



**AFRICAN REGIONAL ORGANISATION OF THE INTERNATIONAL
TRADE UNION CONFEDERATION
(ITUC-AFRICA)**

**Private Sector in Development Seminar and the ATUDN 2019 General
Meeting**

Dates: 26th – 29th March, 2019

Place: Lusaka – Zambia

INFORMATION NOTE FOR PARTICIPANTS

HOTEL	ADDRESS
<p>Protea Hotel by Marriot Lusaka Cairo Road</p>	<p>Plot 11, Mutaba House, Lusaka – Zambia. P.O. BOX 37625 Lusaka Zambia T +260 (0) 211 238 360 F: 260 211 238 317 E: reservations@phcairoroad.co.zm</p>
GROUP DINNER – 27 March	TRANSPORTATION
<p>A group dinner has been organised and shall take place on Wednesday, the 27th of March.</p>	<p>Airport pick-ups and drop offs have been organised from Kenneth Kaunda International Airport and the Protea Hotel, respectively.</p> <p>Meeting Point @ Airport : Arrival hall, look out for a ZCTU/ITUC-AFRICA sign</p>

TRAVEL DOCUMENTS	DAILY ALLOWANCE
Please make sure you bring your original boarding passes with you as well as your passport or copies of your visa stamps.	All participants will receive an allowance for each night spent in Lusaka to cover the meals not offered during your stay/meeting.
BADGES	INTERPRETATION
Your name badge will be provided at the welcome desk upon arrival at the meeting venue. All participants are requested to wear their badges throughout the event.	All plenary sessions and discussions will be held in English and simultaneous translation will be provided in French.
CONTACTS ORGANISERS	USEFUL INFORMATION
<p>Alex Nkosi alex.nkosi@ituc-africa.org WhatsApp: +228 91508268</p> <p>Mrs. Kampamba Phiri zctu@microlink.zm WhatsApp: +260 97 7508028</p>	<p>https://www.zambiatourism.com/travel-info/safety-and-security/</p>
IN CONCLUSION	
<p>As part of your invitation, your attendance at the meeting will be supported by organisers and will include the following:</p> <ul style="list-style-type: none"> ▪ Return air travel from your current location to Lusaka, Zambia; ▪ Accommodation on bed and breakfast for the duration of the workshop; ▪ Road travel from the airport to the designated accommodation and meeting venue, as stipulated above, a shuttle/taxi written ZCTU/ITUC-Africa will await your arrival; ▪ All lunches and teas for the duration of the meeting; ▪ Participants will be issued a reasonable dinner allowance for those nights during which dinner will not be hosted by the organizers; ▪ Visa fee costs will be refunded for those who will require visas upon submission of the receipt. Please bring your receipt. <p>Please note, the following expenses will NOT be covered by organisers:</p> <ul style="list-style-type: none"> ▪ Laundry; in-room hotel movies; internet services; in-room hotel phone calls; and room service; ▪ Health and travel insurance for the duration of your travel and meeting will need to be provided at your own cost; ▪ Any changes to travel already booked and associated fees will not be covered by the organizers; ▪ Recreational activities during the meeting days will not be covered by the organizers; <p>Nota Bene: Please remember to bring with you the boarding pass/es!</p>	