELLERS' INFORMATION



ENTRY VISA

Travellers from most Countries can obtain a visa upon arrival at the airport, visa fee may differ according to nationality, and participants are advised to have at \$100 – cash for visa purposes.

Travellers with nationalities as per attached list cannot enter Tanzania without a visa; they should contact Tanzania Embassy in their respective Countries and apply.

Referral visa means – IITA Tanzania will apply on behalf of the Traveller and then an authorization letter from Immigration will be issued to allow the traveller to land in Tanzania and obtain a visa at the Airport upon arrival.



AIRPORT TRANSFERS

All participants arriving through Kilimanjaro International Airport and who have communicated their arrival details will be picked up by Ngurdoto Mountain Lodge drivers. The drivers in charge will be holding a piece of paper labeled IITA-NGURUDOTO MOUNTAIN LODGE.



FLIGHT RESERVATION/TICKET RECONFIRMATION

Participants are kindly advised to submit their tickets on the first day of the workshop to the workshop assistants (Irene Mwasaga and Neema Lazaro).



CLIMATE AND CLOTHING

Climate: October is a rainy season in Arusha. The temperature ranges between 13 and 30 degrees.



ACCOMMODATION

All participants will be staying at Ngurudoto Mountain Lodge. IITA will make reservations on your behalf after receiving your arrival and departure details.

Ngurudoto Mountain Lodge:

P.O. Box 7302, Arusha, Tanzania.

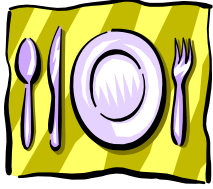
Email: sales@thengurudotomountainlodge.com

Website: www.thengurudotomountainlodge.com

Telephone: +255 272542217 / +255 (0) 784226165.

The Lodge is situated midway between Kilimanjaro International Airport and Arusha City and the distance is approximately 27.5 kilometers either way. The access road from Ngurudoto Mountain Lodge to the Arusha / Moshi Main Road is approximately 2.7 kilometers and the road is not tarred but is well maintained.

The Lodge is located on hilly slopes with lush coffee plantations and is sandwiched between two of Africa's renowned Mountains - The snow capped Kilimanjaro and the herbal rich Mount Meru. The Lodge has a spectacular view of both the mountains.



MEALS

All workshop participants staying at the Ngurudoto Lodge are on half-board, which includes breakfast and lunch. None hotel residents will be provided with lunch.

Breakfast, lunch and dinner will be served in the Cane restaurant. Tea/coffee breaks will be served at Banavueting.



MEETING VENUE

The workshop will take place in the **Meru** conference room and additional rooms will be provided for breakout groups as per below:

1. Masai Board room
2. Mandara Hall



SOCIAL EVENTS

The organizers will invite participants to a cocktail reception on Thursday 4th October 2012 at 19:00 hrs. The dinner will take place along the pool facing the swimming pool.



EXPENSES/REIMBURSEMENT

There are two types of workshop participants, those who are self sponsored and IITA sponsored respectively. IITA will cover travel costs and half per diem for its invited participants only. Therefore, IITA sponsored participants are required to submit their boarding passes, visa fee receipt and any other travel related costs to Ms Irene Mwasaga on the first day of the workshop. Self sponsored participants are expected to cover their own costs.

Room charge should be paid at the Hotel reception. Bills must be paid in US Dollars or in Tanzanian Shillings; the ruling exchange rate of the day will apply. Please pay the flat rate given

by hotel which is US \$ 100 per night. The hotel accepts Master and Visa credit cards. The hotel prefers cash payments which can be done in US Dollars and Tanzania/ TZS. Credit cards are charged by 5%.

- African Rising will pay for lunches and airport pick up for all participants.



CURRENCY/BANK

The official currency in Tanzania is the Tanzanian Shilling, abbreviated as TZS. As at October 2012 the indicative exchange rate is USD 1 = TZS 1,585. Major foreign currencies (USD, EURO, and GBP) can be exchanged at International Airport, banks, and bureau de change. It is most advised to carry US Dollars, Euros or Sterling Pounds or GBP.



SECURITY

As in most major international cities, sensible security measures should be observed. Arusha has its share of personal security problems (street mugging) therefore you are advised to take necessary precautions to avoid being the victim of crime:-

Please Observe the Following

- Leave your valuables at the hotel reception and only carry small amount of money.
- It is advisable to hire a recommended tax if you wish to move around at night and for your personal safety to avoid dark, deserted lanes street.
- Do not respond to strangers accosting you outside the compound or in the street.
- Only use recognised taxi services.
- Do not walk far from Ngurudoto Mountain Lodge at night.



HEALTH/VACCINATION CERTIFICATE & FIRST AID FACILITIES

All visitors travelling to Tanzania should have valid International Certificate of vaccination against yellow fever. Also travellers are at high risk of contacting malaria. It is advisable to take anti-malaria medication prior to arrival, during your stay and for a short time after returning home.

In addition take other personal protective measures, such as the use of insect repellents to reduce malaria risk.

FIRST AID FACILITY

Ngurudoto Mountain Lodge has the first aid kit facility at the reception and it is open for 24 hrs. In case of any health problem please dial extension number 402/403.



INTERNET SERVICES

The Hotel has wireless internet facility

IMPORTANT PHONE NUMBERS

You can have the following quick reference telephone directory in case any need arise especially for participants who will not provide their travel details up to Friday 28th September 2012. They should get assistance from below numbers on how to get to the Hotel.

SERVICE UNITS	EXTENSION	OFFICE DIRECT	MOBILE
Ngurudoto Mountain Lodge		+255 272542217	255 (0) 784226165
IITA Administration			
Administrative Officer Ms. Neema Lazaro			+255 776 000 100
Administrative Assistant Ms. Irene Mwasaga		+255 272 553 093/102	+255 787 111 700