



# **20th APLESA**

## **Conference 2023**

### **Victoria Falls, Zimbabwe**

**The Elephant Hills Hotel**

**Victoria Falls**

**27-31 May 2023**



**APLESA 2023 THEME**

***"Parliament library and research services: An Interface for knowledge driven macro-economic growth."***

# Information Package



## TRAVELLING TO ZIMBABWE

### VISA INFORMATION

Each delegate must be in possession of a valid passport and those who require a visa should make the necessary arrangements prior to arriving in Zimbabwe. Attached to this Logistical Memo is a list of Visa Categories issued by the Immigration Department of Zimbabwe. Furthermore, delegates can access Zimbabwe's e-visa website for further information: -<http://www.zimimmigration.gov.zw/>

#### OFFICIAL ARRIVALS AND DEPARTURE DATES

##### ARRIVAL DATES

Delegates are expected to arrive as follows:-

- APLESA Secretariat – Tuesday, 23 May 2023
- APLESA EXCOM -Tuesday 23 May, 2023
- PRE-CONFERENCE TRAINING, FRIDAY 26 MAY 2023 **PLEASE CONFIRM PARTICIPATION**
- ; ALL OTHER DELEGATES FOR MAIN CONFERENCE –FRIDAY ,26 MAY 2023

**OFFICIAL OPENING :** Sunday 28 May 2023

Conference Postmortem: Thursday 1 June 2023( executive and Secretariate

##### OFFICIAL DEPARTURE DATES:

**1 JUNE 2023 REST OF THE DELEGATES**

**03 JUNE 2023 APLESA EXECUTIVE**

### AIRPORT PICKUPS

**Parliament of Zimbabwe  
will be responsible for  
airport pickups**

#### Arrivals and Departures

Delegates are advised to book flights directly to Victoria Falls. Delegates arriving at the Robert Mugabe International Airport are advised to book connecting domestic flights to the Victoria Falls.

# INFORMATION PACK

## ARRIVALS AND DEPARTURES

Parliaments are therefore, being advised to submit the travel itineraries for their delegates to the APLESA Organising Committee Secretary and copy the Protocol officer on emails given in ANNEXURE 2 by **01 march 2023**

## TRANSPORT

**The Parliament of Zimbabwe will be responsible for the local ground transport arrangements for the delegates. *Any transport requirements outside the Conference Programme will be regarded as private and delegates will be expected to meet the cost of such services***

## LANGUAGE

**Conference languages will be English, French and Portuguese**

# REGISTRATION

**Registration of delegates will be at the Registration Desk which will be located at the Elephant Hotel on 25 May 2023.**

**All delegates, support staff and the APLESA Secretariat will be issued with identity badges on registration. These badges are expected to be worn throughout the conference period for purposes of security, ease of identification and to facilitate access into the Conference venue.**

## OPENING CEREMONY

**The Conference will be officially opened on 28 May 2023, at the Elephant Hotel, Victoria Falls.**

## SECURITY AND ACCREDITATION

**The Parliament of Zimbabwe in conjunction with the Government of Zimbabwe, through its security agencies, will provide security to the delegates based on international practice throughout the duration of the Conference.**

## ELECTRICITY

**Zimbabwe uses the British 3 pin square plug. The Voltage is 240v**

# ACCOMMODATION

## Medical Services

Delegates will be responsible for their medical expenses. However, Parliament of Zimbabwe will provide basic medical facilities for minor ailments for the duration of the conference. Major cases will be referred to established health facilities at the expense of the delegate. Those with chronic ailments, are reminded to pack their medication before they travel. Delegates are also kindly requested to engage their medical aid societies to secure travel insurance cover before they travel to Victoria Falls

## ACCOMMODATION:

The Victoria Falls Resort Town is full of accommodation choices that can suit one's budget. We highly recommend the following for your convenience:

1. The Elephant Hills Hotel USD 120.00(Venue)
2. A'Zambezi Hotel – USD 120.00
3. lala Lodge - USD 150.00
4. N1 Hotel, (Budget Accommodation) - USD 75.00
5. .Victoria Falls Rainbow Hotel US\$500
- 6.Premier Lodges US\$60

# CURRENCY CONVERSION

## CURRENCY EXCHANGE

Zimbabwe operates under a mono-currency dispensation under Real Time Gross Settlement (RTGS) dollar. International delegates can also make use of the major international currencies, namely the United States Dollar, the British Pound Sterling, the Euro and the South African Rand. The currency in Zimbabwe is the RTGS dollar which is currently pegged at RTGS 16 to the United States Dollar.

Banks and bureaux de change open at 0800 hours and close at 1500 hours during the week and on Saturday open at 0800 hours and close at 1100 hours.

Please also note that the exchange rate can change anytime depending on the demand. Delegates are, therefore, advised to carry with them enough cash or loaded visa card for comfortable sustenance.

## International

Debit cards (Visa and MasterCard) are acceptable in Zimbabwe.

## Weather

The climate in Victoria Falls during the month of May is warm and very dry. May is in the fall / autumn in Victoria Falls. Daytime maximum temperatures average around a comfortable 29° Celcius and 11° Celcius at night. It is recommended that you bring a mixture of both light and heavy clothing





# HOTEL INFORMATION

## THE ELEPHANT HILLS

Overlooking Zambezi River, this laid-back hotel is 1 km from Zambezi River Cruise Terminal and 6 km from swimming at Devils Pool Victoria Falls. Relaxed rooms with tile floors offer balconies, flat-screens and safes, plus minifridges and tea and coffeemaking facilities. Upgraded rooms add river views. Suites feature separate living areas. Room service is available. Breakfast and an area shuttle are complimentary. There are also 4 restaurants, 3 bars and a lounge, as well as an outdoor pool and a gym. Other amenities include an 18-hole golf course, 2 tennis courts and bowling. Parking is available. Wi-Fi, Free breakfast, Free parking, Accessible, Outdoor pool, Air-conditioned

### RESERVATIONS:

e-mail : [reservations@ehr.africansun.co.zw](mailto:reservations@ehr.africansun.co.zw)

## THE VICTORIA FALLS HOTEL

The Victoria Falls Hotel, popularly known as “the grand old lady of the Falls”, is situated in the Victoria Falls National Park, a world heritage site, and is a member of the exclusive Leading 5 Star Hotels of the World group. It is one of only three ISO-accredited hotels in Zimbabwe.

The Edwardian-style five star hotel, built in 1904, was recently redecorated and refurbished and now combines the charm of the old with the convenience of the new set in lush tropical gardens with lily ponds, palm trees and semi-tropical shrubs, it provides the tranquillity and seclusion that many guests seek. The famous Victoria Falls are just a ten-minute walk away using the hotel’s private pathway, and “the smoke that thunders” or “Mosi-O-Tunya” in the local dialect, is clearly audible and visible from this luxurious

landmark.

### RESERVATIONS

[enquiries@victoriafallshotel.com](mailto:enquiries@victoriafallshotel.com)



# HOTEL INFORMATION

## Rainbow Hotel

278 Park Way, Victoria, Falls

US\$90 Bed and Breakfast

reservations@rtg.co.zw

+263213 284 4583

## Premier Lodges

- 1059 Siringa Road Vic Falls, Victoria Falls

US\$60 Bed and Breakfast

booking@africapremiersafaris.com

+ 26377470233

# PLACES TO SEE IN VIC FALLS

## THE MAJESTIC VIC FALLS

One of the 7 Natural Wonders of the World The Largest Waterfall in the World A World Heritage Site 100 Meter Deep Gorges Magnificent Rainforest.Guided tours can be arranged. US 27

Dinner Cruise on the Zambezi . USD 90

Bunjee Jumping

zambezi train usd 595

## Contact Details

### PROTOCOL OFFICERS

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