



**29<sup>TH</sup> SADC SQAM ANNUAL MEETINGS: 17 – 21 MARCH 2014, TLOTLO  
CONFERENCE CENTRE, GABORONE, BOTSWANA**

**GENERAL INFORMATION**

**1 The Meeting Venue**

The meeting venue will be the Tlotlo Conference Centre in Gaborone, Botswana.

**2 Accommodation**

Accommodation can be offered at four hotels as indicated below. It is the responsibility of each delegate to book their accommodation directly with their hotel of choice. We would request that attending members stay at one of the hotels 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 would also like to urge delegates and guests to make their bookings very quickly as Gaborone hotels fill up very fast. The hotels will provide rooms on a first come first served basis.

We also request members to alert us of where they have made their accommodation reservation on the registration form.

| <b>Name of Hotel</b> | <b>Telephone No.</b>          | <b>Fax. No.</b> | <b>Room Rate</b>    | <b>Breakfast</b> |
|----------------------|-------------------------------|-----------------|---------------------|------------------|
| Tlotlo Hotel- Venue  | +267 3951863<br>+267 72717589 | +267 3972848    | P840.00(B/B)        |                  |
| Grand Palm Resort    | +267 363 7777                 | +267 3912989    | P1800.00B/B         |                  |
| Metcourt Inn         | +267 363 7777                 | +267 3910402    | P800.00<br>Bed only | P140.00          |
| Gaborone Sun         | +267 361 000                  | +267 390 2555   | P935.00B/B          |                  |
| Cresta Lodge         | +267 397 5375                 | +267 390 0635   | P880.00B/B          |                  |

The Tlotlo Hotel & Conference Centre is near Grand Palm Hotel and Metcourt approximately around 2km. The **Molapo Crossing** is a small shopping

complex about 20 minutes walks from both hotels. Gaborone Sun and Cresta Lodge are a bit removed from the meeting venue, about 10 - 15 minutes drive.

### **3 Transportation**

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 7 March 2014 in order for us to arrange for your pick up and drop off services.

### **4 VISA**

Countries that need a visa to Botswana are, DRC and Madagascar. Applications are processed 14 working days prior to arrival and the procedure is to fill in the **Application Form** and a submit **Certified Copy of Passport**. For Service Passport the VISA is free but for non service passport the charge is **P500.00** per passport.

### **5 Weather**

The weather in Gaborone in March is quite temperate. Daytime temperatures are likely to be between 20C and 33C. Nights can get cooler (10C). Bring some warm garments for the evenings. Rain is not expected during this time but we all know about Climate Change!

### **6 Currency**

Most outlets in Botswana will accept the usual credit cards (VISA, MasterCard etc) and debit cards. The national currency of Botswana is the **Pula/Thebe** with one pula equal to 100 **thebe**. The current exchange rate is approximately **1US\$=P8.50**

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