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SOCIAL ACCOUNTABILITY PRACTITIONERS' CONFERENCE

27TH -29TH AUGUST 2013

DAR ES SALAAM

LOGISTICS NOTE

We warmly welcome you to the **Social Accountability Practitioners' Conference**. The following information will help you plan your travel to, and stay in Dar Es Salaam, Tanzania.

1. **Arrival Date:** Monday, 26th Aug, 2013. 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.

2. **Departure Date:** Friday, 30th August, 2013 depending on flight availability.
3. **Meeting Venue:** The meeting will be held White Sands Hotel which is located on a relaxing stretch of private beach front, just 25kms North of Dar es Salaam city centre.
4. **Accommodation:** Accommodation for all participants is arranged at Seascap Hotel which is opposite to the White Sands Hotel.

Address:

Seascap HOTEL
Jangwani Beach,
P. O. Box 38081, Dar es Salaam, Tanzania

Tel:

+255 658 029 002

+255 762 101 002

+255 779 001 002

+255 689 101 006

+255 689 101 007

Email: info@hotelseascap.com



Unless otherwise advised, the organizers of the conference will cover the cost of a single-room hotel accommodation. All other incidental expenses at the Hotel are the responsibility of the participant. Items taken from the guestroom, mini-bar, laundry, telephone calls etc. will be charged to your personal account and must be settled in full before check out. Wireless Internet is freely available.

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 will be served at the restaurant room of the Seascap Hotel. Please make sure you take your breakfast early before the schedule for the conference begins
- Coffee breaks will be served at the conference venue.
- Lunch will be served at restaurant room of the White Sands Hotel

Participants invited by PSAM, Policy Forum, ACTION AID Tanzania, FORUM SYD and MSTCDC who will be staying at the hotel shall receive a daily allowance to cover dinner and incidentals such as internet, laundry, and phone calls a rate of 25 USD (TZS 41, 000) per day.

Upcountry Policy Forum members who will not be staying at the hotel will receive allowance in accordance with PF's Daily Subsistence Allowance of TZS 80,000/=

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 Ms. Prisca Kowa, email: pa3@policyforum.or.tz*

Nearby Restaurants

During the evenings, in case you wish to have your dinner outside the hotel premises, we recommend the following nearby places where you will need to organize your own transport;

- Karibu Art Gallery. For more information click [here](#)
- Samaki Samaki. For more information click [here](#)
- Nguruko
- The Executive
- Rainbow Social Club Mbezi Beach
- Shekinah Garden



5. Visa Requirements

If Policy Forum is not facilitating your visa application, 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://tanzania.visahq.com/requirements/United_States/resident-Tanzania/

If you haven't received an invitation letter or you have difficulty in obtaining your visa, please communicate with Prisca Kowa email: pa3@policyforum.or.tz

6. What to Expect When You Arrive

When you arrive at the Julius Nyerere International 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 “**Social Accountability Practitioners’ Conference – Policy Forum**”. This person will later accompany you to a waiting shuttle that will take you to the **Seascope Hotel** where you will be checked-in.

If for any unforeseen circumstances, you have to find your way to the Seascope Hotel, pick a taxi/cab from the airport. The cost will be approximately Tsh 50,000/- or 31 USD.

7. Dar es Salaam Commuting

Dar based participants who will be commuting to and from the conference venue on daily basis will be reimbursed TZS 30,000/=

8. Registration

Registration will be done on Tuesday 27th August 2013 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 encouraged.

9. 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-tz.org/social-accountability-practitioners-conference-materials>

10. Medical Insurance

A condition for travel 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.

11. 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. From June to September the temperature is between 18°C and 32°C. It is comfortable to wear light cotton clothing at this time of the year. A jacket will come in handy.

12. Banking services and exchange rates

The Tanzanian currency is the Tanzanian Shilling. 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 \$ 61

13. Electricity

Electric Power is 230V running at 50Hz. The Outlet Plug types used is:

The Type G British 3-pin Electrical Adapter Plug and Electrical Outlet



You may need to purchase an appropriate adapter at the airport of departure to accommodate this outlet.

14. Security

Dar es Salaam is generally a safe city. Caution, however, is required when walking at night. We strongly advise that if it is necessary, you walk accompanied with someone else or in a group. Muggings have been reported in the Jangwani area near the hotel in recent years.

Communications

Should you require further information, please contact:

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Cell phone +255 716 870727 and +255 782 317434
Email: pa3@policyforum.or.tz