



## Africa RISING East and Southern Africa Annual Review and Planning Meeting; 14-16 July 2015, Mangochi, Malawi

### Information for participants

Dear Participant,

We are pleased to welcome you to the Africa RISING East and Southern Africa Annual Review and Planning Meeting that will be held from 14 - 16 July in Mangochi, Malawi. We are delighted that you will participate in this important event. Below is some important information to guide you.

#### ENTRY VISA



Travellers from most countries do not need a visa for stays shorter than 90 days in Malawi, others can obtain the visa upon arrival, and some need to apply at the Malawi Embassy in their country of residence. Kindly consult the attached list for details of visa requirements and costs.

For travellers from countries where there is no Malawi Embassy, IITA Malawi will apply for a visa on your behalf and then an authorization letter from Immigration will be issued to allow the traveller to land in Malawi and obtain a visa at the airport upon arrival. Please contact us if you need this authorization letter.

#### ARRIVAL AND DEPARTURE



All participants (with few exceptions) are expected to arrive at Lilongwe International Airport on 13<sup>th</sup> July 2015 and transport will be organised to Mangochi the same day.

The departure date for most participants is 17<sup>th</sup> July 2015 in the afternoon and transport from Sunbird Lodge in Mangochi to Lilongwe airport will be provided in the morning of the same day.

#### AIRPORT TRANSFERS



All participants arriving through Lilongwe International Airport and who have communicated their arrival details will be picked up by IITA Malawi drivers. The drivers in charge will be holding a placard labeled "IITA-Malawi, Africa RISING Delegates" and will be wearing IITA branded T-shirt, waistcoat or cap.

#### FLIGHT RESERVATION/TICKET RECONFIRMATION



Participants wishing to have their tickets reconfirmed or flights changed are kindly advised to submit their tickets on the first day of the meeting to the workshop assistants - Mr. Davie Botie or Miss Agnes Mkandawire.

#### CLIMATE AND CLOTHING



July is the winter season in Malawi. The temperature ranges between 10 and 26 degrees. It is advisable to carry some warm clothing for mornings and evenings.

#### ACCOMMODATION



All participants will be accommodated at the [Sunbird Nkopola Lodge](#). In case the number of participants exceeds the Lodge capacity, a few participants will be accommodated in a nearby hotel called [Makokola Retreat](#).

## MEALS



All participants are on half-board, which includes breakfast and lunch.

All meals will be served in the hotel's main restaurant. Tea/coffee breaks will be served at the meeting area.

## MEETING VENUE



The meeting will take place in the Nkopola Lake Shore International Conference Centre at . There will be additional break out rooms provided and these will be communicated by the workshop facilitators during the meeting.

## SOCIAL EVENT



A cocktail reception will be hosted for all participants on Thursday 16<sup>th</sup> July 2015 at 19:00hrs by the poolside at Sunbird Nkopola Lodge.

## EXPENSES/REIMBURSEMENTS



There are two types of workshop participants, self-sponsored and IITA sponsored. IITA will cover travel costs and half per diem in local currency (Malawi Kwacha) for the IITA sponsored participants only. These participants are required to submit their boarding passes, visa fee receipt and any other travel related costs to the meeting secretariat desk (Mr. Davie Botie or Miss Agnes Mkandawire) on the first day of the workshop. Self-sponsored participants are expected to cover their own accommodation and subsistence costs. All participants will be provided with lunches and airport transfer.

Sunbird Nkopola Lodge accepts the following credit cards:

- Master VISA
- Diners Club American Express
- Diners Club

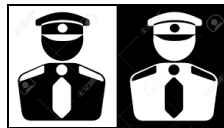
- American Express

## CURRENCY/BANK



The official currency in Malawi is the Malawian Kwacha, abbreviated as MWK. As at June 2015 the indicative exchange rate is USD 1 = MWK 445. Major foreign currencies (USD, EURO, and GBP) can be exchanged at Kamuzu International Airport. Please use this opportunity to change money as there will be no stop at a bank or FOREX bureau.

## SECURITY



Sunbird Nkopola Lodge is generally a secure hotel. Participants are urged to cooperate with the hotel security personnel by observing all security signs and rules at the hotel and along the beach.

## HEALTH/VACCINATION CERTIFICATE & FIRST AID FACILITIES



All visitors travelling to Malawi should have valid International Certificate of Vaccination against yellow fever. Travelers are also at high risk of contracting malaria and it is therefore 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



Sunbird Nkopola Lodge has first aid facilities in the office of the Duty Manager and it is open for 24 hrs. In case of any health problem please contact the Duty Manager or Lodge Reception.

## INTERNET SERVICES



Sunbird Nkopola Lodge has a wireless internet facility. It is also a hotspot for other wifi providers such as Skyband whose WiFi cards are sold in the Lodge's Business Centre.

## IMPORTANT PHONE NUMBERS



You can have the following quick reference telephone directory in case any need arises especially for participants who will not provide their travel details up to 1<sup>st</sup> July 2015. They should get assistance from below numbers on how to get to the Hotel.

SERVICE UNITS	OFFICE	MOBILE
Sunbird Nkopola Lodge	00265-1-580444/619	00265888965075
<b>IITA-Malawi Administration</b>		
Davie Botie - Station Administrator	00265-1-707014/022	00265-999578578
Agnes Mkandawire- Administrative Assistant	00265-1-707014/022	00265-888356087

You can view the meeting agenda at: [http://africa-rising.wikispaces.com/ESA\\_review\\_meeting2015\\_16](http://africa-rising.wikispaces.com/ESA_review_meeting2015_16)

We wish you safe travels and a successful meeting!