

## **Information Note to Participants (SADC)**

### **Sensitization Seminar – Pretoria, South Africa**

**VENUE :** Department of International Relations and Cooperation of South Africa  
(Head Office)  
OR Tambo Building, 460 Soutpansberg Road  
Rietondale  
**Pretoria**

**DATES:** 17 to 19 March 2015

**LOCAL CONTACT:**

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**VISAS :** Participants to the above workshop, are required to obtain a visa for entry into South Africa, (as required). You are therefore required to apply for a visa in your country of residence as soon as possible. If you are transiting to South Africa via another country, you are also required to apply for a transit visa in your country of residence.

**Hotel Accommodation :** The hotels in Pretoria, close to the venue of the seminar are the following hotels which can be booked online.

**Hazelonz Guest House**  
<http://hazelonzguesthouse.com>

**Burgers Park Hotel**  
424 Lilian Ngoyi Street  
Pretoria, 0002

**Reservation requests may be sent to :**

[helen@burgerspark.co.za](mailto:helen@burgerspark.co.za)

[tendayi@burgerspark.co.za](mailto:tendayi@burgerspark.co.za)

[patricia@burgerspark.co.za](mailto:patricia@burgerspark.co.za) (Ms Patricia Pillay, Front Office Manager)

**Sheraton Pretoria Hotel**

**643 Corner of Church and Wessels Streets**

**Arcadia, Pretoria**

**Arrival airport in South Africa :**

OR Tambo International Airport (ORTIA) is indeed the closest to Tshwane and Pretoria downtown. Airport transfers for delegates can be obtained either from registered taxi shuttle services at ORTIA to the hotels – fares should be approximately US\$50 one way, or

by using the Gautrain (<http://www.gautrain.co.za/>) from within ORTIA to the Pretoria Station (for Burgers Park Hotel) or to the Hatfield Station (for Sheraton Hotel) - approximately US\$13 one way for both stations. (Passengers should note that a change of train is required at either of the Marlboro or Sandton stations on the route for trips between ORTIA and Tshwane.) A short taxi transfer would be required from either station to the hotels.

The duration of the airport-hotel transfer will be determined by prevailing traffic conditions. During normal traffic, the transfer should take approximately 35 minutes by road at least, while the Gautrain is a lot more predictable at all times at approximately 35 minutes in all conditions.

**Local currency:** ZAR (South African Rands) only legal tender accepted and must be exchanged at a Foreign Exchange/Cambio or bank providing foreign exchange services (not all bank branches provide foreign exchange).

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