



**25<sup>TH</sup> SADC SQAM ANNUAL MEETINGS: 21 – 27 MARCH 2010, ROYAL SWAZI SPA CONVENTION CENTRE**

**GENERAL INFORMATION**

**1 THE MEETING VENUE**

The meeting venue will be the Royal Swazi Spa Convention Centre, a member of the Sun International group of hotels. Their telephone number is +268 416 5274 and you can find them on [www.suninternational.com/DESTINATIONS/RESORTS/ROYALSWAZISPAAVALLEY/](http://www.suninternational.com/DESTINATIONS/RESORTS/ROYALSWAZISPAAVALLEY/)  
Email: [siphesihle.mkhonta@za.suninternational.com](mailto:siphesihle.mkhonta@za.suninternational.com)

**2 ACCOMMODATION**

Accommodation has been arranged at three hotels and four guest houses as indicated below. It is the responsibility of each delegate to book their accommodation directly with their hotel/guesthouse of choice. We would request that attending members stay at one of the hotels/guesthouses proposed to allow for ease of transportation. We can not guarantee that we will be able to provide shuttle transportation to delegates staying at other hotels.

We also request members to alert us of where they have made their accommodation reservation on the registration form. All completed registration forms must be submitted to the following by 19 February 2010:

Riccardo Kruger (SWASA): [rkruger@swasa.co.sz](mailto:rkruger@swasa.co.sz), and  
Connie Masilo (SADC Secretariat): [cmakgoeng@sadc.int](mailto:cmakgoeng@sadc.int)

Name of Hotel	Telephone No.	Room Rate (US\$*)	# of Rooms
Royal Swazi Spa	+268 416 5000	E1 010.00 p/p	200
Lugogo Sun	+268 416 4000	E645.00 p/p	200
Victory Guesthouse	+268 416 3309	E350.00 – E400.00 p/p	7 Rooms
Buhleni Farm Chalets (Self Catering)	+268 416 3508	E890/ Chalet	4/chalet x 11 chalets
Ebuhleni Prestigious Guest House	+268 416 3466	E350 p/p	3
Ekuphumleni Guest House	+268 416 2313	E350 p/p	4

\* Exchange rate, E/US\$ as at the end of January 2010 = E7.40/US\$

The Royal Swazi Spa Hotel is in the same complex as the conference venue. The Lugogo Sun is also within the same complex though a little further away. It is at least 10 minutes walking distance to the venue; however the hotel does provide a shuttle service free of charge to the venue.

All 4 guest houses are a little removed from the conference venue, but within 10 minutes drive to the conference venue. Transport will be provided for participants residing in the above-mentioned guest houses.

### **3 WEATHER**

The weather in March is normally mild and pleasant during the day, with daily temperatures ranging between 25°C during the day and 18°C - 20°C overnight. We will be facing a transition period from Summer to Winter, thus the probability of rain and thunderstorms is expected to be low.

### **4 VISAS & TRAVEL DOCUMENTS**

To travel to Swaziland you must have a valid passport or travel document with at least two consecutive blank pages in your passport, which lie side by side when it is open (i.e. left and a right hand page). Your passport must also be valid for at least six months.

Delegates holding passports or travel documents from Angola will be required to apply for Visas at least one month prior to their intended date of entry into Swaziland. For further information please call the Ministry of Home Affairs on + 268 404 2941 or contact the Swazi diplomatic mission in your country. If you want to travel to Swaziland's neighbouring countries and back you are advised to apply for a multiple-entry visa.

Some non – SADC country nationals from countries such as Egypt, Ethiopia, Uganda, Nigeria, Germany, France and others will also require visas to enter Swaziland. Delegates from these countries are also advised to contact the Swaziland Diplomatic mission in their countries or the Swaziland Ministry of Home Affairs for further details.

### **5 TRAVELLING TO & FROM SWAZILAND**

#### **By Air**

Most people arrive in Swaziland by land through South Africa or Mozambique, but it is possible to fly in. Matsapha International Airport (often called "Manzini") is 24km from Ezulwini (the area where the meetings will be held). One major airline, Swazi Airlink, currently operates from the airport, flying to destinations in South Africa.

Swazi Airlink, a joint venture between the Swazi government and South African Airways, services OR Tambo (Johannesburg International) which is about a 45 minute flight.

If you are travelling to Swaziland via OR Tambo International Airport in Johannesburg please ensure that your luggage is tagged right through to Matsapha from your city of departure. If you don't or are not able to, you will have to collect your luggage at OR Tambo, go out through customs and immigration, and then back through security and immigration again. This may create difficulties if, for example, you do not have a valid visa for South Africa.

You cannot change money at the Matsapha airport and there is no ATM so please make sure you have enough Rand or Emalangeni at hand.

Please NOTE that you will also be required to pay a E50 departure tax before you can board your flight when you leave Swaziland – so make sure that you do not to spend all your money on those Swazi souvenirs!

#### **By road**

With the exception of the Lomahasha and Mhlumeni border posts in the north east of the country, which are entry points to Mozambique, Swaziland's border posts are all with South Africa. They are all open seven days a week.

Crossing the borders is usually straightforward, you simply have to show your passport and pay a E50 vehicle tax for non-Swaziland registered vehicles.

The main border posts and their operating times are:

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<b>BORDER POST</b>	<b>BORDERING COUNTRY</b>	<b>OPERATING HOURS</b>
<b>Lomahasha - Namaacha</b>	Mozambique	(Mozambique) Open 7am - 8pm.
<b>Lavumisa - Golela</b>	South Africa	Open 7am - 10pm. It's about two hours from Mbabane
<b>Mahamba - Mahamba</b>	South Africa	(near Nhlangano) Open 7am - 10pm. This is the best border post to use from Piet Retief, Mpumalanga
<b>Ngwenya - Oshoek</b>	South Africa	Open 7am - 10pm. This border post takes most of the traffic as it is the closest to Jo'burg, so it can be busy on occasions

The other border posts into South Africa are:

<b>BORDER POST</b>	<b>BORDERING COUNTRY</b>	<b>OPERATING HOURS</b>
<b>Bulembu – Josef dal</b>	South Africa	<i>Open 8am - 4pm</i> – This is an old border which leads to Barbeton. The road between the border and Barbeton is gravel.
<b>Mananga – Bordergate</b>	South Africa	<i>7am – 6pm</i> – The nearest major town to this border is Nelspruit.
<b>Mhlumeni – Goba</b>	Mozambique	<i>24hrs</i> – So far this is the only 24 hour border and it leads to Maputo.
<b>Sandlane – Nerston</b>	South Africa	<i>8am – 6pm</i>
<b>Gege – Bothashoop</b>	South Africa	<i>8am – 4pm</i>
<b>Matsamo – Jeppe’s Reef</b>	South Africa	<i>7am – 8pm</i>
<b>Salitjie – Onverwacht</b>	South Africa	<i>8am – 4pm</i>
<b>Sicunusa – Houdkop</b>	South Africa	<i>8am – 6pm</i>

**Road distances**

<b>ROUTE</b>	<b>DISTANCE (km)</b>	<b>ROUTE</b>	<b>DISTANCE (km)</b>
Johannesburg – Mbabane	369km	Durban – Mbabane	637km
Gaborone – Mbabane	716km	Maputo – Mbabane	238km
Maseru - Mbabane	654km		

**Driving rules**

Road rules are that one drives on the left hand side of the road. Wearing seat belts is compulsory. If an official or royal motorcycle motorcade approaches, you must pull over and stop.

The speed limit is 80km/h on the open road rising to 120km/h on the national highway. In built up areas it is between 40 - 60km/h. If in doubt, drive at the lower end of the scale.

**Transportation Whilst in Swaziland**

Transport from and to the airport will be provided for all delegates as indicated on their registration forms. Local transportation between the hotels and conference venue will also be provided. Please forward your completed registration forms with your selected hotel details and flight details by 19 February 2010 in order for us to arrange for your pick up and drop off services. All completed registration forms must be submitted to the following:

Riccardo Kruger (SWASA): [rkruger@swasa.co.sz](mailto:rkruger@swasa.co.sz), and

Connie Masilo (SADC Secretariat): [cmakgoeng@sadc.int](mailto:cmakgoeng@sadc.int)

## **6 HEALTH**

Most of Swaziland is free from Malaria including Ezulwini where the meeting will be held. We advise that if you anticipate traveling outside of the Mbabane - Manzini area to a malaria area it is recommended that you take prophylactics before departure and the necessary precautions while in the area (e.g. protective clothing, insect repellents).

We have a Government Referral Hospital within 15kms of the meeting area. A good standard of medical assistance, including 24hr trauma care is available at Mbabane Private Clinic. For specialized treatment however, transfer to South Africa may be necessary. We strongly advise you to take appropriate health insurance prior to your departure that includes cover for treatment in South Africa where first class health care is available.

If you are coming from a Yellow fever infected country, or have recently visited one, you will require a Yellow Fever Certificate to enter Swaziland, i.e. Brazil, certain South American neighbouring countries and central Africa. Without the necessary certificate you will be refused entry.

Whilst the SADC Secretariat and the hosts will do everything they can to make your stay safe and comfortable, they are not responsible for participants' medical or other emergencies and delegates are strongly advised to obtain suitable travel insurance.

## **7 MONEY**

### **Currency**

The unit of currency in Swaziland is the Lilangeni - plural Emalangeni (E) - which is fixed to the rand (1 Rand = 1 Lilangeni). South African Rands are accepted everywhere and there's no need to change them. In fact, some outside tourist areas will only accept the South African notes.

Emalangeni are difficult to exchange for other currencies outside Swaziland, so you should reconvert before you leave. If you are leaving through the airport you could use your last E50 for the compulsory departure tax.

Credit cards such as Visa, Mastercard and American Express are widely accepted in hotels, restaurants and shops but not for the purchase of petrol. Most ATMs in Swaziland accept international cards. If you have a Maestro or Cirrus debit card you can use Standard Bank ATMs to withdraw money.

Please NOTE that there is NO ATM AT MANZINI (MATSAPAHA) AIRPORT and you cannot change money – so please make sure you have some Rand or Emalangeni handy.

### **Exchange rates**

The lilangeni is tied to the rand. In January the rate against the US Dollar was E7.40/US\$. These rates are subject to change so please visit a reliable online currency convertor for the latest rates

### **Banking**

Standard Bank, First National and Nedbank have branches in all the main centres. All three banks have branches in Manzini and Mbabane which are 27kms and 15kms away from the conference venue, respectively. Opening hours are generally 8.30am to 3.30pm Monday to Friday, and until 1pm on Saturdays.

### **Exchanging money**

All the major banks change cash and travellers cheques. Rates are about the same at all banks, but you may want to compare commission.

## **Costs**

Costs in Swaziland are similar to those in South Africa, though food and fuel here is a little cheaper. The game reserves here are particularly good value.

## **8 LANGUAGE**

The official languages are siSwati and English; English is the official written language.

## **9 COMMUNICATIONS**

### **Cell phone network & land lines**

Swazi MTN is the only cellular network provider in Swaziland and it has roaming agreements with most SADC countries excluding Angola, DRC and Seychelles.

### **Internet access**

Royal Swazi Spa and Lugogo Sun offer Wi-Fi services around the hotels and to access the network one has to purchase a voucher at the hotel. The vouchers are available for different periods of accessibility and are priced accordingly.

Delegates will further have access to internet at the meeting venue whereby three desk tops will be set up for this purpose. Access on these will be free.

## **10 ELECTRICITY**

Swaziland uses 220/240 volts AC. Power sockets are generally of the three round pin type. Suitable adapters are available for sale in many shops at the O R Tambo International Airport in Johannesburg.

## **11 TOURIST ATTRACTIONS**

Swazi Trails, a local tourist guide company offers the following packages. Delegates who may be interested in these tours may contact the company direct and mention that they are attending the SADC SQAM AGM. The company's details are:

**Contact Person** : Roz Uys  
**Mobile** : +268 602 0261  
**Tel** : +268 416 2180  
**Fax** : +268 416 1040

### **1. Tour – Swaziland Craft Highlights**

Cost: R 350.00 (approx. US\$47) per person including transport, guide & light lunch.  
Duration: 09h00 – 13h00  
*Please note rate is based on a minimum number of 10 pax, there is no maximum number.*

This trip kicks off with a visit to the **Ngwenya Glass Factory**. Here visitors are able to watch as local craftsman create incredible works of art.

The Ezulwini "Valley of Heaven" is home to extensive informal markets and is the next stop on this excursion. Our trip includes **Mantenga Craft & Lifestyle Centre**, an innovative home for many small craftsmen.

Further on the Malkerns area, with its pineapple fields and sugar cane is the backdrop to art and craft attractions of **House-on-Fire** (off-the-wall sculpture), **Gone Rural** (woven grass-ware), **Baobab Batik**(cloth-based designs) and **Zoggs**(funky local art). **Swazi Candles** is the highlight of this area and

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one of the Kingdom's most famous exports. See local craftsmen creating candles in hundreds of unique shapes right before your eyes.

The tour includes a lunch at one of our favourite local restaurants.



#### **4. Rhino Walk / Manzini Market**

Cost: R 625.00 (approx. US\$84) per person including transport and packed lunch  
Duration: 08h30 – 13h00

*Please note rate is based on a minimum number of 10 pax. Maximum 40 participants.*

This is an exciting guided walking safari within Hlane Royal National Park, combined with an optional stop at the bustling Manzini Market on the return journey.

Hlane is a mere one-hour away from the Mbabane-Ezulwini-Manzini area. Recognised as some of the best *Acacia Nigrecens* (Knobthorn) bushveld in Africa, Hlane is alive with animals, birds and every type of natural life.

Sightings and relaxed observation of white rhino is guaranteed, often around waterholes where they wallow in the midday heat. This is not a rushed walk and when opportunities arise we spend up to a half an hour sitting and closely observing the behaviour of these endangered animals. Giraffe, elephant and many other species of wildlife are also regularly encountered.

A packed lunch is included in the cost and can be enjoyed en-route back to the hotel.

