



International Day of Democracy

Parliamentary Conference on Democracy in Africa organized jointly by the Inter-Parliamentary Union (IPU) and the Parliament of Botswana
Gaborone, Botswana, 14 – 16 September 2009



INFORMATION CIRCULAR

1. Dates and Venue

The Parliamentary Conference on Democracy in Africa will be hosted by the Parliament of Botswana from 14 – 16 September, 2009. The venue for the conference shall be the Botswana Conference and Exhibition Centre, Gaborone – Botswana.

2. Official Opening

The Conference will be officially opened by His Excellency, Lt. Gen. Seretse Khama Ian Khama, PH, FOM, DCO, DSM, President of the Republic of Botswana on 14 September 2009.

3. Participation

Participation in the Conference is open to all African parliaments. Each participating parliament shall be entitled to a maximum of 10 delegates. According to IPU practice the delegation should be balanced in terms of gender and the political configuration of the parliament.

In addition, African parliamentary organizations, as well as organizations active in the promotion of democracy in Africa are being invited as observers.

4. Travel Arrangements

4.1. Flights

All travel should be routed through to Sir Seretse Khama International Airport (*Airport code GBE*). Daily flights between Johannesburg and Gaborone are available through the national airline carrier, Air Botswana (www.airbotswana.co.bw) and South African Express. Flight itineraries should be submitted by **31 July 2009**. (see attached: form 1 – Flights and Hotel information)

4.2. Immigration

Entry visas are required except for citizens of countries which have a visa abolition agreement with Botswana and citizens of some Commonwealth countries. In the event that delegates do not get entry visas prior to departure, arrangements will be made to issue same upon arrival.

This arrangement is applicable only when entering and leaving Botswana. For travel routed through other airports, delegates must make their arrangements to comply with immigration requirements there.

5. Hotel Accommodation

Delegates are responsible for their own hotel expenses.

The Parliament of Botswana is making arrangements to reserve accommodation for all delegates in hotels which are in close proximity to the conference venue. The following are designated hotels where delegates can indicate their choice. These hotels have been specially selected for security, comfort and easy access.

5.1. Cresta Lodge (about >1km from Conference venue)

- Standard Room (with double bed): P 671.00
- Standard Room (with twin beds): P 690.00 per person sharing

(All room rates include breakfast)

5.2. Gaborone Sun Hotel (about 2.5 km from Conference venue)

- Standard Room : P965.00
- Standard Twin Beds : P1065.00
- Luxury Room: P2895.00
- Presidential Suite : P3800.00

(All room rates include breakfast)

5.3 President Hotel (about 2.5 km from Conference venue)

- Standard Room (with double bed): P862.00
- Standard Room (with twin bed): P1029.00
- Junior Executive Room: P1100.00
- Executive Room: P1100.00
- Presidential Suite: P2205.00

(Room rates do not include breakfast)

5.4 Walmont Ambassador (about 10 km from Conference venue)

- Deluxe Room (Single/double/twin) : P1265.00
- Executive Room (single/double/twin) : P1680.00
- Junior Suite (single/double/twin) : P1960.00
- Executive Suite (suite/double/twin) : P2350.00
- Presidential Suite (suite/double/twin) : P4770.00

(Room rates do not include breakfast)

5.5 Mondior Hotel (> 1km from Conference venue)

- Single Room occupancy: P585.00 per person per night
- Double Room occupancy: P450.00 per person sharing per night.

(Room rates do not include breakfast)

6. Languages

Simultaneous interpretation will be provided in English and French. Official written documentation will be available in these languages.

7. Communication Centre

There will be an information centre with services such as; computers, internet, telephone and postal services available.

8. Hospitality

The Parliament of Botswana is planning an excursion for delegates on 15 September, 2009. The costs of the excursion shall be borne by the host Parliament. Detailed arrangements for the excursion will be made available in due course.

9. Acceptance of Invitation

It would be appreciated if invited parliaments and institutions could indicate as soon as possible whether or not they intend to participate.

10. Transportation

Transport will be provided from the airport to hotels on arrival as well as from hotels to the airport on departure. The airport welcome service will be available from 12 – 17 September 2009. Transport will also be provided to and from conference functions and activities. Delegates will be transported in shared coaches.

The official departure date is 17th September, 2009.

11. Registration

Delegates are requested to register on arrival at the Information Desk, which will be situated at the conference venue. Conference materials and documents will be given to delegates during registration. (see attached - Form 2 – Delegates Registration and Form 3 Accompanying Officers)

12. Medical Service

A medical service will be provided at the conference venue for the duration of the Conference. Cases warranting hospitalization will be the responsibility of individual delegates. Malaria is not a problem in the south of the country where the conference will be held but delegates may take the malaria vaccination as a precautionary measure. For countries designated by WHO as yellow fever zones, proof of yellow fever vaccination shall be required upon entry. (see attached list)

13. Currency and Banking

The official unit of currency of Botswana is the Pula (BWP) which is approximately USD 0.1387 or Euro 0.1189. Travelers' cheques and major credit cards are accepted in hotels and selected stores.

14. Dress code

13.1. For the duration of the conference the dress code shall be formal/traditional dress, including at evening events. The dress code for the intended excursions shall be smart casual.

15. Climate

The climate in Botswana is described as being sub-tropical. There are four distinct seasons (spring, summer, autumn, winter) and the month of September marks the beginning of spring. At this time of the year the general climate is comfortable. Light

clothing is the recommended form of attire. However, a rain coat may be necessary.

16. Electrical Power

The power is 220 volts alternating current.

Important Deadlines

Delegates are kindly requested to take note of the following deadlines:

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| Invitation accepted/declined | 31 st July 2009 |
| Hotel preferences and booking | 31 st July 2009 |

Contact/Focal Points

Parliament of Botswana

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