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LOGISTICAL INFORMATION NOTE

Regional Workshop on Cooperation in Preparedness and Response to Marine Pollution Incidents

03 - 05 March 2020

Hotel Verde Zanzibar – Zanzibar, Tanzania

Welcome Note

The United Nations Environment Programme - Nairobi Convention Secretariat in collaboration with the International Maritime Organization (IMO) welcome you to Zanzibar to participate in the Regional Workshop on Cooperation in Preparedness and Response to Marine Pollution Incidents. We hope that your stay will be a comfortable one.

Meeting Venue

The meeting will take place at the **Hotel Verde Zanzibar - Azam Luxury Resort & Spa**, a 25 minutes' drive from the airport. The contact details for the hotel are as follows:

Hotel Verde Zanzibar - Azam Luxury Resort & Spa

Malawi Rd, Zanzibar, Tanzania

Email: reservations@znz.hotelverde.com / events@znz.hotelverde.com

Contact Person

SHAIKH NASHEEB UDDIN

Operations Manager

Malawi Road, Zanzibar, Tanzania

Tel T: +255 (0) 242250140 | C: +255 (0) 689 684 488 / +255 (0) 629 233 697

Email: reservations@znz.hotelverde.com / operations@znz.hotelverde.com

Transport to the venue

Participants will make their own airport transfer arrangements to the venue on the day of arrival and from the venue to the airport at the end of the workshop. Nairobi Convention sponsored participants will receive US\$ 188 to cater for the terminal expenses upon receipt of boarding passes from the participants.

Accommodation

Participants will make their own accommodation arrangements in Zanzibar and are encouraged to book their accommodation at *Hotel Verde Zanzibar - Azam Luxury Resort & Spa* or in any of the nearby hotels around the venue.

Daily Subsistence Allowance (DSA)

Nairobi Convention Sponsored participants will be paid a Daily Subsistence allowance of US\$ 170 per day to cover the costs for accommodation, meals (breakfast and dinner) and incidental expenses. Lunch will be provided as part of the conference package. The DSA will be provided in form of cash upon provision of boarding passes for the travel on 04 March 2020, which is a mandatory UN requirement for issuance of DSA. Participants who provided banking details will receive a 75% cash advance of the DSA into their bank accounts and the remaining 25% of the DSA will be processed upon receipt of the boarding passes.

Visa and other reimbursable costs

In case you have any additional costs for visas, for example, please bring the original receipt for reimbursement. Reimbursement will be made in USD and will be sent through your bank account after the meeting.

Entry Requirements

All participants are advised to carry their invitation letters, a recent passport (at least 6 months before expiration), yellow fever card and return or onward ticket.

Registration

Participants are kindly requested to register and obtain meeting badges at the entrance of the meeting venue between 0830hrs and 0855hrs on 03 March 2020

Weather and Time Zone

The standard time is 3 hours ahead of Greenwich Mean Time (GMT+3). Tanzania is in East Africa Time Zone (EAT). From March to May, Zanzibar receives the prolonged and heavy monsoon rains, therefore the participants are requested to prepare appropriately. In Zanzibar, temperature ranges between 24°C (75°F) - 28°C (82°F) in March.

Socket and plug

In Tanzania, the power sockets are of type G. Type G: this type is of British origin. This socket only works with plug G.



Credit cards

Most major credit cards (MasterCard, Visa and American Express) are widely accepted. In addition to credit cards, it is advisable to carry easily convertible currency in cash.

Local Currency and Exchange rate

The unit of currency in Tanzania is the Shilling (TZS). The Current Exchange rate is US\$1 = TZS 2318. The rate is bound to change from time to time. Exchanges can be done at the Forex bureaus at the airport or at the local bank; a passport will be required for this.

Health Requirements

Participants are advised to arrange the necessary travel and health insurance for the duration of the meeting. The organisers will not assume responsibility for this.

List of the Possible Hotels in **Zanzibar** around **Hotel Verde Zanzibar - Azam Luxury Resort & Spa**

No.	Name	Contacts	Proximity to Meeting Venue	Rate (USD)
1.	Hotel Verde Zanzibar - Azam Luxury Resort & Spa	Operations Manager Tel: +255 (0) 242250140 +255 (0) 689 684 488 / +255 (0) 629 233 697 Email: reservations@znz.hotelverde.com / operations@znz.hotelverde.com	Meeting Venue	236
2.	Golden Tulip Zanzibar Resort	+255 773 900 888	2.7km to Meeting Venue	89
3.	Dreams Hotel	+255 24 223 5170 booking@dreamshotelzanzibar.com / info@dreamshotelzanzibar.com	3.6km to Meeting Venue	90
4.	Golden Tulip Stonetown Boutique	+255 773 303 703 Website: www.goldentulipzanzibarboutique.com	3.9km to Meeting Venue	78
5.	Smiles Stone Town Hotel	+255 716 387 676 / 0711 327 676	3.9km to Meeting Venue	75
6.	Island Paradise Inn	+255 778 915 227 / +255 655 916 227 info@iparadiseinn.com	3.4km to Meeting Venue	65
7.	Moment In Time Hotel	+255 772782773 / +255 774 847 920 info@momentintimehotel.com	4.3km to Meeting Venue	93
8.	Tembo House Hotel	+255 777 413 348 / +255 779 413348 reservations@tembohotel.com	4km to Meeting Venue	80
9.	Best Western Plus Zanzibar	+255 772 114 422 / +255 24 223 3993 reservations@bestwesternpluszanzibar.co.tz	3.9km to Meeting Venue	40
10.	Zenji Hotel	+255 776 705 592 info@zenjihotel.com	3.8km to Meeting Venue	50
11.	The Island Town Hotel	+255 742 721 372 / +255 712 063 106 manager@theislandtown.com	3.9km to Meeting Venue	46
12.	Sealand Hotel	+255 777 472 777 / +255 24 223 2621 sealandhotel@ymail.com	3.7km to Meeting Venue	35