

MEETING VENUE

Double Tree by Hilton,
Cape Town Upper East Side
31 Brickfield Road,
Woodstock
Cape Town, South Africa

Tel: +27 (0)21 4040 570
Fax: +27 (0) 4040 571

<http://doubletree3.hilton.com/en/hotels/south-africa/doubletree-by-hilton-hotel-cape-town-upper-eastside-CPTUEDI/index.html>

DATE**Thursday, 30 January 2014**

08.00-09.00	Closed Executive Committee on Hosting	<i>(Members of the Executive Committee without WHO, the Union or the Stop TB Partnership in attendance)</i>
10.00-12.00	Board retreat on Hosting	<i>Board members and alternates</i>
13.00-15.00	Board retreat on Hosting	<i>Board members and alternates</i>
15.30-18.00	Board Pre-briefing (Branding, New Tools Working Groups, GDF and TB REACH)	<i>Board members and alternates</i>
15.30-18.00	Closed Executive Committee on Hosting	<i>(Members of the Executive Committee without WHO, the Union or the Stop TB Partnership in attendance)</i>

Evening: Gala dinner hosted by the Republic of South Africa

Friday, 31 January 2014

09.00-18.30 24th Coordinating Board Meeting

Saturday, 1 February 2014

09.00-13.00 Executive Committee Meeting

REGISTRATION

Please register your participation at the 24th Stop TB Partnership Coordinating Board meeting by completing the **Registration Form** and returning it to Uzma Noon (noonu@who.int), fax no.: +41 22 7914886 as soon as possible.

Please ensure that the Stop TB Partnership Secretariat is aware of your arrival and departure details, as well as your hotel accommodation arrangements and notify the secretariat of any changes to your details as soon as they are known.

VISA REQUIREMENTS

If you are subject to visa requirements, you should apply for your visa at least four weeks before your departure to South Africa, and await the outcome of your application before departing. You may refer to this link with regard to further information on visa requirements:
<http://www.southafrica.info/travel/documents/visas>.

Travelers entering South Africa from countries where yellow fever is endemic are often required to present their vaccination record or other proof of inoculation. If they are unable to do so, they must be inoculated at the airport in order to be permitted.

If you encounter any difficulties in obtaining your visa, please contact the Secretariat as soon as possible.

HOTEL ACCOMMODATION

Please note that a block reservation for **50** rooms for participants of the 24th Stop TB Partnership Coordinating Board meeting has been made at the Double Tree by Hilton, Cape Town Upper East Side.

Reservation will be on a **first-come first served basis**.

Accommodation can be booked directly with the Double Tree by Hilton, Cape Town, Upper East Side, Tel: +27 (0)21 404 0570.

When making reservations please send the email to junedray.johnson@hilton.com or asanda.makhofola@hilton.com and please use the Booking ID: BB ID 942701

It would be appreciated if participants could also inform the Secretariat as soon as a confirmed booking is made.

AIRPORT TRANSPORTATION

The Double Tree by Hilton, Cape Town Upper East Side is 15km from Cape Town airport. Airport transfer can be arranged by the hotel. Requests can be made either when making your accommodation reservation or directly with hotel reception (Tel: +27 (0) 21 404 0570).

Airport transfer fees are:

- 1-2 people @ R280.00 one way
- 3-4 people @ R460.00 one way
- 5-7 people @ R650.00 one way
- 9 people (full vehicle) @ R1100.00 one way

(one way = airport to hotel or hotel to airport). Price is per vehicle.

Please note these fees may change before the Coordinating Board meeting.

FINANCIAL MATTERS

The *South African Rand* (ZAR) is the official currency of South Africa. It is subdivided into 100 *cents*. Coin denominations are: 5 cent, 10 cent, 20 cent, 50 cent, 1 Rand, 2 Rand and 5 Rand. Note denominations are: 10 Rand, 20 Rand, 50 Rand, 100 Rand and 200 Rand.

1 USD = approximately 10.09 ZAR

1EUR = approximately 13.66 ZAR

Credit cards are accepted in many parts of Cape Town and most banks offer ATMs.

POWER

South Africa uses 220/230V. The Type M, or South African, electrical plug has three circular pins. For more information, please visit <http://www.kro.com/electric2.htm>. Participants are encouraged to bring a suitable adaptor if needed for personal use.

COMMUNICATION

The telephone country code for South Africa is +27, and the city code for Cape Town is 21.

CLIMATE

The average temperature during summer is 20 degrees. The warmest months are January and February with a maximum temperature of about 26 degrees

MEETING ORGANIZATION

Meeting folders will be available from the Secretariat room in Double Tree by Hilton, Cape Town Upper East Side from the 29th January 2013. Electronic copies of documents will be posted on the Stop TB Partnership web site in advance of the meeting at: <http://www.stoptb.org/cb/meetings/>.

For further information or assistance, please feel free to get in touch with the organizers. The team will happily assist you with your requests, wishes and needs.

Shirley Bennett	+41 79 201 1870	email: bennettshi@who.int
Uzma Noon	+41 22 791 1835	email: noonu@who.int

****Please note****

- 1) While in the meeting rooms, participants should switch off their cellular phones as they might cause interference with the sound system.
- 2) Participants should take the utmost precautions with all their personal property. The Secretariat will not be responsible for the loss of personal objects left unattended at the meeting and hotel premises.

We wish you a productive & happy stay in Cape Town, South Africa!