

2023 Africa Think Tank Summit

Linking Evidence, Policies, and Practice to Support the Implementation of the AfCFTA Agreement

PRE-EVENTS

8 November 2023

SUMMIT

9-10 November

WHERE

**Intercontinental Lusaka,
Zambia**

ALL TIMES ARE CENTRAL AFRICA TIME (GMT / UTC. UTC+2)

INFORMATION NOTE FOR PARTICIPANTS



9th SOMMET DES THINK TANKS D'AFRIQUE



THE AFRICAN CAPACITY BUILDING FOUNDATION | FONDATION POUR LE RENFORCEMENT DES CAPACITES EN AFRIQUE



Ministry of
Commerce Trade
and Industry –
Republic of
Zambia



VISA
Foundation



AGRA
Sustainably Growing
Africa's Food Systems



All participants are requested to take note of the information provided in this document and are urged to take necessary action in preparing for travel to and stay in Zambia. **Please note that all expenses related to your participation in the 9th Africa Think Tank Summit will be entirely at your own cost, except for sponsored delegates.**

VENUE

The Summit will be held in the **Nalikwanda Room** at the InterContinental Hotel, Lusaka in Zambia.

Address: Haile Selassie Avenue, Lusaka

Tel: +260 21 1 250 000

Email: events@lusakaic.com

The Summit will be in Hybrid format (virtual and in-person).

REGISTRATION AND ON-SITE IDENTIFICATION BADGE

Online registration

Participants must self-register to be able to access the **Venue** or the **Online portal** for the 9th Africa Think Tank Summit. The registration form can be accessed from the following links:

- **Online portal:** [Webinar Registration - Zoom](#) Participants attending virtually will receive the connection parameters to join the meeting.
- **In-person:** [9th Africa Think Tank Summit Registration Form | The African Capacity Building Foundation \(acbf-pact.org\)](#) . You are kindly encouraged to register as soon as possible.

Identification badges

These will be made available to all registered and confirmed participants to access the Venue. On-site badging will open on November 7 to 8, 2023 at the Intercontinental Hotel, from 8:00 am to 5:00 pm in the **Kafue Room (Secretariat)**.

ENTRY REQUIREMENTS INTO ZAMBIA FOR IN-PERSON PARTICIPANTS

Visa and Immigration formalities

A Visa is required by most foreign nationals entering the Republic of Zambia. Participants that require a Visa to enter Zambia are responsible for arranging with the Diplomatic Mission of Zambia in the country of their residence using the invitation letter provided. Prior to date of travel, participants must ensure that their passport is valid for at least six (06) months and that it has at least four (04) blank pages.

Participants unable to secure Visas prior to travel are kindly requested to complete the **VISA Application information** form **no later than 16 October 2023**. Arrangements are being made with the Government of the Republic of Zambia for visas to be granted on arrival to participants who are unable

to obtain visas prior to travel. Letters to this effect will be issued to facilitate boarding of flights to Lusaka.

Participants have a deadline of Monday 16 October 2023 for them to submit their information.

Health and COVID-19 Requirements

All participants should ensure that they arrange for Health Insurance before travelling. There will be a mobile clinic with a standby ambulance at the Conference venue for any emergencies.

On 21 March 2023 the Zambian Ministry of Health announced the lifting of all COVID-19 travel related restrictions at points of entry with immediate effect. All travellers to Zambia are no longer required to show proof of vaccination, recovery or testing against COVID-19.

A **yellow fever vaccination certificate** is required for travellers aged 1 year or over arriving from countries with risk of yellow fever transmission and for travellers having transited for more than 12 hours through an airport of a country with risk of yellow fever transmission.

Arrival

Participants requiring assistance on arrival in Lusaka with immigration formalities and transport should look out for Staff with ACBF banners for the meeting at Kenneth Kaunda International Airport.

ACCOMMODATION

Apart from sponsored delegates, all participants will cover their own accommodation and all other expenses during their stay. Please see recommended Hotels List in Lusaka, Zambia in **Appendix 1**, and make your reservations directly. Daily shuttle service to the conference venue will be provided to participants staying at the recommended Hotels only. Participants requiring assistance with hotel booking may contact the following:

Maria Kasolo (Ms.)

Mobile /WhatsApp Number: +260 96 524 3975

Email: maria.kasolo@renapri.org

INTERPRETATION

Simultaneous interpretation in English/ French will be provided for the Meeting.

MEETING DOCUMENTATION

Documentation for the Meeting will be sent electronically to all participants. Useful information related to the Meeting will also be available on the ACBF's ATTS website at [9th Africa Think Tank Summit | The African Capacity Building Foundation \(\[acbf-pact.org\]\(http://acbf-pact.org\)\)](#)

SECRETARIAT

A Secretariat will be set up in the **Kafue Room** at the InterContinental Hotel and will operate throughout the sessions. This service will be from the 6th November 2023.

LUNCH

Lunch will be offered at the conference Venue for all registered delegates. It will be important to have your conference ID at all times.

CONTACT FOR INFORMATION

For any questions regarding the 9th Africa Think Tank Summit and information provided herein, please contact:

Dr. Barassou Diawara

Senior Knowledge Management Expert
Email: b.diawara@acbf-pact.org
Mobile/WhatsApp Number: +236 77 787 9422

Mrs. Ruramai Marandu

Administrative Associate
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Mobile/WhatsApp Number: +263 77 274 5688

Ms. Maria Kasolo

Administration and Operations Specialist
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Mobile/WhatsApp Number: +260 96 524 3975

Mrs. Kafuki Hepplethwaite

Acting Programme Coordinator
Email: kafuki.hepplethwaite@renapri.org
Mobile/WhatsApp: +260 96 629 3093

Mrs. Victoria Mwewa

Event Manager
Email: Acbf2023@triangles.co.zm
vmwewa15@gmail.com
Mobile/WhatsApp: +260 97 776 6929

SECURITY

Participants are advised to take care of their belongings at all times, in the conference room as well as in their rooms. They should ensure that valuables are never left unattended.

Zambia is generally a safe country. However, visitors should exercise caution at all times, and be aware of their surroundings. Participants are advised to seek further information from the hotel, the Summit Secretariat (Kafue room) and other clearly defined information offices.

ADDITIONAL INFORMATION

Geographical Information

The Republic of Zambia is landlocked and bordered by Mozambique, Tanzania, Malawi, Zimbabwe, Namibia, Angola, Democratic Republic of Congo and Botswana. Zambia is a landlocked country in Southern Africa, with a tropical climate and consists mostly of high plateau, with some hills and mountains, dissected by river valleys. The country has a surface area of 752,614 square kilometers,

and a population of 20,726,736 (Updated on July 16, 2023, with the latest July 2023-July 2024 estimates from the 2022 U.N. Revision).



People and Languages

Zambia has seventy-three (73) Ethnic groups and seven main languages - Nyanja, Bemba, Luvale, Tonga, Lunda, Kaonde, Lozi. English is the official business language and the Meeting will be conducted in English with interpretation services in French.

Weather/Time Zone

The weather in November is rainy; cloudy or sunny. The average daily temperature is expected to reach 29°C with moderate heat and humidity, falling to 17°C at night. Participants are advised to bring both light and warm clothing as the evenings may be cool. A small umbrella may be handy too.

Zambia observes a time zone of GMT+2 (Central Africa Time) all year.

Currency

The official currency in Zambia is the Zambian Kwacha (ZMW). The Zambian currency consists of the following:

Notes: K100, K50, K20, K10, K5, and K2

Coins: K1, 50 ngwee, 10 ngwee and 5 ngwee.

Exchange Rates

The current exchange rate of the Zambian Kwacha is **USD 1 = ZMW 21.18** (as at 5 October 2023). **The exchange rate is prone to slight fluctuations and may not be at this rate at the time of the Conference.**

International VISA cards are generally accepted by most hotels, shopping centres and restaurants in Zambia.

Services

Banking: Monday to Friday 08:15hrs – 15:30 hrs
Bureaux de Change are usually open up to 17:00 hrs.
Shops: Monday to Friday: 09:00hrs – 17:00hrs;
Saturday: 08:00hrs – 13:00hrs.

However, the shopping malls are normally open until much later.

Communication

The country code for Zambia is +260. The major mobile providers are **Airtel**, **MTN**, and **Zamtel**, and SIM cards are available for purchase from vendors at the airport, or at the hotels' business centres, and at major shopping centres. Presentation of a Passport is a requirement in the SIM Card registration process.

Electricity

The standard voltage in Zambia is **230 supply Voltage AC (50Hz)** Electricity Adapters. All electrical equipment that normally use a different voltage must either have dual voltage compatibility (most modern razors and other small travel tools are equipped with such) or be used with a transformer.

In Zambia, the power sockets are of Type G, which is three rectangular pins in a rectangular pattern, see image below. Adapters for electrical equipment are readily available in Zambia.



Zambia is known for her warm hospitality; participants are encouraged to undertake some Tourism Ventures while they are in Lusaka.

Further details regarding this may be obtained from the Conference Secretariat on arrival.

Appendix

**LIST OF RECOMMENDED HOTELS IN LUSAKA
(all rates are inclusive of breakfast and Wi-Fi)**

1. INTERCONTINENTAL HOTEL – 5 Star

Reservations can be made Via Email to the following Email address:
reservations@lusakaic.com and copy tamara.mkandah@lusakaic.com
Mention Block Code – **AFRTHI** when making the booking.

Rates:

Premium Room - \$220
Junior Suite - \$350 with access to the Executive Lounge

Venue of the Summit

2. HOLIDAY INN HOTEL - 2 Star

Reservations can be made Via Email to the following Email address:
info@hilusaka.com and copy tamara.mkandah@lusakaic.com
Mention Block Code – **AFRTHI** when making the booking.

Rates:

Advance Booking:
Standard room - USD 97.00
1 Queen bed standard - USD 100.00
Twin beds standard – USD 100
1 Queen bed standard - USD 116
Twin beds standard - USD 116
1 Queen bed standard flexi - USD109

Same location as the InterContinental Hotel (Venue of the Summit)

3. TAJ PAMODZI - 5 Star

Contact Details: +260 211 254 455
Email: Pamodzi.lusaka@tajhotels.com

Rates:

Superior Room: 1 Queen bed – USD 120
Executive Room: 1 Queen bed – USD 150
Executive Twin beds - USD 150)
Deluxe Room: 1 Queen bed - USD 174
Deluxe Twin beds – USD 174
Junior Suite: 1 Queen bed – USD 232
Deluxe Suite: 1 King bed – USD 522

Distance from the InterContinental Hotel 1.5km

4. SOUTHERN SUN - 4 Star

Contact Details: +260 211 251 666
Email: SSRidgeway.Reservations@tsogosun.com

Rates:

Single Standard Room - USD 109.00
Double Sharing Standard Room with breakfast - USD 144.00

Distance from the InterContinental Hotel 1km

5. LE ELEMENTOS BOUTIQUE HOTEL - 3 Star

Contact Details:

Cisanga Mwanza

Tel: +260 966 966 995

Email: Cisanga.mwanza@leelementos.com

Rates:

Double room (Single occupancy) – USD 85

Double Room (Double Occupancy) – USD 110

Single room – USD 80

Twin Rooms – USD 135

Distance from the InterContinental Hotel

2km

6. STAY EASY BOUTIQUE HOTEL - 2 Star

Contact Details:

+260 211 372 001 / +260 974 778 858

Email: StayEasyLusaka.Reservations@southersun.com

Classic Rooms with Standard Double Bed - USD 85.00

Classic Rooms with Twin Beds - USD 85.00

Distance from the InterContinental Hotel

3km

****USD rate as 5 October – K21.00***

**** Please note that these are indicative rates and may change according to the exchange rate at the time of booking.***

**** There may also be an opportunity to receive discounted rates when booking if you mention the Conference you are attending.***