

Information Note

All sponsored participants will be accommodated at the Royal Swazi Ezulwini Sun Hotel, Old Mbabane/Manzini, Main Road

Ezulwini Valley, Mbabane, Swaziland. Tel: +268 2416 4000

All rooms are equipped with:

- Wireless internet connectivity
- Air conditioning
- Power points available - round, square and two pin

Transport from the Airport to the Hotel. Matsapha International Airport is about 28kms from the Hotel. Departure times should be at least 3 hours before flight time. Please liaise with FANRPAN transfers coordinator or any of the Secretariat staff for transfer confirmation.

Regional Secretariat Office. The Secretariat will have an office manned from 0800 – 1800 hours for any enquiries, from 19 – 23 September.

Registration on site will take place as follows:

Monday 19th 1000 – 1730 hours

Tuesday 20th 0700 – 0830 hours; tea and lunch breaks

During registration delegates will receive a conference package which comprises of a conference bag, workbook, workshop program and name tag.

Exhibition booths are available for partners and other interested parties. The hotel will provide tables for display material. Exhibition set up is scheduled for Monday 19th from 0800 – 1700 hours. All exhibition material should be collected and dismantled by 1600 hours on Friday 23 September.

Regional Dialogue Venue. The Regional Dialogue meetings will take place at the Royal Swazi Sun Conference Centre, Mbabane. All morning sessions begin at 0830 hours as reflected in the programme.

Non-sponsored delegates will be invoiced by the hotel. Kindly settle your bills and leave a copy with the FANRPAN secretariat.

Sponsored delegates have been booked on a conference package, which covers bed, breakfast, lunch and teas for the conference days, 19 – 23 September. Delegates should settle all extras (e.g. telephone calls, internet, fax, laundry, room service) directly with the hotel staff.

Per Diem Allowances for Sponsored Delegates. Per diems will be paid to cover dinners and incidentals during the conference days, and all other meals for your approved stay during the conference dates. Delegates will be required to submit their **ticket** (copy) and **in-bound**

boarding passes to the conference secretariat. **Please keep your boarding passes safe, as no per diems will be paid without submission of a boarding pass.**

Per diems will be paid out for sponsored and registered delegates on Tuesday 20 September, during tea and lunch breaks. Sponsored delegates are requested to submit boarding passes and travel claims during registration.

Travel Claims and Reimbursement for Sponsored Delegates. FANRPAN will reimburse all claims accompanied by relevant receipts for airport tax and visa fees. Kindly note that expenses such as passport issuing fees, car park fees, transport to airport in home country are not eligible.

Local Transport. For security reasons, delegates are advised to liaise with the hotel reception staff for transport arrangements.

Shopping and Tours. Delegates are advised to liaise with the hotel reception staff for transport arrangements.

Once the sessions have ended on Friday 3 September, delegates are encouraged to make use of the free afternoon to explore Mbabane.

Restaurants: A list of restaurants in the vicinity is provided below:

- The Terrace Restaurant (on-site)
- Planters Restaurant (on-site)
- Ilanga Restaurant (on-site)
- Valley Blues Restaurant (on-site)
- Casino Bar (on-site)
- Planters Bar (on-site)
- Pool Bar (on-site)
- The Sportsman's Bar (on-site)
- Valley Blues Bar (on-site)
- The Phumalanga Terrace (on-site)
- For traditional Swazi food visit eDladleni Resturant +268 2404 5743