



## Regional Conference on Africa's Oil, Gas and Mineral Resources for Development: The Role of Legislators, Civil Society and Media

11 to 13 May 2010

### ADMINISTRATIVE ARRANGEMENTS

We welcome you to the **Regional Conference on Africa's Oil, Gas and Mineral Resources for Development: The Role of Legislators, Civil Society and Media**. The following information will help you plan your travel to, and stay in Dar Es Salaam, Tanzania.

#### Venue

The event will take place from **11 to 13 May 2010** at the:

##### **White Sands Hotel**

Po Box 3030, Dar es Salaam, Tanzania

Tel: +255 (0) 222 647 620/1/2/3/4/5/6

Fax: +255 (0) 222 647 875

<http://www.hotelwhitesands.com/index.html>

#### Travel

##### ***1) Flights***

If you are coming from outside Tanzania, the organizers of the conference will be paying for a round-trip economy class ticket on your behalf. You can upgrade your ticket to business or first class, **but that will be at your own expense**.

If you are from Tanzania, reimbursement for road travel will be provided at the conference upon submission of receipts and according to the limits provided below.

*It is mandatory for all participants to arrive at the hotel venue by Monday 10 May afternoon so that they can attend registration and the evening welcome cocktail.*

## **2) Additional travel in country of origin**

The organizers will reimburse additional travel in the country of origin as indicated below and only upon the **submission of receipts** for amounts that **do not exceed the rates indicated below**. Reimbursement requests that exceed the maximum amounts will be reimbursed as indicated below.

**Tanzania:** maximum 100 USD (for travel to and from venue). Costs will be reimbursed by **Policy Forum** during the conference against valid receipts submitted.

## **Visa Requirements**

Please make the necessary visa arrangements as soon as you receive our letter of invitation. You can check whether you need a visa for Tanzania on this page: <http://www.tanzaniaembassy-us.org/tzevisa.html>

We will reimburse visa costs at the conference upon submission of receipts

If you haven't received an invitation letter or you have difficulty in obtaining your visa, please ask Alex Ruchyahinduru (see contact details below)

## **What to Expect When You Arrive**

When you arrive at the airport, please complete your immigration formalities, collect your luggage and check-out.

After check-out, there will be someone to meet you outside the arrival hall. He or She will bear a placard with the inscription "**Regional Conference – Policy Forum**". This person will later accompany you to a waiting shuttle that will take you to the **White Sands** Hotel where you will be checked-in.

**If for any unforeseen circumstances, you have to find your way to the White Sands Hotel, pick a taxi/cab from the airport.** The cost will be approximately Tsh 50,000/- or 40 USD.

## **Accommodation**

Accommodation has been reserved for you at the White Sands. The Organizers of the conference will cover the cost of a single-room hotel accommodation.

Please note that you will have to pay directly incidental expenses that may be incurred during your stay (i.e. internet, phone calls, valet, in-room bar, cable movies, room service, added cost of a double room should you be accompanied by your spouse). These costs will have to be settled with the hotel when you check-out.

The organizers will provide an allowance to cover extra costs as indicated below.

### Meals

The organizers will provide meals on a half board basis.

- Breakfast and lunch will be served at the restaurant room of the White Sands. Please make sure you take your breakfast early to arrive in time for the start of the conference
- Coffee breaks will be served at the conference venue.

For Dinner, participants will receive an allowance (see below). You are free to use the hotel restaurant or external venues. If you use the hotel restaurants, please make sure you settle your dinner bills before you check out.

\*Participants with special dietary needs should communicate this to the contacts under “Communication”

### Registration

Registration will be done on Tuesday 11 May from 8am to 9am at the conference room. You will receive indications on the location of the conference room upon checking in or otherwise look out for directional signs

*Participation throughout the conference is mandatory.* You will be asked to register daily and the reimbursement of costs and payment of allowances will be subject to satisfactory attendance of all conference sessions.

### Meeting Documents

The meeting documents including the conference objectives, meeting agenda, list of participants, as well as resource documents and presentations will be made available from the Policy Forum website in due course:

<http://www.policyforum.or.tz>

### Subsistence Allowance

Participants will receive a daily allowance to cover dinner and incidentals such as internet, laundry, and phone calls in the amounts amount indicated below.

**Tanzania:** 45 USD per day

### Medical Insurance

A condition for travel to and participation in this course is that you are in good health and free from any ailment that could impair your attendance.

The organizers will not provide health insurance to the conference delegates. We strongly encourage delegates to seek health insurance, although this is not a requirement for attendance. Information on health providers in Dar es Salaam will be provided should medical attention be required.

### **The Weather and Clothing**

Dar es Salaam has a very humid climate and relatively stable temperatures, both in terms of night-to-day, and summer-to-winter. Long rains occur March through May. Temperatures are high November through May, highest in January. It is comfortable to wear light cotton clothing at this time of the year. A jacket is handy.

### **Banking services and exchange rates**

The Tanzanian currency is the Tanzanian Schilling. If you require withdrawing local currency, we suggest that you do so upon arrival using the ATM machines at the airport. We will otherwise refer you to currency exchange offices near the hotel.

For your reference, 100,000 Tanzania Schillings (TZS) is equivalent to approximately US \$ 75

### **Communications**

Should you require further information, please contact Alex at Policy Forum:

#### **For all inquiries**

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*with support from:*

