Global Aviation Gender Summit
Hosted by the South African Civil Aviation Authority
(SACAA)

Co-organized by ICAO

In collaboration with UNESCO

Cape Town, South Africa from 8 to 10 August

INFORMATION BULLETIN

1. **Place and Date**

   The first ever Global Aviation Gender Summit will be held in Cape Town, South Africa from 8 to 10 August 2018.

2. **Venue**

   The event will be held at Cape Town International Convention Centre (CTICC) located in Convention Square, 1 Lower Long Street, Cape Town 8001. The venue can be picked up easily on Google Map.

3. **Opening Session**

   The Opening Session will take place on Wednesday, 8 August 2018 at 0900 hours at CTICC.

4. **Registration**

   The on-site registration of international participants will take place at outside Hall 9 and 10.

5. **Languages**

   The country has 11 official languages. English is the preferred language for corporate business, including at most conference centres and also with tourists.

   The meeting will be conducted in English with interpretation in all ICAO official languages (Arabic, Chinese, French, Spanish, and Russian).

6. **Documentation**

   This is a paperless event. Separate instructions will be sent to participants who will be attending the workshop.

7. **Hours of Business:**

The official working hours in South Africa are 08:00 am to 16:30 pm from Mondays to Fridays and 09:00 am to 12:30 pm on Saturdays. Saturday afternoons and Sundays are treated as non-corporate time and the banks are closed.

8. **Passport and visa requirements**

Participants are requested to apply for visas well in advance from South Africa High Commissions or Embassies, which will be issued upon the presentation of documentation showing that the applicants are designated representatives to a particular ICAO related meeting to be held in the Cape Town area. No visas will be issued upon arrival. Please visit our Home Affairs website for more information

http://www.dha.gov.za/index.php/immigration-services/apply-for-a-south-african-visa

Some countries are exempt from requiring Visas. See http://www.southafrica.info/travel/

9. **Vaccination requirements**

Participants must ensure they take out travel insurance (including health) from their home country for the duration of their stay in Cape Town.

Vaccination - Presentation of yellow fever certificate at the point of entry is required for the following African countries – Angola, Benin, Burkina Faso, Burundi, Comoros, Central African Republic, Chad, Congo – DRC, Ivory Coast, Ethiopia, Gabon, Ghana, Gambia, Guinea Bissau, Guinea Equatorial, Kenya, Liberia, Mali, Mauritania, Mozambique, Niger, Nigeria, Somalia, Congo, Rwanda, São Tomé e Principe, Senegal, Sierra Leone, Tanzania, Togo, Uganda.

For some African countries Malaria vaccination requirements are also to be confirmed.

10. **Currency/ Banks**

Exchange is easily available in the banks, at the airport and exchange agencies. Credit cards are accepted in most establishments. Most shops and hotels accept Visa Cards.

The official currency is the South African Rand (ZAR).

The current exchange parity rate as of May 2018 is:
    0,079 US Dollar (subject to change on a daily basis)

Updated exchange rates are easily obtainable online as well. Exchange is easily available in the banks and exchange agencies.

11. **Weather/ Temperature**

In the month of August:
- Average daily maximum temperature: 18 degrees C (64 degrees F)

- Average daily minimum temperature: 8 degrees C (45 degrees F)
- Average monthly rainfall: 77mm (3 inches)
- Average days and nights: sunrise starts at about 07h00, and sunset begins at about 18h00.
- Look out for the strong winds that come and go – umbrellas will not be much good, but that warm hooded jacket we advised you to pack will certainly come in handy.

12. **Transportation**

Peak hour traffic from Cape Town International Airport to Cape Town city area is to be taken into consideration when planning transportation.

Metered Taxis/ Uber and or Taxify are available from the airport to the hotels and the fare is normally between R100 - R500. However, it is advisable to agree on the fare before getting into the vehicle. Enquiries may be made at the airport information desks/counters upon arrival.

13. **Hotels in Cape Town**

Participants are requested to make their own hotel and shuttle/transport reservations. A list of recommended hotels/lodges around the Cape Town International Convention Centre area is below.

Rooms have been blocked for the Summit participants at a special rate as per below.

Hotel	Distance to venue	Negotiated Rates (BB)	website	Booking ID
The West Inn	190 meters (walk) onsite	Deluxe/Standard R1 300 Executive Suite R3 300	http://www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1445	1479605
Southern Sun The Cullinan	250m (walk) 600m (drive)	Standard Rooms R1 380	https://www.tsogosun.com/the-cullinan?chebs=gl-hotel_southern-sun-the-cullinan&utm_source=google&utm_medium=businesslisting&utm_campaign=hotel_southern-sun-the-cullinan	3904570
Stay Easy	950m (walk) 1.2km (drive)	Standard Rooms R1 099	https://www.tsogosun.com/stayeasy-cape-town-city-bowl	3904570
Sun Square	1km (walk)	Standard Rooms	https://www.tsogosun.com/sunsquare-cape-town-gardens?chebs=gl-hotel_sunsquare-	3904570

	1.6km (drive)	R1 230	cape-towngardens&utm_source=google&utm_medium=businesslisting&utm_campaign=hotel_sunsquare-cape-town-gardens	
Southern Cape Sun	900m (walk) 1.3km (drive)	Standard Rooms R1 230 Executive Suite R3 230	https://www.tsogosun.com/southern-sun-cape-sun?chebs=gl-hotel_southern-sun-cape-sun&utm_source=google&utm_medium=businesslisting&utm_campaign=hotel_southern-sun-cape-sun	3904570
Southern Sun Waterfront	450m (walk) 1km (drive)	Standard Room R1 380	https://www.tsogosun.com/southern-sun-waterfront-cape-town?chebs=gl-hotel_southern-sun-waterfrontcapetown&utm_source=google&utm_medium=businesslisting&utm_campaign=hotel_southern-sun-waterfront-cape-town	3904570

NB: All hotel rates are in Rands. Please make sure during the booking you mention you are attending the Summit in August and the discount granted must apply.