

Information Note

Invitation to the annual meeting with National Malaria Programmes for countries in the Eastern and Southern Africa subregion, in Lusaka, Zambia, on 16-19 September 2024

Dear Participants,

The RBM Partnership to End Malaria, through its Country and Regional Support Partner Committee (CRSPC), is planning to conduct its annual meeting with National Malaria Programmes for countries in the Eastern and Southern Africa subregion in Lusaka, Zambia on 16-19 September 2024.

Please refer to the information below regarding the administrative and logistical arrangements made by the RBM Partnership to End Malaria / United Nations Office for Project Services (UNOPS) for participants sponsored through the RBM Partnership to attend this meeting.

1. VENUE

The workshop and meeting will be held at the InterContinental Lusaka, while participants will be accommodated at the Holiday Inn Lusaka. Both venues are part of the IHG hotel chain and are conveniently located at the same address, just a short walk apart.

On the day of the event, signboards will be in place to guide you from the Holiday Inn to the InterContinental, where the conference will take place:

Address: Haile Selassie Ave, Lusaka 10101, Zambia

Tel: +260 211 250 000

Email: reservations@lusakaic.com

2. TRAVEL

RBM/UNOPS will manage the travel arrangements for all participants sponsored by RBM to attend the meeting. Economy class tickets will be purchased for each participant on the most direct and economical route.

If at any point a participant decides not to take the flight booked through RBM Partnership / UNOPS, please contact RBM/UNOPS immediately at keishaw@unops.org so that the ticket can be cancelled before the date of the trip.

3. AIRPORT TRANSFERS

For participants sponsored by RBM Partnership, transportation services will be provided to and from the airport, organised through the hotel. On the date of arrival, a hotel staff member will be waiting for you with a sign stating 'RBM Partnership' with its logo.

For airport transfer emergencies, please contact the transfer representative Mr. Abed Al Jalil Marwani at +961 70 275 475 or via email: abed.marwani@worldwidetravel-lb.com.

Note: Self-funded participants need to make their own transportation arrangements to and from the airport.

4. ACCOMMODATION

A single occupancy hotel room with breakfast is provided for all participants sponsored by RBM at the Holiday Inn Lusaka:

- Check-in date: 15 September at 15:00 hrs
- Check-out date: 20 September at 12:00 hrs

Participants will be required to pay any additional expenses directly to the hotel, including phone charges, room service, minibar, and alcoholic beverages.

Self-funded participants may book accommodation at the same hotel or any other hotel.

To do so, you may contact Worldwide Travel and Tourism by reaching out to Mr. Abed Al Jalil Marwani at +961 70 275 475 or via email: abed.marwani@worldwidetravel-lb.com.

Alternatively, you can contact the InterContinental Lusaka / Holiday Inn Lusaka hotel directly at +260 211 250 000 or via email: reservations@lusakaic.com.

5. MEALS DURING THE MEETING

Lunch and two coffee breaks will be provided to both RBM-sponsored and self-funded participants during the meeting days on 16-19 September 2024. Participants with special dietary requirements (allergies, vegetarian, halal, etc.) should indicate them during booking or hotel registration.

6. PER DIEM

As accommodation and two meals (breakfast and lunch) are provided during the meeting, RBM-sponsored participants are entitled to 32% of the standard UN Lusaka per diem rate of USD 318 per night to cover dinner and other miscellaneous expenses. Per diems will be paid in cash directly to participants on the first day of the meeting, along with terminal expenses and other expenses such as visa fees upon presentation of original receipts.

7. VISA

A visa for Zambia is required. To apply for an online visa, use the following link: <https://eservices.zambiaimmigration.gov.zm/#/home>. Otherwise, please apply at your nearest embassy or consulate.

Visa expenses will be reimbursed upon presentation of official receipts at the meeting.

Upon request, UNOPS will issue invitation/visa support letters to participants if needed.

8. VACCINES

A Yellow Fever vaccine is required for entry into Zambia; please ensure you have your certificate of vaccination (Yellow Card). The fee will be reimbursed upon submission of official receipts.

9. COVID-19 TRAVEL REQUIREMENTS

There are currently no specific COVID-19 travel requirements to enter Zambia. However, please continue to check for any updates before your departure.

Note that different airlines may have different requirements, which you are required to comply with.

10. WEATHER

In mid-September, Lusaka, Zambia, typically experiences warm and dry weather. Daytime temperatures usually reach around 29-31°C (84-88°F), while at night, they can drop to approximately 14-16°C (57-61°F).

11. PERSONAL DEVICE AND HEADPHONES

All participants will be provided with standard single-jack headphones on the first day of the meeting for remote interpretation. Please bring your own device (laptop, mobile phone, or iPad) to access the virtual meeting interpretation provided via Zoom. If your device is not compatible with standard headphone plugs, please bring a compatible headphone.

12. REMOTE TRANSLATION AND VIRTUAL PARTICIPATION

Remote translation services will be provided for this event. During the face-face meeting days, please use [this link](#) provided to register and access the remote simultaneous translation.

****For participants who will be unable to join the face-to-face meeting, the same link will be used to join the event virtually.****

We look forward to supporting you. Should you have inquiries regarding the logistics of this workshop and meeting, please contact: Keisha Fraser at keishaw@unops.org.