WORLD EXPORT DEVELOPMENT FORUM 2018

PRACTICAL INFORMATION

Mulungushi International Conference Centre

8025 Great East Road
P.O. Box 33299
Lusaka, Zambia
Phone: +260-211-291229 | Fax: +260-211-291991
www.micc.co.zm

Participation in WEDF 2018 and B2B meetings are free of charge and subject to confirmation by the organizers. The Official Opening will be at 9:00 on 11 September; the programme will officially end at 17:30 on 12 September.

Before the official opening, WEDF 2018 features business-to-business (B2B) meetings at the same venue on Monday, 10 September, which continue on Tuesday, 11 September. On Monday, 10 September, there will also be a regional packaging event and the launch of SheTrades Zambia. On Thursday, there will be a China-Zambia investment meeting.

Simultaneous interpretation from and into English, French and Chinese will be offered for WEDF sessions. For the B2B meetings, it is recommended to be able to communicate in English.

All WEDF details are available at: www.intracen.org/wedf.

WEDF registration

Registration is mandatory for all WEDF participants.

To register for WEDF, you are required to use a valid email address and validate that address. Once you have provided your email address and selected a password, an automated email will be sent to you containing an activation link. When you have activated your email address, you will be able to log in. Please note that the link remains active for 24 hours, after which you will need to register again.

To register, you will need the following:

- A valid email address
- A recent photo of yourself (portrait - passport style)
- Passport information

Junk mail/spam

Many email providers send automated notifications to junk/spam folders. If you do not receive the email notification, please check your junk/spam folder. If the message has landed in a junk/spam folder, please indicate to your provider that these notifications are not junk/spam. This will be important, as we will be communicating information to you through your email address.

Never received the email?

Should you have not received the automatic notification, you will be able to use your email address again after 48 hours. You will then be able to register again with the same email address.
Can I save my registration form and return to the process later?

The form automatically saves at every step completed. You can then log off and return to the form. Once you have completed the form, please make sure to click “SEND REGISTRATION”.

Vaccines before your trip

We recommend that international participants consult their physician to ensure they have taken the necessary vaccines prior to travelling to Lusaka.

VISA: Entry requirements for Zambia

The Zambia Immigration Authority has guaranteed that all WEDF participants who are fully registered and approved will be granted a visa upon arrival. Registration information for approved participants is shared on a daily basis with the Zambia Immigration Authority, and only those on the lists provided will be eligible for a visa upon arrival.

For fully registered and approved participants it is therefore not necessary to apply for a visa through other channels prior to your trip.

We encourage participants from countries who would usually require visas before travel to complete their registration as soon as possible. Registration is mandatory for all WEDF participants.

The WEDF team will send you relevant documentation needed for your visa upon arrival prior to your trip. Please ensure you print it and present it on arrival to Lusaka to obtain your visa.

Visa fee

Please ensure that you have the visa fee required to enter Zambia (US$50) ready for payment in cash upon arrival. Note: When using large-denomination US currency ($50 or $100) in Zambia, bills older than 2006 are generally not accepted, as a precaution against counterfeiting.

Shuttle services

The Zambian Government will provide a shuttle service from the Kenneth Kaunda International Airport to Lusaka. A WEDF 2018 welcome desk will be available at Arrivals. We will share more information regarding the shuttle service shortly.

Accommodation and meals

Participants are expected to make their own accommodation arrangements.

The hotels below offer preferential rates for WEDF 2018 participants. Please make your reservation using the booking code indicated.

- Protea Hotel by Marriott Lusaka (Arcades Shopping Complex) - Booking code ITC092018
- Protea Hotel by Marriott Lusaka Tower (Arcades Shopping Complex) - Booking code ITC092018
- Radisson Blu - Booking code 1809WEDFOR (breakfast included in the rate)
- Intercontinental - Booking code WEDF 2018 (breakfast and airport shuttle included in the rate)
Meals during the course of the conference on 11 and 12 September are offered courtesy of the Government of Zambia and partners.

**Currency**

The currency used in Zambia is the Zambian kwacha (ZMW), which is sub-divided into 100 ngwee. Please note that when using large-denomination US currency ($50 or $100) in Zambia, bills older than 2006 are generally not accepted, as a precaution against counterfeiting. If planning to exchange currency in Zambia, make sure to bring bills from recent years that use the newer, large-portrait format.

**Tourist packages**

The sightseeing tours summarized below have been selected for WEDF 2018 participants. All tours are available for a fee and must be reserved by the delegate directly with the tour operator. See the WEDF web site for updated information.

**Three-day trip to Victoria Falls**

**Day 1**

Mode of transport: air or road transfer.

Flight prices vary depending on the booking dates; road transfer prices depend on the number of people travelling and the type of vehicle. Several hotel options are available.

- Two nights at **Avani Victoria Falls Resort** - Bed & Breakfast for $650 per person sharing a room at this hotel.
  A 5-minute walk from “Mosi-Oa-Tunya” (the Smoke that Thunders – Victoria Falls), the Avani Victoria Falls Resort provides guests with affordable luxury, family-oriented accommodation. This 3-star hotel is vibrant and colourful, which is reflective of the Zambian people themselves.

- Two nights at **Victoria Falls Waterfront** - Bed & Breakfast for $515 per person sharing a room at this hotel.
  The lodge boasts fantastic facilities catering to travellers’ every need including a riverside restaurant and bar with stunning views over the Zambezi River – the perfect spot for a sundowner. A varied mix of accommodation includes en-suite chalets, permanent tents and a campsite.

- Two nights at **Maramba River Lodge** - Bed & Breakfast for $450 per person sharing a room at this hotel.
  The lodge is an attractive year-round base with its shaded, woodland settings. Often, elephants are spotted walking on its grounds. Very popular among tourists, Maramba River Lodge is the perfect place if you want to experience Africa.

**Sunset Cruise**

You can enjoy luxurious cruises on the Zambezi River and experience all the wonders of nature that this powerful river has to offer. For an unforgettable experience, take a cruise upstream from the Victoria Falls and see spectacular views of the Zambezi River and the surrounding game reserves.

**Day 2**

**Cheetah Walk**

Taking a walk with cheetahs is an experience of a lifetime! You walk under guided supervision, through the African Bush. It is a true African Experience to walk with dangerous animals during this exciting safari.

**Guided Tour of the Victoria Falls**
Our professional guide will walk you through all the magnificent Victoria Falls, giving vivid information on the falls and ensuring that you visit the most interesting sights of the World's Seventh Natural Wonder!

Day 3  
Road transfers to Livingstone International Airport for your onward flight or road transfer to Lusaka

Note for all Victoria Falls packages: the rate does not include international airfares, visa entry fees or transportation to Livingstone. Additional nights and local flights rates are subject to availability.

Contact for reservations: res@goingplaceszambia.com; Cell: +260 954 063499, +260 975 063499

1. Chaminuka Day Trip

The private game reserve and lodge offers a memorable day out. Chaminuka is home to nearly all types of antelopes, giraffes, elephants and other animals. Clients are picked up from their hotel at 9:00 and dropped off by 17:00. The trip is priced at $160 per person for a minimum of two people.

This includes:
- Return transfers
- Game drive
- Cheetah walk experience
- Boat ride
- Buffet lunch
- Viewing of the extensive art collection

Please note that beverages are billed separately at the bar and are not included in the package above.

Contact for reservations: res@goingplaceszambia.com; Cell: +260 954 063499, +260 975 063499

2. Lusaka City Tour

The tour encompasses a visit to memorable sights around the city such as the Chilenje House, Kabwata Cultural Village, Memorial Park, the Cathedral, Lusaka Museum and local markets. The tour also includes lunch in a Zambian Restaurant, a drive through Cairo road and visits to government buildings and national monument sites.

Clients can be picked up and dropped off at Lusaka City hotels and an additional fee applies for transfer to Lusaka International Airport. For four hours the tour is priced at $70 per person and for seven hours the tour costs $100.

Contact for reservations: res@goingplaceszambia.com; Cell: +260 954 063499, +260 975 063499