
REGIONAL CONFERENCE ON COMBATTING CORRUPTION IN SADC COUNTRIES

INFORMATION NOTE FOR PARTICIPANTS

Venue:

The conference will be held at **EPIC SANA Luanda Hotel**, R. da Missão, Luanda, Angola

<https://www.sanahotels.com/en/hotel/epic-sana-luanda/>

Methodology of the conference and logistical information:

The Regional Conference will be a **two-stage** process

First stage Technical Segment (29-30 May 2023): This first stage of the conference will be dedicated to detailed technical discussions on the two thematic areas.

Only the Governmental Technical Experts that were nominated as such will participate.

Second stage High-Level Segment (31 May – 2 June 2023): This second stage of the conference will welcome, in addition to the four Governmental Technical Expert spokespersons, national decision and policy makers from participating countries.

CSO participation 30-31 May 2023: Representative of Civil Society Organizations (CSOs) will held Roundtable on Tuesday 30 May 2023. The results of this Roundtable discussions will be retributed the first Day of the High-Level Segment (31 May 2023).

Participants are therefore kindly invited to carefully check the dates they have been designated to attend the conference.

Special notice for designated spokespersons. The spokespersons are the technical experts that have been identified to stay **all week** and to provide the outcome on behalf of their group. Spokespersons will be required to:

- Draft the power-point presentation during the drafting session

- Deliver a presentation at the Dry Run Session
- Deliver a presentation at the High-Level Segment

Designated spokespersons are kindly requested to come to the conference with a laptop and power-point installed on it.

Interpretation

Interpretation between English, French and Portuguese will be provided during all the duration of the conference.

Transportation:

Participants will be offered an airport transfer service from and to Luanda International Airport. Protocols services will be at the airport to assist delegates in this matter.

In addition, daily transportation will be provided between the hotel and the conference venue.

Accommodation:

Participants will be accommodated at **INTERCONTINENTAL HOTEL LUANDA MIRAMAR**, Avenida Nehru nº 2, Município do Sambizanga Luanda at a preferred rate of **USD 150 per night**. A focal point dedicated to the conference will be designated in the hotel to assist with the check in and check out.

All participants will be requested to pay the amount of the nights at the hotel directly. However, for those whose travel has been covered by UNODC, they will receive a *Daily Subsistence Allowance on site to cover these costs* (please see more information below)

Should participants wish to stay outside the required dates for the conference, they are kindly invited to ask the hotel about rates and availability.

The Intercontinental Hotel is five-star hotel and participants will be provided with standard rooms. Should participants wish to obtain a higher room category, they are invited to organize it directly with the hotel and at their own cost.

Visas:

Most of the citizens from SADC Members States are exempted of visa requirements to enter in Angola. In the SADC region, only the following countries need a visa to enter in Angola: **Comoros, Lesotho, Madagascar and Tanzania**

For visa requests process, please go to the nearest Angolan Embassy or Consulate in the country of their residence with the invitation letter of the conference to request a visa.

The delegates based in cities without Angolan embassies or consulate, will be able to receive a visa upon arrival. They are therefore kindly invited to provide copies of their passport as soon as possible to the designated points of Angola, Mr. Fernando Marques: coordmarques@hotmail.com.

Registration:

Registration will be managed through the following webpage: <https://governo.ao/conferencia/>

Health measures:

All travellers entering Angola must have a valid COVID-19 vaccine or present a negative RT-PCR test and a vaccine against Yellow Fever.

Documentation:

Documentation will be provided via USB keys in all UN languages. Main UNODC publications will be saved on the keys.

Participants may also wish to download the publications directly from the UNODC website:

<https://www.unodc.org/unodc/en/corruption/publications.html>

Catering services

Accommodation at intercontinental hotel will be provided with breakfast included. In addition, participants will be provided by lunches and coffee breaks at the conference venue.

A welcome cocktail will also be organised in the evening on the first day of the Technical Segment (29 May 2023) and a formal dinner will be organized in the evening of the first day of the High-Level Segment (31 May 2023).

Daily Subsistence Allowance

In addition to the accommodation, participants whose attendance is entirely covered by UNODC will receive a Daily Subsistence Allowance (DSA) that will cover all the expenses related to their stay in Angola. Unless otherwise notified, **DSAs will be paid in cash at the conference on the first day of each segment (29 May and 31 May 2023)**.

Participants who will **attend all week** should receive the entire DSA amount during the first day of the conference, together

Participants who are attending **the CSO segment** will receive the DSA on the Wednesday 31 May.

All additional expenses related to official travel such as hotels nights spent on transit, health expenses, including mandatory vaccinations to enter in the country, will be able to be refunded after the conference as expense report.

Participants will also be kindly requested to provide their boarding passes and ticket stubs to UNODC staff members.