

**IORA COASTAL AND MARINE TOURISM WORKSHOP  
 AND  
 THE 3<sup>RD</sup> IORA TOURISM EXPERTS MEETING  
 GARDEN COURT MARINE PARADE, DURBAN, SOUTH AFRICA  
 6 - 8 MAY 2018**

**ADMINISTRATIVE ARRANGEMENTS**

The Department of Tourism of the Government of the Republic of South Africa is pleased to welcome delegates to the beautiful city of Durban for the IORA Coastal and Marine Tourism Workshop and the Third IORA Tourism Experts Meeting.

**1. Contact details of the organising team**

Host country coordinators	IORA coordinators
<b>Ms Lerato Maaga</b> Department of Tourism South Africa Tel: +27 12 444 6644 E-mail: <a href="mailto:Lmaaga@tourism.gov.za">Lmaaga@tourism.gov.za</a>	<b>Mr Graham Anderson</b> IORA Secretariat Tel: +230 57510376 E-mail: <a href="mailto:hg.anderson@iora.net">hg.anderson@iora.net</a>
<b>Ms Lufuno Masinge</b> Department of Tourism South Africa Tel: +27 12 444 6747 E-mail: <a href="mailto:Lmasinge@tourism.gov.za">Lmasinge@tourism.gov.za</a>	<b>Ms Kritika Nuckchady</b> IORA Secretariat Tel: +230 57424274 E-mail: <a href="mailto:kritika.nuckchady@iora.net">kritika.nuckchady@iora.net</a>

**2. Venue and dates of the Meeting**

Garden Court Marine Parade Hotel in Durban, KwaZulu-Natal Province, South Africa, on 6 and 7 May 2018. Delegates will visit the 2018 Tourism INDABA at the Inkosi Albert Luthuli International Convention Centre (Durban ICC) in Durban on 8 May 2018.

**3. Registration and accreditation**

The Registration Form for the meeting is attached as Annexure A. The deadline for registration is 30 April 2018.

Accreditation badges will be issued at the registration desk at the meeting venue, i.e. Garden Court Marine Parade hotel. The accreditation badges should be displayed during the course of the meeting. The registration desk will be open on the following days:

- Saturday, 5 May 2018: 14h00 – 18h00
- Sunday, 6 May 2018: 08h00 – 09h00 and 14h00 – 18h00
- Monday, 7 May 2018: 08h00 – 08h30

### **3. Immigration**

- Passports of delegates should be valid for at least 30 days beyond the expected date of departure from South Africa and should have at least two (2) unused pages when presented for endorsements.
- Yellow Fever vaccination certificates will be required from guests over one (1) year of age who come from Yellow Fever endemic regions or guests who have passed through such regions. The guests are required to be vaccinated at least ten days prior to entering the Republic of South Africa. Delegates without proof of vaccination will be refused entry into the Republic of South Africa.
- Valid visa (if applicable) should be obtained from the nearest South African Embassy/High Commission in each country. No visas will be issued upon arrival in the Republic of South Africa; List of countries requiring visas is attached (Annexure B).

### **4. Participation**

Participation will be open to Member States and Dialogue Partner countries with a maximum of three (3) delegates per country, consisting of government officials, marketing authorities, tourism and travel associations, private sector, and/or tourism experts as may be defined by respective Member States or Dialogue Partners.

The Workshop and Meeting will be conducted as per the IORA Rules of Procedure, with Dialogue Partners encouraged to participate actively, but not in the decision-making processes.

### **5. Attire and language during the meeting**

Business attire is suggested for the meeting. English will be the main working language during the meeting.

### **6. Working documents**

Delegates are kindly requested to bring with them copies of the documents that have been circulated by the IORA Secretariat. If amended, the latest hard copies of the working documents will be distributed at the venue.

### **7. Business centre**

Participants in the meeting are requested to make their own arrangements for the venue's business centre services.

### **8. Dietary Requirements**

Participating member states are requested to submit dietary requirements of delegates on the attached Registration Form.

### **9. Accommodation**

Delegates from Member States and Dialogue Partners are encouraged to stay at the **Garden Court Marine Parade Hotel** which is the venue for the meeting. The following are the room rates and includes information for the hotels nearest to the venue.

Most hotels offer complimentary breakfast. Delegates are encouraged to book accommodation directly with the hotels. Kindly note that the rates are quoted in Rand and the approximate US Dollar.

<b>Hotel</b>	<b>Contact tel no.</b>	<b>Rates per Night</b>
Garden Court Marine Parade Hotel	+27 (0)31 337 3341	R2500 = approx. USD200
The Protea Edwards Hotel	+27 (0)31 337 3681	R2400 = approx. USD170
The Baltimore Hotel	+27 (0)31 332 4485	R1800 = approx. USD160
Garden Court South Beach	+27 (0)31 337 2231	R2200 = approx. USD170
The Blue Waters Hotel	+27 (0)31 327 7000	R2500 = approx. USD210
Sun Coast Hotel	+27 (0)31 341 7878	R3500 = approx. USD250
The Hiltong Hotel	+27 (0)31 336 8100	R4000 = approx. USD300

Kindly note that the South African regulations prescribe 1% tourism levy to be charged for accommodation.

## **10. Transportation**

Airport transfers for the delegates will be provided between King Shaka International Airport in Durban and the above-listed hotels and other hotels which are situated in the Durban city centre on arrival and departure. Delegates will be responsible for all other transport needs. Delegates with accommodation outside the Durban City Centre will be responsible for all their own transport needs, including between the airport and their accommodation.

## **11. Reception at King Shaka International Airport in Durban**

There will be dedicated officials at the King Shaka International Airport in Durban to receive and assist delegates on arrival and departure. Free transfers between the airport and hotels within the Durban city centre will be provided for the delegates upon arrival and departure from 5 to 9 May 2018.

## **12. Site Visits**

Optional site visit to the Sharks Board in Durban will be arranged for Saturday, 5 May 2018 from 14h00 to 18h00. Kindly indicate interest and availability on the registration form.

## **13. Insurance**

Participants are advised to take out adequate travel and health insurance before leaving their respective countries.

## **14. Other Information**

### **14.1 Weather Information**

Durban weather in May is mostly sunny between 23 and 27 degrees Celsius (warm), with light evening showers.

## 14.2 Interesting Places

- Explore the Indian District
- Voyage to the Bottom of uShaka Sea World
- Stroll or Bike the Golden Mile
- Learn About the “Durban System” at KwaMuhle Museum
- Visit the Durban harbour
- Walk Among “Living Fossils” at the Botanical Gardens

## 14.3 Electricity

The South African electricity supply is 220/230 volts AC 50 HZ. Most plugs are 15 amp 3-prong or 5 amp 2-prong, with round pins. Most hotels provide adaptors on request.

## 14.4 Banking

There are various types of banks utilised in South Africa namely;

- First National Bank
- Standard Bank
- ABSA
- Capitec Bank
- BIDVEST

There are also foreign exchange facilities at the airport at both the arrival and departure terminals. Most Banks’ business hours are from 9:00 to 15:30. ATMs accepting international debit and credit cards are available throughout South Africa.

## 14.5 Business Hours

Public offices and major businesses are generally open from 8:00 – 17:00 from Monday to Friday, and on Saturday from 8:00-13:00.

## 14.6 Currency

The currency used in South Africa is Rand (R). As of **28 March 2018** the exchange rate is approximately **1 USD = R11.6463**.

## 15.7 Time Zone

UTC+02:00

## 15.8 Emergency phone numbers:

Police/Emergency: 10111

Ambulance: 10177

Cell phone: 112



## ANNEXURE A



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**REGISTRATION FORM FOR DELEGATES**

**Kindly mark with  where applicable**

Attendance: Coastal and Marine Workshop  3<sup>rd</sup> Tourism Experts Meeting  Both

Title: Mr/Mrs./Ms.: \_\_\_\_\_ Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Position: \_\_\_\_\_

Passport No. \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Date of Expiry: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Male  Female

Country: \_\_\_\_\_ Nationality: \_\_\_\_\_

Ministry/ Organization \_\_\_\_\_

Primary address: \_\_\_\_\_

Telephone/Mobile (with Country and Area Code): \_\_\_\_\_

Mobile telephone no.: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Time: \_\_\_\_\_ Flight No. \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time: \_\_\_\_\_ Flight No. \_\_\_\_\_

Hotel name: \_\_\_\_\_ Hotel address: \_\_\_\_\_

Dietary/ Food Restrictions: \_\_\_\_\_

Visit to the Durban shark board (5 May 2018 – 14h00): (Yes)  (No)

Attending the official opening of the 2018 Tourism INDABA (8 May 2018 – 10h00):

(Yes)  (No)

Note: Please return the completed form **no later than 20 April 2018** to

[Lmaaga@tourism.gov.za](mailto:Lmaaga@tourism.gov.za) and [Lmasinge@tourism.gov.za](mailto:Lmasinge@tourism.gov.za)

## ANNEXURE B

Country	Status	Diplomatic Passport holders	Official Passport Holders	Private Passport Holders
Australia	Member State	visa exempt	visa exempt	visa exempt
Bangladesh	Member State	visa required	visa required	visa required
Comoros	Member State	visa exempt	visa exempt	visa required
India	Member State	visa exempt	visa exempt	visa required
Indonesia	Member State	visa exempt	visa exempt	visa required
Iran	Member State	visa required	visa required	visa required
Kenya	Member State	visa exempt	visa exempt	visa required
Madagascar	Member State	visa exempt	visa exempt	visa required
Malaysia	Member State	visa exempt	visa exempt	visa exempt
Mauritius	Member State	visa exempt	visa exempt	visa exempt
Mozambique	Member State	visa exempt	visa exempt	visa exempt
Oman	Member State	visa required	visa required	visa required
Seychelles	Member State	visa exempt	visa exempt	visa exempt
Singapore	Member State	visa exempt	visa exempt	visa exempt
Somalia	Member State	visa required	visa required	visa required
Sri Lanka	Member State	visa required	visa required	visa required
Tanzania	Member State	visa exempt	visa exempt	visa exempt
Thailand	Member State	visa exempt	visa exempt	visa exempt
United Arab Emirates (UAE)	Member State	visa required	visa required	visa required
Yemen	Member State	visa required	visa required	visa required
United States of America	Dialogue Partner	visa exempt	visa exempt	visa exempt
United Kingdom	Dialogue Partner	visa required	visa required	visa exempt
France	Dialogue Partner	visa exempt	visa exempt	visa exempt
Germany	Dialogue Partner	visa exempt	visa exempt	visa exempt
Japan	Dialogue Partner	visa exempt	visa exempt	visa exempt
Egypt	Dialogue Partner	visa exempt	visa exempt	visa required
Peoples Republic of China	Dialogue Partner	visa exempt	visa exempt	visa required