

Hello,

Soon, you will be traveling to Johannesburg, South Africa for the AROCSA 2017 Conference. This would be one of the most interesting and engaging conferences you will attend! In this document, we hope to answer some questions you may have, in order to prepare you for this journey and to help make your trip to South Africa easier and memorable.

## TRAVEL DOCUMENTS

- Please ensure that you have a passport that is valid for at least 6 months beyond your travel, and a South African visa, to allow you entry into South Africa.
- **If you require a visa and haven't applied for it yet, you would need to begin your visa application now!** Once you provide your passport details and the dates of your travel, AROCSA will send you an invitation letter for your visa application.

## INOCULATIONS AND MEDICATION

- Please ensure that you get a Yellow Fever shot and request that it is recorded in your **YELLOW FEVER VACCINATION CARD**. This will be checked as part of your arrival documentation. You will **not** be allowed in South Africa without proof of your Yellow Fever Vaccination (Applicable to travelers from Africa). If you don't have it, you may go through some undue hassle upon arrival, and may be made to acquire it on-site, which can be expensive.
- Malaria can be a real threat in many places in sub-Saharan Africa. However, this threat is not imminent in Johannesburg, thus anti-malaria drugs to help prevent you from contracting Malaria while in South Africa are not highly recommended.

## ARRIVAL INFORMATION

- When you arrive, you will go through Customs and Immigrations formalities. You will be asked to complete immigration forms with information such as address of where you will be lodging which is the physical address of Sunnyside Park Hotel (see below), your passport details and others. Please make this information readily available to avoid delays.

## HOTEL INFORMATION

For filling your immigration and other forms your physical address in South Africa will be:

[Sunnyside Park Hotel](#),  
Princess of Wales Terrace & Carse O'Gowrie Rd,  
Parktown, Johannesburg, 2041,  
South Africa  
GPS Co-Ordinates: Lat: -26.178972, Lon: 28.047725

Contact Number: + 27 (0) 11 640 0400  
Fax Number: + 27 (0) 11 642 0019  
Email Address:  
[sunnyside@legacyhotels.com](mailto:sunnyside@legacyhotels.com)

## TRANSPORTATION

- You are advised to make prior arrangements for transportation from the airport to Sunnyside Park Hotel, where you will be lodging. The hotel is located about 23 km from the OR Tambo International Airport, and is about a 35-minute drive from the Airport.
- You have different ground travel options including **Uber** and other commercial taxis available at the airport. Here are a few options:
  - **Uber** – if you have an Uber account, you can use it in South Africa. It's very convenient. You may use the complimentary wifi in the airport to get access to [the Uber site to use the service](#).
  - **Gautrain** – The Gautrain (*pronounced with a silent 'g' "hau train"*) is a convenient option. You may take the 'yellow line' to the Sandton stop, and switch to the 'Red' line, which will take you to the Park Station. From there, you may catch a marked cab to the hotel – these are usually parked outside the station.

If you use the Gautrain and want to use Uber, it is better to make the arrangements prior to arriving at the station, or stepping away from the station to make the arrangements. This prevents the possibility of being caught between feuding Uber and Taxi drivers.

- **Taxi** - at the airport, you may go to desks with taxi signs for a cab to take you to the hotel.

- AROCSA will provide bus shuttle services from the hotel to the conference venue and back to the hotel. For personal tours in the city, you can resort to public transport avenues such as Uber and taxis. Public minibuses are not advised.

## WEATHER & DRESSING

- You will be arriving in a period of “cool” weather, as July is winter in South Africa. You might want to bring a warm jacket with you to stay comfortably warm. For the conference period, it promises to be sunny and beautiful, but temperatures may range from 3° – 17° Celsius/ 42° – 63° Fahrenheit.

## CONFERENCE VENUE

- The conference will be held at the University of the Witwatersrand School of Governance, Johannesburg. The sessions will be held between the Donald Gordon Auditorium at 2 St David's Place, Parktown, and Mwalimu House, on the campus. The university is about a 10-minute drive from the Sunnyside Park Hotel. AROCSA will provide shuttle services to and from the venue for the duration of the conference.

## ACCOMODATION & MEALS

AROCSA will provide shared accommodation for conference participants at [Sunnyside Park Hotel](#) in Johannesburg for conference participants. However, if you would like to have a room to yourself, you can request and have it at the discounted conference rate. A **standard single room rate (one bed) for conference participants is R950 (about \$71) and Standard twin (2 beds) room rate is R1100 (about \$82) per night.**

Snacks and lunch will be provided at the conference. Please note that if you choose to use hotel facilities such as laundry services, the mini-bar, room service etc. you would have to settle the bill upon check-out.

## LOCAL TRAVEL

- If you want to use a taxi, please ask the hotel to arrange one and ensure that you pre-arrange transport for your return journey. It is advisable to negotiate the fare with the driver in advance. Avoid using minibuses and unlicensed taxis.
- Call the police (on **10111** or on **112** from a mobile phone) at the first sign of danger.

## CURRENCY

The currency of South Africa is the Rand (ZAR), and the exchange rate on July 11, 2017 is \$1 = R13.55. You may use [www.xe.com](http://www.xe.com) to check exchange rates.

## SAFETY AND SECURITY

- Due to some thefts at OR Tambo International Airport in Johannesburg, you should vacuum-wrap luggage where local regulations permit. Keep all valuables in your carry-on luggage.
- Keep large amounts of money, expensive jewelry, cameras and phones out of sight. Don't change or withdraw large sums of money in busy public areas including foreign exchange facilities or ATMs. Thieves operate at international airports, and bus and train stations. Keep your valuables safe and baggage with you at all times.
- Don't give personal or financial account information details to anyone. There are fraudsters who may target visitors.

## HEALTH

- Please ensure you have travel insurance coverage before travelling to South Africa.
- In case of emergency medical assistance, dial **10177** and request an ambulance. You should contact your insurance/medical assistance company promptly if you are referred to a medical facility for treatment.

We hope this information helps in your preparation for your journey to South Africa. If you have other questions, please send them to us at [conference@arocsa.org](mailto:conference@arocsa.org) or [syeboah@arocsa.org](mailto:syeboah@arocsa.org). We look forward to seeing you soon and getting to know you at the AROCSA 2017 Conference.

Our website is being updated daily, and so please visit [www.arocsa.org](http://www.arocsa.org) for all other details.