

**POSTAL REFORM, POLICY AND REGULATION TRAINING WORKSHOP
EZULWINI, SWAZILAND**

**HAPPY VALLEY HOTEL
31ST OCTOBER - 4TH NOVEMBER 2016**

GENERAL INFORMATION FOR DELEGATES

1. VENUE

The **training workshop** will be held on **the 31st October to 4th November 2016** at the **Happy Valley Hotel, Ezulwini, Swaziland.**

2. ARRIVAL, DEPARTURE AND TRANSPORTATION

Transport will be provided to the delegates on arrival, to & from the training venue and on departure.

3. HOTEL ACCOMODATION

All costs shall be borne by the delegate. Attached is the list of recommended hotels. Please note that this is peak tourism season, therefore delegates are encouraged to communicate their choices ASAP.

4. VISA REQUIREMENTS

These vary from country to country. Please check with the nearest Swaziland Embassy or travel agency. If you are experiencing any problems, please do not hesitate to contact the host contact person.

5. HEALTH REQUIREMENTS

Delegates are urged to check with the health authorities in their respective countries. A Vaccination Certificate for Yellow Fever is required from delegates from infected areas. Malaria risk is minimal except in the Southern part of the country.

Delegates are also encouraged to obtain medical travel insurance from reputable organizations, insurance is relatively cheap and will ensure a trouble free trip should medical treatment be required.

6. LOCAL CURRENCY

Foreign exchange facilities are available through bureau de exchange facilities on weekdays and weekends. Most internationally recognized currencies and travellers cheques can be exchanged at commercial banks, hotels and international airports.

Please note that the exchange rates fluctuate. The above-mentioned are as at 16th August, 2016. The local currency (E-Emalangeni) is at par with the South African Rand: therefore, South African Rands (**NOTES ONLY**) are acceptable.

1 US Dollar = E13.28

1 Pound = E17.25

1 Euro = E14.97

7. CREDIT CARDS

The following credit cards are acceptable in Swaziland banks and in some hotels and restaurants: American Express, Diners, Master Card and Visa Card.

8. SPEED & POLICE

Delegates who will be driving to Swaziland are advised to have their driver's licence in their vehicles at all times. The general speed limit in Swaziland is 80 kmph reducing to 60 kmph as marked in urban and other areas. For highways it is 120 kmph. On all tar roads are radar and contact speed traps. If you are driving a foreign-registered car you will be expected to pay on the spot.

9. DRUNKEN DRIVING – **BE WARNED**

Please do not drink and drive. The controls are very strict. Minimum sentence is 4 years imprisonment or E5000.00 Emalangeni (approximately US\$376.50) fine payable on the spot for foreigners.

10. BUSINESS AND SHOPPING HOURS

Office and businesses are generally open from 08:00 to 17:00, Monday to Friday. Shopping hours vary but most shops are open from 09:00 to 17:00 Monday to Friday and from 09:00 to 13:00 on Saturdays. Some shops are also open on Sundays between 09:00 to 13:00.

11. TEMPERATURE

The climate in Swaziland is cold at night becoming warm during the day. It is expected that during the period of the meeting, temperatures will range between 11 degrees Celsius and 27 degrees Celsius.

12. LANGUAGE

English and SiSwati are the official languages.

13. ELECTRICITY

The mains electricity supply in Swaziland operates at 220 – 230V, 50-60Hz, round pin plugs

14. TIME DIFFERENCE

Swaziland is in 2 hours ahead of GMT.

15. SAFETY AND SECURITY

As always, travellers should take a few basic precautions to ensure a safe and pleasant visit:

- Never leave personal property unattended
- Store valuables in your hotel's safety deposit box
- Keep your hotel room locked
- Transport is available and can be booked on time for other special activities
- Avoid displaying expensive jewellery and cameras
- Do not carry large sums of money on your person
- Stay away from dark, isolated areas

16. EMERGENCY SERVICES (TEL NUMBERS):

AMBULANCE: 606 911 (Private hospital rates)

HOSPITALS: Mbabane Clinic (Private) – 2404 2423/4/5 & MEDISUN Clinic 24162800

Mbabane Government Hospital (Public) – 2404 2111

POLICE: 999

17. TELEPHONE SERVICES:

The country code is +268, No Area code.

The following officers including the host contact will be available for contact in case of emergency:

CONTACT INFORMATION	
Tanya Desousa TEL: +268 2406 7000 Cell: +268 7626 3590 Email: tanya.desousa@sccom.org.sz desousatanya@yahoo.com	Tsandzekile Dlamini TEL: +268 2406 7000 CELL: +268 7861 4296 Email: tsandzekile.makama@sccom.org.sz tsasa.mak@gmail.com

HOTEL ACCOMODATION

Exchange Rate: **USD\$ 1: E13.26** as at 16 August 2016

NAME OF HOTEL	SINGLE	DOUBLE
1. Royal Swazi Sun - 5 star	E1, 468.00	E1, 665.00
2. Royal Villas – 5 star	E1, 510.00	E1, 730.00
3. Lugogo Sun - 3 star	E898.00	E1, 065.00
4. Mogi Boutique Hotel - 3 star	E890.00	E1,150.00–E1,350.00
5. Happy Valley Hotel - 3 star	E780.00	E890.00
6. Sibane	E770.00	E900.00
7. Timbali Lodge - 1 star	E640.00	E770.00
8. Bethel Court - 2 star	E582.00	E793.00
9. Mananga Centre	E550.00	E750.00
10. Lidwala Backpackers	E590.00 (excl. breakfast)	